

St Mary's Hampton CE Primary School, Hampton PTFA
Minutes of the Annual General Meeting of the Trustees held on via Zoom Video Conference
on Wednesday, 24 March 2021 at 8.00 p.m.

Present: Mrs Sarah Taylor Murrell (Chair)
Mrs Victoria Hale (Secretary)
Mrs Terri Goodwin
Mrs Hannah Mitchell
Mrs Liz Weiss (Treasurer)

In attendance: Mrs Fiona Quake
Mrs Ruth McCann
Mrs Clare Gold Taylor
Mr Brian Hurst
Ms Dawn Munday
Mrs Kate Hannan
Mrs Maria Kova
Mrs Jovila Braganza
Mr Massimo Cantagallo
Vans []
Taiwo Azumara

Mr Matt White Headteacher of St Mary's Hampton CE Primary School

Apologies: Jenny Yiend
Sharon Tattam

Action

1. Introduction

The Chair noted that a quorum was present, welcomed all to the meeting and accordingly declared the meeting duly convened and constituted.

2. Minutes of the Previous Meeting and Matters Arising

The minutes of the previous Annual General Meeting held on 4 February 2020 were noted.

It was acknowledged that due to the pandemic and the subsequent closure of the school during two national lockdowns, the purchase of new equipment for the playground had been placed on hold. It was agreed that the Trustees would continue to allocate £2,000 of current funds towards the establishment of a mini allotment and area of reflection, a project that Mrs Calvert had previously volunteered to manage.

3. Allocation of Funding

It was noted that the PTFA had at the schools request, funded the following items since the start of the year:

£1,400 had been allocated to purchasing items that teachers had requested for their retrospective classes;

£700 had been allocated for mental wellbeing resources; and

£300 had been allocated to purchase additional ELSA resources.

Mr White thanked the PTFA, Class Representatives and parent volunteers for their continued support. He reported that since the school had reopened on 8 March 2021 the main focus had been on the mental wellbeing of the children.

With this in mind the schools Leadership Council had established a committee to identify a strategy to create a stimulative creative outside space that would benefit each pupil. A piece of unused land adjacent to the bike sheds had been identified for potential use as a 'woodland' nature area together with a number of other themed areas throughout the school grounds.

It was agreed that Mr White would present a strategy to build a creative outdoor space for the school to the Trustees in due course. Mrs McCann undertook to create a fundraising thermometer on the PTFA chalk board which would identify funding targets for the school to aim to achieve.

MW

RM

Following due and careful consideration the Trustees approved the allocation of PTFA funds for the project, such amounts to be agreed upon the presentation of the final strategy documentation.

In order to raise awareness with parents of the simple ways of raising funds through Your School Lottery, Amazon Smile and Easy Fundraising it was agreed that Mr White would feature the benefits for the school in parents joining the Your School Lottery in this weeks school news letter. It was further agreed that the Chair would forward the joining details to Class Representatives for them to communicate to other parents in their class.

MW

Chair

The Chair thanked Mr White for his attendance and he left the meeting.

5. Treasurer's Report

Mrs Weiss presented the Treasurers Report as at 31 January 2021 (as appended to the minutes). She placed on record her thanks on behalf of the PTFA to all those who had volunteered their time or donated during the year to raise funds for the school.

It was noted that in a year where the school had been closed for a number of months parents had managed to raise £5,429.20.

The Christmas Raffle profit had included £300 sponsorship from Tredinick and Bower and £220 raised from the silent auction of a bike donated from Birdies Bikes. The PTFA had also received a very generous donation of £500 from parent, Dan Clarke's company.

Items funded in 2020 had included the following:

£8,000 had been allocated to the levelling of the school playing field
£1,000 had been allocated to year 6 as a leavers donation
£108.86 was allocated for the purchase of PTFA storage box
£200 was allocated for the virtual Christmas pantomime

It was noted that the Trustees had approved the allocation of £2,000 for Mrs Calvert's gardening Project, £1000 towards the current year 6 leaving presentation and c. £7,000 towards the school playground project.

The Chair highlighted that due to an administrative oversight the funds received from Easy Fund Raising would shortly be transferred into the Charity's new bank account.

Save for the above the contents of the report were noted.

6. Chair's Report

The Chair presented her Report (as appended to the minutes). She highlighted the items that had been purchased as Christmas gifts from the PTFA for each class.

The meeting discussed ways in which they could raise money while adhering to government restrictions in these unprecedented times.

Adhoc fundraising

The Chair reported that the school would be participating in the Bag2School scheme with the date of the next collection taking place in early May 2021. A number of fundraising ideas were discussed which included the reintroduction of movie nights and quiz nights.

Sharon Tattam had very kindly agreed to co-ordinate this year's Christmas tree sales and government guidelines permitting Ruth McCann had volunteered to run a wreath making evening.

Fathers Day Fundraising

Following the success of the recent mothers day gifts, organised by year 1 parents, the meeting discussed potential fundraising ideas for fathers day these included an overnight camping expedition in school grounds and a cake raffle.

It was agreed that further thought was needed and Kate Hannan undertook to progress any ideas that she may have and report back to the PTFA.

KH

Circus

It was noted that the circus had been postponed to 29 September 2021. The meeting discussed the logistics of the event and subject to government guidelines it was agreed that:

- i. The event would consist of two performances at 4.30 p.m. and 6.30 p.m. each lasting one hour, with preference for the 4.30 p.m. show being offered to the infants;
- ii. Tickets would cost £10 or £12 for entrance with a hot dog;
- iii. Ruth McCann would design and compile an event programme;
- iv. Consideration of purchasing donuts from Crispy Cremes would be given nearer the event;
- v. Stalls would include a bar/refreshment/ face painting/tombola and sweet stall; and
- vi. Consideration would be given to the admittance of attendees by electronic scanner.

All

RM

Communication

It was noted that Classlist had been successfully set up and rolled out and had made life much easier for the PTFA team to communicate with parents. The developers have taken feedback onboard and vastly improved the usability of the App.

2021 PTFA Committee

It was noted that the Committee currently consisted of a Chair, a Secretary and a Treasurer. There were also committee members, made up from parent members, a teacher representative and we have a vacancy for a Vice-Chair and a Friend of the PTFA.

All

As announced at the 2020 Annual General Meeting, the Chair confirmed that she would stand down as Chair, having been in this position for six years, It was hoped that volunteers for these positions would be identified during the year.

Appointment of an Independent Examiner of Accounts for 2020

It was noted that the charity's accounts were required to be examined by a chartered accountant who was independent of the PTFA. It was agreed that the Committee would seek the services of a chartered accountant.

All

Save for the above the contents of the report were noted

7. Any Other Business

Date of the next meeting

It was agreed that the next meeting would be held on Tuesday, 27 April 2021 at 8.00 p.m. to discuss the planning for the forthcoming circus event.

There being no further business the meeting was closed.



St Mary's Hampton CE Primary School PTFA Treasurer's Report 2020

Submitted by Elizabeth Weiss

Balance as of 31st January 2020¹		£16,158.01
Fundraising Event	Profit	Cost
Uniform Sales	£544.90	
Secret Mother's Day	£424.50	
Christmas Cards	£364.80	
Christmas Trees	£889.00	
Christmas Raffle ²	£1154.00	
Christmas Jumper Competition	£212.50	
Your School Lottery	£1,180.50	
Anglo Recycling – bag2school	£159.00	
FDD	£500.00	
Total Raised in 2020	<u>£5,429.20</u>	
		£21,587.21
Miscellaneous		
Balance Carried over from Old PTFA account	£161.32	
		£21,748.53
Funded in 2020		
Levelling of School Playing Field		£8,000.00
Year 6 Leavers Donation		£1,000.00
PTFA Storage Box		£108.86
Christmas Panto		£200.00
Total Funded in 2020		<u>£9,308.86</u>
		£12,439.67
Expenses		
Printing & Stationary		£10.50
Balance on as of 31st January 2021³		£12,429.17
Float in School Safe £50 plus £10 Uniform Float		
<i>Additional Assets: Items in PTFA Sheds/box</i>		

Treasurer's Comments

Due to Covid Pandemic limited fundraising has been possible in 2020.

Footnotes

1. 2019 treasurers report completed up and inclusive of 31st January 2020.
2. Raffle profit Includes £300 sponsorship from Tredinick and Bower and £220 raised from the silent auction of a bike donated from Birdies Bikes.

Includes cash of £670.00 not yet paid into account



St Mary's Hampton CE Primary School PTFA Annual Report for the AGM

24th March 2021

Thank you for joining us this evening!

It has been an unbelievable year. For some it has been truly dreadful, for others not so bad, but for all, the Coronavirus pandemic has given us a year of anxiety, challenge, stress and uncertainty. A year of cancellations and postponements and yet despite all this, the community of St Mary's Hampton Primary School have pulled together and still managed to run a number of virtual and socially distanced events and activities.

An astounding sum of **£5,429.00** has been raised to help with the PTFA's objectives which are 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), to foster more extended relationships between the staff, parents, pupils, governors, and others associated with the school; and engage in activities which support the school and advance the education of the pupils attending it.

Full details of the funds raised can be found on Liz's Treasurer's Report. I would just like to give a little more detail of the activities and give a shout out to the organisers:

PTFA Fundraising Activities

- **Bag2School Clothes Collection** – we collected 380kgs with minimal effort. The next collection will be on 6th May 2021.
- **Secret Mother's Day** was postponed and then facilitated by school with the help of teachers and teaching staff. The children enjoyed taking their decorate plant pots home and a nice sum of money was raised in the process thanks to year 1 volunteers
- **Second Hand Uniform Sales** – are now owned by Sophie Fenwick and Vicki Botterill who have done a great job and raised a lovely profit in the process.
- **Easyfundraising** – we have gained an additional 2 supporters this year with a total of 80 supporters signed up to raise money whilst shopping online using this support organisation. More work is needed to get parents and grandparents signing up and using this fundraising organisation. It's such an easy way to raise money and just takes a few minutes' education to get people using it.
- **School Lottery** – has been very worthwhile but could be far better. We currently have just 31 supporters who buy 48 tickets and the weekly prize fund is down from £16.50 to £13.80 a week. As the supporters go up so does the prize amount and of course the donation to the PTFA. Since last year's AGM we raised nearly £1200. Imagine what that figure would be if we got even half the parents and a few grandparents playing? We might even win the £25k national lottery?!

- **Christmas Fundraising** – despite the challenges we faced, a massive effort was made during November and December to cling on to some Festive spirit:
 - Ruth McCann organised the children’s **Christmas Card** designs again with the children creating their designs at home – lovely cards, thank you Ruth!
 - Year 1 Class Reps put together the brilliant **Design a Christmas Jumper Competition** – the children had lots of fun and this is a definite template for future activities.
 - Sharon Tattam ran the **Xmas Tree Sale** for the 4th year and made a whopping sum. Numbers were up with people staying home and socially distancing. The quality was excellent again and we’re hoping that we’ll have an even bigger take up next year.
 - The PTFA Committee (including Terri Goodwin at the helm) ran a hugely successful **Christmas Raffle**. There were some brilliant prizes, lots of tickets were sold and a big thank you must go to our fantastic sponsors, Birdie Bikes, FDD International (thanks to year 4 and 6 dad Daniel Clark) and Tredinnick & Bower.
 - Sadly, we couldn’t find a way to make the popular **Wreath Making Night, Christmas Shopping Night or Secret Santa** work, but we hope to be able to run all of these events this Christmas.
- Unfortunately, we were unable to hold our annual **Family Fun Day, Spring or Autumn Fairs** this year. **Ice Cream, Lolly and Cake Sales** have also been put on hold. We are hoping to resume these activities next school year.

The money raised by the PTFA over the last year has been used to fund the following:

Donations to School

- Levelling and reseeded of the School Playing Field (which is a huge improvement)
- Christmas Pantomime (virtual)
- £1,000 2020 Year 6 Leavers’ Donation (agreed due to them not being able to fundraise themselves)
- PTFA Storage / Drop box for donations to be left in a secure, dry place
- We have also agreed to fund Christmas Presents for all classes to be spent as follows:
 - London Class Reception – Greenhouse, Speaker, Board Games, Dolls and Prams
 - Cairo Class Year 1 – Craft Supplies/Activities, Reading Books, Board Games and Puzzles
 - Paris Class Year 2 – Resource Boards, Comprehension Cubes, Maths Games & Puzzles
 - Quito Class Year 3 – Jigsaw, Hot Wheels Track Set, Games and Visualiser for Teaching
 - Rome Class Year 4 – Resources for Maya, Roman & Ancient Greek Topics, Bean Bag for Reading Corner, 30 x Dictionaries and Place Counters
 - Copenhagen Class Year 5 – Reading Books, Dutch Skipping Ropes, Board Games, Punctuation Cards
 - Havana Class Year 6 – Set of Oxford Electronic Spell Checkers, Games, Skipping Ropes and an Outdoor Chess Set

NB. There is a balance as per the Treasurer’s Report. A sum of £2,000 has been put aside for a school allotment and quiet garden which Mrs Calvert agreed to lead in Spring 2020 and we are hoping will happen in 2021? We have agreed to donate £1,000 for the current year 6 Leavers due to social distancing and their lack of fundraising opportunities. £700 has been agreed for Easter Classroom gifts to fund mental health resources with a further £300 donation for ELSA resources. There is talk about funding a trim trail for the school playground which may require further fundraising and will be taken to the committee for discussion.

2021 PTFA Committee

The committee currently consists of a Chair, a Secretary and a Treasurer. There are also committee members, made up from parent members, a teacher representative and we have a vacancy for a Vice-Chair and a Friend of the PTFA.

Current PTFA Committee members are:

Sarah Taylor-Murrell - Chair

Liz Weiss – Treasurer

Victoria Hale – Secretary

As announced at the AGM in early 2020, I am looking to stand down as Chair. Having been in this position now for 6 years, it is time for me to concentrate on our family's impending move to secondary school and hopefully resurrecting my events' business. This leaves the positions of Chair and Vice Chair of the PTFA available.

We are very much hoping that volunteers come forward at the AGM for these positions, to allow events to continue.

2021 PTFA Planning

If we have a full committee, we propose that monthly PTFA evening meetings lasting no more than 90 minutes are continued. Appointed PTFA members will meet to plan events during the year, come up with ideas and delegate duties where appropriate.

Currently, Happy's Circus is in the diary on Wednesday, 29th September 2021, postponed from last year. Hannah Mitchell and I have agreed to run this (with lots of help).

Bag2School are back on 6th May 2021.

There has been a lot of talk of reinstating adult events such as the Quiz and Movie Nights which are both extremely popular events for other local schools – no events are in place yet.

There has also been talk of organising activities for Father's Day, an end of year Family Fun Day and Christmas Shopping Evening. Volunteers are needed to organise these events when bans are lifted.

More work is needed to recruit parents, carers, grandparents and friends to sign up to Easyfundraising, Your School Lottery and Amazon Smile – all of these fundraising platforms raise very good amounts of money with minimal time commitment from the PTFA committee and no cost to the supporter.

Communication

Classlist has been successfully set up and rolled out and has made life much easier for the PTFA team to communicate with parents. The developers have taken feedback onboard and vastly improved the usability recently. We have a good number of parents signed up but we need to investigate whether it is being used effectively as it seems many parents are still missing communications.

There is a full Treasurer's Report to accompany this report.

Being part of the PTFA can be very rewarding, lots of fun and a great way to make new friends whilst doing something remarkable for your children's school. I hope that this year the PTFA will continue to gain more support and build upon what we have previously achieved.

I wish everyone a very successful rest of 2021, with some sense of 'normality' resuming and a new Chair and Vice at the helm to support our brilliant Secretary Victoria and Treasurer Liz!



Sarah Taylor-Murrell

Current St Mary's Hampton CE Primary School PTFA Chair