



Worplesdon Primary School PTA AGM Minutes
Thursday 28th September 2023 19:30

Attendees

Rachel Banfield (RB) (Treasurer
2022/23)
Natasha Baxter (NB)
Jenny Stanhope (JS)
Claire Mitchell (CM)
Karen Pointer (KP)

Hayley Bennett (HB)
Julia Williamson (JW)
Tori Bispham (TB)
Lauren Shelton (LS)
Marta Ward (MW)
Sarah Gosden (SG)

Apologies

Michelle Nicolls (MN) (Chair 2022/23)
Jo Rees (JR) (Secretary 2022/23)
Grace Sands (GS) (Teacher Representative)

Discussion

1. Welcome

NB welcomed everyone in the absence of MN.

2. Financial Summary 2022/23

RB presented the financial summary for 2022/23 and the current balance available in the bank.

Event	Amount raised
Summer Fair	£2700
Discos	£700
Christmas Jumper/Coat Sale	£10
Christmas Raffle	£2365
Lottery	£200
Amazon	£430

Easy Fundraising	£126
Mothers Day Sale	£600
Smarties Challenge	£500
Frozen Fridays	£330
Sports Day Refreshments	Unconfirmed
Break the Rules	£800
Fathers Day Cookies	£200
Fundraising Total	£8961

PTA Account balance = £11,000

3. 2022/23 Purchases with PTA funds

- 2 bags of footballs
- Mini football nets
- Referee whistles
- Red & yellow cards
- 4 netball/basketball hoops
- 2 bags of netballs
- 2 den building kits
- Mark making station for the infant playground
- Contribution towards interactive whiteboards for the infant classrooms.
- Updates to the reception outdoor playground:
 - Outdoor storage unit
 - Giant wooden scales
 - Water investigation collection
 - Role play camping collection
 - Gardening and growing collection

4. Thanks to the current committee

- NB thanked last year's committee for their work on behalf of everyone and confirmed all 3 individuals are stepping down: Michelle Nichols (Chair), Rachel Banfield (Treasurer), Jo Rees (Secretary).
- NB also thanked everyone who had volunteered their ideas, time and energy throughout the previous academic year.

5. New committee voted in

The new committee were unanimously voted in with 10 votes each:

Chair - Natasha Baxter

Vice-chair - Karen Pointer

Treasurer - Claire Mitchell

Secretary - Jenny Stanhope

6. Handovers and legalities

- NB to speak to MN regarding legalities and access to the bank account, PTA drive, email account, facebook account, etc.
- JS to speak to JR for a secretary handover.
- CM to speak to RB for a treasurer handover.

Emails have since been exchanged with details on all relevant legalities and usernames and passwords. The new committee are to be registered to the charity commission (Friends of Worplesdon School), HMRC and Parentkind.

Parentkind is an organisation that supports PTAs across the country by providing PTA insurance and access to resources, plus they operate the EasyFundraising scheme.

This is provided for an annual subscription fee.

7. Class representatives

- The new committee will send out a Whastapp communication to the current PTA Reps and Helpers group to find out who would like to remain as a class rep and who would like to step down in order to determine where the gaps are. We will then try to recruit from the missing classes.
- It was clarified that the class representative role can be as simple as forwarding on communication from the PTA in the form of flyers and reminders (either through Whatsapp or otherwise), and to try to recruit volunteers for events.
- It was agreed that ParentMails may be sent out to specific year groups who are known not to have Whatsapp groups (currently thought to be years 5 and 6) in order to reach as many parents as possible.

8. Other PTA roles

- Each event will have a team leading it - to be decided once the events calendar has been created.
- Design Expert - Marta Ward has agreed to take on this role to create flyer and poster templates for all events to make the communication around events as easy as possible.
- Digital Communications Lead - Sarah Gosden has agreed to take on this role to lead all social media advertising and communication through the PTA Facebook page.
- Traditional Communications Lead - Karen Pointer will take on this role to design and maintain a PTA notice board hopefully in the Worplesdon Primary School reception area (to include a fundraising thermometer to be updated by the treasurer following events). This will be discussed with Kareen O'Brien when the committee meet with her.

9. Review of 2022/23 events

- Happy Bags - This is an easy money maker. It was suggested to try to do this collection a few times a year. There was discussion around having a permanent donation bin on site but there were concerns around it becoming overfilled or bags overflowing and becoming a hazard so collections would need to be very regular. NB to call Happy Bags to determine available dates for a collection (ideally one per term with the first one in October) and to enquire about a permanent bin on site.
- Christmas cards - Katrina Tidey is happy to organise this again. The committee will check if anything else needs to be done for this or if it is all in hand. We believe the design supplies are already on the school site.
- Frozen Fridays - they weren't a huge money maker but the children love it. We discussed having a tuck shop running alongside this but feedback from the summer fair was that parents feel there is too much emphasis on sugar at many PTA events. The after school club would also like a chance to purchase so we need good communication to ensure these children are aware they can bring their money with them. It was decided these would be included this year but on fewer dates (to be decided).
- Discos - discos were run for infant and junior children last academic year. Many of the infants found it too loud and did not enjoy it despite attempts to reduce the volume. The juniors love the disco. It was thought that too much time is spent in the tuck shop with too much sugar consumed. Suggestions were made around not having a tuck shop but this is thought to be one of their favourite things so potentially to limit the amount of money allowed even further than previously and to limit the time that the tuck shop is open or allow one visit per child. No infant disco this year, alternative entertainment to be organised. Decision made to organise a Valentines disco for the Juniors.
- Bonfire tuck shop - this received criticism from parents so close to Halloween. Decision made to discontinue this event.
- Mothers Day Sale - This was very successful. Donations in return for a mufti day followed by a sale the following week. There were discussions around requesting specific products for donations and potentially buying some products with a small amount of PTA funds to supplement donations and ensure there is enough for everyone. The sale was well organised with 3 tables for pupils to go to reducing queuing, and products fairly distributed across the year groups so the final group did not end up with the smaller gifts. We will include this event again this year.
- Smarties tubes & Smarties party - pupils given a tube of smarties to fill up with 20 pence pieces in return for doing chores over the holidays. Many do not have cash anymore and some children earn pocket money for chores so may feel

they're losing out on this if they donate it. The Smarties party last year was a snack and drink but no games were organised. Decision made to discontinue this event.

- Break the rules day - these are very popular with the children and are a good money maker. Decision made to try to do 2 break the rules days this year.
- Summer fair - feedback from the last summer fair has been collated by CM to be reviewed by this year's summer fair event team prior to planning. Key points - most responses agreed on a Friday afternoon being a good time for the event but people felt that the queues were too long and there was too much sugar involved. Additional ideas for this year included food vans, bouncy castles, craft activity or stationary prizes instead of sweets, simple face painting or tattoos stall and craft stalls.
- Fathers Day cookies - these were not thought to be very popular therefore we will consider a new event for Fathers Day.
- Christmas Hamper Raffle - this was an amazing fundraiser but it was decided to organise a Christmas fair this year instead and incorporate a raffle within this.
- Year 6 leavers event - £400 was gifted last year from the PTA towards a party at the Lido for the year 6 children. This was seen as a popular idea and nice to treat them before they leave. The feedback was that they loved it!
- EasyFundraising - a percentage of online shopping goes to the PTA. This is easy to set up through ParentKind.
- Second hand uniform sales - KP and LS to sort and organise the uniform ready for sale. Aim to hold more regular sales this year.

10. Ideas for new events for 2023/24

- Christmas pantomime for the infants in lieu of a disco. Laura Bassett-Cross has informed us about a pantomime that Wood Street Infants have had before and that was very popular. The company offer 2 performances for the price of 1 which could be used across the two schools (one for Worplesdon Infants and one for Wood Street Infants). The committee will discuss this with LBC. All children to be given a snack and drink prior to the panto.
- Christmas Fair - This was a success in previous years (last in 2019). A Sunday afternoon in early December was thought to be a good time to hold it. Year 6 children would love to help to organise and run stalls. Ideas for stalls included a Santa's grotto, Christmas tree sales, local businesses, food/drinks vans, raffle/tombola.
- Cocoa and movie night - this is an event that Wood Street Infants hold and is popular. We can ask for advice on how best to run this. A decision was made to run this as a Fathers Day event.

- Pyjama days - these are popular with the children but may clash with Red Nose Day or Children in Need so we need to clarify plans for these.
- Teacher's Appreciation Day - HB to find out what the teachers would like - suggestions included a coffee van, cakes, a donation to the Christmas party.
- Parent Appreciation Events - wreath making, quiz nights, silent disco, fashion show (this is a touring group so should be easy to arrange, the PTA get a cut of sales).
- Wonka Bars - chocolate bars bought in bulk and are wrapped with some containing a golden ticket with different rewards on. Every child is given a bar in school in return for £1 and they open them in class to find the golden tickets. It was suggested this was held on Roald Dahl day in September 2024.
- Car boot/jumble sale - There can be a charge for a car park pitch or table and a small entry fee for shoppers. Food vans could be organised too.
- Colour run - coloured powders and obstacles round the field. There could be a sign up fee and individuals could choose to be sponsored if they wish.
- 2024 Challenge - Pupils choose a challenge based on the number 24 - 24 laps, 24 hours, 24 books read in return for sponsorship.
- A 24 hour sports event - other PTAs have run these where participants (teachers/parents/pupils) do an activity non-stop for 24 hours as a team for sponsorship.

11. Calendar of events 2023/24

- The new committee will meet to plan this year's events calendar and discuss plans with Kareen O'Brien to ensure no clashes with school-run events.
- This will be communicated to the school community as soon as possible. The earlier we can get dates out the more volunteers we can hopefully recruit.

12. AOB

- New green shed outside school gates - committee to clarify with Kareen O'Brien as to whether this is for PTA use.
- Old PTA shed to be sorted - JS and MW to coordinate this.
- Raffle license - this is an annual license to be applied for by the committee.
- Drinks license - this is applied for per event held.
- Online payments and card machines - it was agreed that we should try to utilise online payments wherever possible. We have one card machine to use but need to determine who holds this at present. It was suggested it would be useful to buy at least one more.
- Bringing in the use of pre-paid tokens or vouchers wherever possible for event ease, to cut down on congestion and reduce queues.

- Allergies - Send lists of allergens out to parents in advance. Consider use of wristbands to highlight children with allergies. Include posters with allergens list at events.
- School council link - it was agreed that we want to do things in partnership with the school council wherever possible.
- Communication is key - regular updates, advertising and reminders to be sent out to the school community.
- Could we bulk order stationary such as branded pencils for fair prizes? The committee and event leads will look into this.
- **If we managed to raise nearly £2700 at the summer fair last year with minimal volunteers, imagine how much we could raise with more stalls and more volunteers! All proceeds go towards making the school an even better learning environment for our children.**

13. Next steps

- The new committee will meet with Kareen O'Brien to discuss plans for the coming year.
- The new committee will meet to plan this year's events calendar to be shared with the school community.
- Proposed monthly meetings for the core team and relevant event organisers plus regular socials and meetings for the PTA as a whole.
- Quarterly meetings for the wider PTA.