

## **Burrough Green PTA Annual General Meeting**

**8 September 2020 19:30**

Virtual meeting via Zoom

(Notification of PTA AGM circulated on 16 August 2020)

### Welcome:

All PTA members welcomed to the AGM by Fran Kingsbury, the current PTA Vice chair. She expressed her warmest welcome to all new parents who have joined us for our first ever virtual AGM.

### Attendees:

Fran Kingsbury, Eschtike Schulenburg, Kayleigh Wilson, Charlotte O'Reilly, Katherine Summers, Lauren Braithwaite, Steve Smith, Karen Rusk, Anna Hayesmore, Helen Frame, Alex Bignall, Paul Anson, Suzanne Hind, Angela Harris

### Apologies:

Claire Addison, Stacey Read, Dani Penhaligan, Karina Joyce

### Previous minutes:

Due to lockdown in March 2020, the PTA was severely restricted in its ability to fundraise for the School in 2020.

- The PTA organised two Fun Friday evenings during the earlier part of the year which were well supported.
- Grant Funding applications were put in place but not executed due to lockdown.
- All the PTA policies were updated to fulfil the requirements set out by the Charity Commission.
- The PTA Constitution was updated and made available in electronic format.
- The PTA Committee members met with the Head of School to confirm the priority project list which required PTA Funding support for Burrough Green CoE Primary School. Updating IT resources and providing tablets for use in class with highlighted.
- The second- hand uniform sales raised approximately £50 and was very kindly managed by Lisa Dogan and Fran Kingsbury.
- Match funding: Helen Frame very kindly supported the PTA application for match funding through the BLG group and raised £750
- Reading material was identified as an ongoing issue affecting especially Key Stage 1
- After school club provision: not available at present.

The minutes were proposed by Steve Smith and second by Angela Harris

### Chair's Report:

The Chair's report was delivered by Fran Kingsbury (vice chair) as Karina Joyce was unable to attend the meeting. A summary was given of all actions taken during the previous school year. Our attempts at fundraising were however severely restricted by the Covid-19 pandemic. Fran Kingsbury took this opportunity to thank Karina Joyce for her years of support and dedication to the PTA in her capacity as chair. Karina will be stepping down this year from her current role. Special thanks also to Sheena Brussel who has been hugely supportive of the PTA in her previous role as treasurer and has continued supporting the PTA during the transition period. We are very grateful to you both.

### Treasurer's report:

Delivered by Steve Smith, PTA treasurer. As a result of issues with Santander transitioning PTA bank accounts over to the new committee, it was not possible to circulate and present formal accounts at this meeting. Steve will present full accounts at the November meeting, but was able to give an overview as follows:

No large fundraising projects in 2020 due to the Covid-19 pandemic.

Expenses:

- Interactive smart boards £4000
- Class budgets £1000
- School uniform £2299
- School photocopier £798

Income:

- Elfridges £170
- Craft sale £800
- Fun Fridays £500
- Match funding £750
- Uniform sale £ 2172

Total expenditure 1/9/2019 to 1/9/2020: £14,112.72

Total income 1/9/2019 to 1/9/2020: £7750.90

Total remaining in PTA accounts: £10,874.56 (£8191.62 Current A/C & £2672.44 Investment A/C)

### Appointment of Independent Examiner of Accounts

Marilyn Field will kindly continue in her capacity as the independent examiner of the PTA Accounts.

Proposed by Steve Smith, second by Paul Anson

### Election of PTA Committee members:

Chair: Fran Kingsbury

Vice Chair: Vacant

Secretary: Eschtike Schulenburg

Treasurer: Steve Smith

### Special Business:

Discussion and proposal to formally adopt an updated PTA Constitution in line with the requirements from the Charity Commissioner. This had been made available for all to view online for 21 days prior to the meeting. Confirmed that formal adoption would be by majority vote at the meeting. Agreed unanimously and adopted.

### Election of Class representation:

Year 6: Stacey Read

Year 5: Dani Penhaligan

Year 4: Charlotte O'Reilly

Year 3: Any volunteers gratefully received!

Year 2: Helen Frame

Year 1: Kayleigh Wilson

Reception: Karen Rusk

### Class budgets for 2020:

The PTA will kindly provide £250 per class to support the purchase of learning resources

### PTA Fundraising projects for 2020/2021:

#### **Playground bark:**

The lack of appropriate playground bark has been raised as a safety concern by the School. As there are no funds available in the school budget from government for this, the PTA will support the acquisition of playground bark. Paul Anson will very kindly arrange. A previous Gage charity donation of £2000 is still available to improve outdoor resources. The shortfall will be paid from the PTA account. Bark delivery and spreading is booked for Saturday 10 October. The PTA will need parent support to help with the spreading. Risk of damage to the grass from the JCB was raised but mitigated against the urgent need to provide appropriate bark for safety of the outdoor play areas.

### **Reading books project:**

It is a priority for the school to get the Key stage 1 reading books replaced, as these books are very outdated and not supporting the current curricular needs or the development of phonics- based reading. Over the longer term the school is also looking at upgrading the key stage 2 reading resources. A quote of £4000 has been received from Collins, to replace the Key Stage 1 reading material. Mrs Hayesmore has secured a £1000 grant towards this. The PTA will be helping with the additional £3000 as we feel reading is a top priority.

Grant applications to support the wider reading project is currently limited. The Foyle Foundation is currently suspended. NFU community offers up to £1000 and is an option to explore. We will also look at applying through the Tesco/Waitrose community funding options. An impact statement for these applications will need to be written by Ms Hayesmore to support our applications.

Helen Frame might be able to secure further match funding through the BLG group.

We will be looking at a reading/book related fundraising activity to support and raise money for this key priority. Suggestions of a “read-a-thon” at school or another sponsored event. Angela Harris will kindly action the sponsor form and we would be looking to do this towards half term.

### **Fundraising page:**

<https://www.peoplesfundraising.com/wall/burrough-green-PTA>

The Covid fundraising page set up by Paul Anson has raised over £1000 so far. This has hugely helped the school to become more Covid secure, purchasing hand sanitizing stations etc. We do however need to raise the profile of this fundraising page as only a small number of parents have contributed so far. The PTA will set up a second stream on this page relating to the School Reading campaign. Once the impact statement from Ms Hayesmore has been received, we can launch.

### **Alternative fundraising options:**

Amazon Smile: small donations to the PTA with no cost to anyone. Fran will design flier to hand out to parents.

Easy fundraising: Suzanne Hind will be handing over the running of this page to Steve Smith. Thank you for all your hard work with setting this up Suzanne.

Amazon gift lists: individual class lists will continue to be advertised in the School newsletter.

Christmas fundraising options: suggestions of a wine tasting at the pub showcasing Corney & Barrow, Christmas markets and Elfridges. These are all fantastic ideas but in the current climate and the potential for a second Covid-19 surge over winter, these projects are currently on hold. Auction of Promises / Christmas Raffle ideas are currently being explored.

### PTA Bank account details:

A/c: 55628305

Sort: 090151

Name: Burrough Green PTA & Friends

**BG Facebook page:** we need to ensure that all new parents have been invited to the Facebook group. A link will be added on the School website under the PTA page

New contact details for the PTA chair: [bgptachair@gmail.com](mailto:bgptachair@gmail.com) (link to be added to PTA page)

**Upcoming dates:**

Wordathon fundraiser at school: 13 November

Next PTA meeting: Tuesday 17 Nov at 19:30

Bags2school: Tuesday 17 November at 09:00