



Burrough Green Primary School PTA and Friends

“Building Partnerships”

Burrough Green PTA AGM Wednesday 16th October 7:30pm

Present for the Meeting:

Karina Joyce, Sheena Brusell, Vron Lewis, Rachel Drennan, Rhiannon Price, Susanne Hind, Angela Harris, Anna Hayesmore, Sarah Moore, Stacey Read, Dani Penhaligan, Fran Kingsbury, Jo Cole, Eschtike Schulemburg, Steve Smith, Eleanor Raffan

1. Apologies

Ruth MacDonald, Mandy Corbett, Tracey Chaffer, Paul Anson, Joanne Harrison, Kayleigh Wilson

2. Chairs Report

Karina briefly described the PTA and gave an annual report and stressed the importance of election of a committee and a group of trustees.

Please see the full report below:

The Burrough Green Primary school Parent Teachers Association and friends (PTA) is a charity, which is run by a committee elected each year at the Annual General Meeting.

The committee currently consists of: Chair, a Secretary and Treasurer.

There are also a few trustees as well as a teacher representative.

The primary object of the PTA is to advance the education of the pupils by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority/ Academy),

We also hope to foster more extended relationships between the staff, parents, pupils and others associated with the school; and engage in activities which support the school and advance the education of the pupils attending it.

In deciding which activities to run we need to think about the amount of helpers required and the likely uptake.

The money raised by the PTA over the last year has been used in a variety of ways some examples of this are:

- New interactive whiteboards
- Donations to each class
- Money for each class for craft materials
- Money to support the new Curriculum

The main activity of the PTA has been the organisation of fundraising events, and social events as the treasurer report shows this has been a successful year.

Regular PTA lead activities include

- **Supply of refreshments at school events** - Parents have benefitted from refreshments at Nativity and KS2 Plays, open evenings and May Day.
- **School Discos** - The very popular Disco events have all enabled the children to have a fun evening at school with their friends. Very special thanks go to DJ Stu, whom we could not run discos without.
- **Bags to school** - 2 collections are organised each year, this enables you to clear out the wardrobes and us to get paid for the things you no longer wear.
- **Sports day breakfast** - This year was the first time we did this and I think we all enjoyed a bacon roll or croissant while watching our children at sports day.
- **Second hand books** – Set up a second hand book stall.
- **Friday Fun afternoons** – A group of willing helpers organised some Friday Fun sessions, the children were fed and entertained for a couple of hours after school. Thanks to some generous donations of local supermarkets, these sessions raised a considerable amount of much needed funds. The children all seemed to enjoy this winter activity.
- **Gift Aid** - In order to make the most of the income generated the PTA registered with HMRC so that we can claim the Gift Aid on any applicable donations.

Membership

Like many voluntary organisations the PTA has struggled over the years with support, we are a small school so we do not have loads of parents. We also need a full committee of 3 elected members in order to fulfil our obligation as a registered charity otherwise we have to disband the PTA, and I'm sure no one wants that to happen. The members we have, have given up a their time to make sure that the events go ahead, along with the wonderful support from the school staff, who give up their hard earned free time to help us. We really need your help to run events. We cannot put on event and therefore raise much needed funds for our school and all of our children. Let us know if you have ideas for social events you would like to see happen.

As a PTA we don't have many meetings, we are all too busy for that, lots of planning is done by e-mail, messaging and chatting at the school.

We would like to set up a WhatsApp group to share PTA information and to ask for helpers, if you would like to sign up please do.

Thanks

I would like to pay special thanks to Michelle Wishart (secretary) and Sheena Brusell (Treasurer) for all their time and unseen hard work and for their support, now their children have moved on they both do not seek to be re-elected. Thank you also to Angela Harris our teacher representative and to our class reps, we couldn't organise events without you. I hope that some of you will consider being nominated for posts either this year or in years to come. The more people we have to help, the more the workload can be shared.

3. Treasurers Report

Sheena delivered an overview of the current account situation of the end of year accounts 1st September 2018 to 31st August 2019.

Current account – start of the year £4830, end of the year £6564

Investment account – end of the year £6628 having accrued interest of £47

End of Year Total from both accounts - £13,193

During the year the main expenditures were:

- £1600 to classes (£200 per class x 2)
- £567 for 2 external visits to school for education purposes
- £1597 for photocopier costs

The Main Incomes:

- Quiz/Auction £1125
- Fun Fridays £565
- KSI Nativity Tickets and Raffle £620
- Sponsored Walk £1608
- Gift Aid Claim £315
- Easy Fundraising £196
- KS2 Square board and refreshments £182
- Golden Giving Fundraising Platform set up by BG Fundraising Team for regular donations

End of Year Spending:

- £4592 2 new Smart Boards
- £200 arts and crafts
- £660 School Visits

There is a need to do promotion for the Easy Fundraising.

Fundraising Group Run by Paul Anson – he has been looking into grants and has managed to raise £32000 over the last 2 years.

Angela Harris and Mrs Hayesmore confirmed that the £200 allowance for each class has been spent.

4. Election of Officials and Class Reps

Resignation received from Michelle Wishart from the position of secretary and trustee for the PTA. New Committee as nominated and elected at this meeting:

Position	Chair	Vice Chair	Secretary	Treasurer
Nominee	Karina Joyce	Fran Kingsbury	Eschtike Schulenburg	Steve Smith
Proposed by	Rachel Drennan	Stacey Read	Angela Harris	Susanne Hind
Seconded by	Sheena Brusell	Sarah Moore	Dani Penhaligan	Vron Lewis

Class Reps:

Class	Year	Volunteer
<i>Class 1</i>	<i>Year 1</i>	<i>Kayleigh Wilson</i>
	<i>Year 2</i>	<i>Ellie Raffan</i>
<i>Class 2</i>	<i>Year 2</i>	<i>Dani Penhaligan</i>
	<i>Year 3</i>	<i>Tracey Chafer</i>
<i>Class 3</i>	<i>Year 3</i>	<i>Rhiannon Price</i>
	<i>Year 4</i>	<i>Lynda Godden</i>
<i>Class 4</i>	<i>Year 5</i>	<i>Stacey Read</i>
	<i>Year 6</i>	<i>Vron Lewis</i>

Following this meeting, the Signatories for the Current Account will be changed to:

Steve Smith, Eschtike Schulenburg, Fran Kingsbury and Karina Joyce

5. School Funding/Help Requirements

- Open Afternoon Refreshments

The provision of the open afternoon refreshments will be done via class groups, starting with class 4. The Governors will be asked to provide the refreshments for the open afternoon prior to Christmas and the last open afternoon of the year in the Summer term. Class 3 will be asked to do the 1st open afternoon in the Spring Half term with Class 2 providing for the second open afternoon in half spring term. Class 1 will do the 1st open afternoon of the Summer term.

- Hamper Donations

School have approved a change in the arrangement of the hamper donations. In return for being able to wear non-uniform, children will be asked to bring in a hamper item for their house team. The first date for this will be Friday 29th November. The school will lead on any "interhouse competitions" accordingly.

- Christmas Shopping and Pamper Evening

Saturday 23rd November – Burrough Green School Hall. Arrangements are in process and is being arranged by Katie Bevan.

- Fun Friday

Friday 29th November – Small Foot. Waitrose have provided a voucher for the sausages. Karina to ask Tesco for rolls.

Friday 17th January – Film to be confirmed. Discussion around providing Pizza for one of the Fun Fridays. Dani and Rachel to liaise with Kim Howard.

- Disco proposed for Valentine's Day 2020

Date pending approval from DJ Stu. Steve raised the options surrounding providing some refreshments for the parents as a potential revenue. This to be an ongoing discussion

- Discussion around making Tea Towels or Bags for Christmas. Vron to discuss with Frankie Law.
- Family Bingo – this has been successful in the past and is proposed for end Jan / Beginning February. Date chosen 2nd February. In the past the school council have helped arrange.

- Other Fundraising Events Discussed and Proposed:

Coin Collection Jar per class discussed. Various options as to how this can be done. The Pub to be considered as a potential location.

Cheese and Wine Evening Discussed and Proposed by Ellie. Due to the Christmas Shopping Evening this has been deferred to Winter 2020 in an external venue.

Summer Fundraising Event – this was proposed and thought to be a good idea with focus on making it a family event with a "Sport theme". Date to be finalised and a small working party to be set up to organise.

A Proposal for a fundraising idea – Elfridges. School to identify a date. Fran Kingsbury to help co-ordinate.

- Any Other Business

School have asked for a 3rd white board. Everyone agreed to purchase the whiteboard now.

Second Hand School Uniform – 2 people have potentially been identified to take this forward providing stalls at the open afternoons.

KS2 parents to be asked to assist with serving refreshments at the KS1 Nativity

Those present and willing have agreed to be part of a "Whats app" group to aid communication and organisation.

Date of Next Meeting to be arranged.