



HAGLEY PRIMARY SCHOOL

Parents, Friends and Teachers Association



Minutes of Meeting

Date	20 September 2022
Time	18.00pm
Location	School
Attendees	Gemma Walmsley (GW), Natalie Dawes (ND), Stella Gavriel (SG), Lydia Cooper (LC), Jemma Brookes (JB), Gary Booth (GB), Clair Gahir (CG) Mrs Payne (VP, present for AGM)
Apologies	Steph Woodall (SW), Natalie Price (NP), Rachel Hall (RH), Nicola Capel (NC), Liz Hurst (LH)

Action	Owner of Action	Date/Deadline
<p>AGENDA</p> <ol style="list-style-type: none"> 1. Introductions and welcome 2. AGM followed the standard PTA meeting. 3. Together we succeed, reflecting on the previous academic year 4. Academic year 2022, upcoming events 5. PTA funding support 6. Finance Update 7. Review of PTA meetings and minutes 8. Volunteers 9. AOB 		
<p>Welcome</p> <p>GW welcomed everyone to the meeting and indeed extended the welcome to new parents and carers joining the school.</p> <p>GW confirmed tonight's meeting was first part AGM, second part standard PTA meeting.</p>		
<p>AGM</p> <p>Head Teachers update</p> <p>Mrs Payne thanked the PTA for all their hard work over the last year and extended her thanks to all parents and carers for their support. Discussions took place with regard to the potential rising energy costs. It has been foreseen that fuel bills could rise anywhere from 300% to 600% so with this in mind the amazing funds raised last year will go some way to support this academic year too - allowing the school to focus on other priorities.</p> <p>Mrs Payne advised the new play area looked fantastic and would be able to use in approximately one week's time. Discussions took place with regard to the possibility of extending the current play area, for example a new separate play area, more play equipment or a 4-lane running track around the field.</p> <p>The pond refurb was discussed, as to whether the pond project was started again or can the pond be drained/ the area tidied up and refilled? Discussions to continue at the next meeting.</p> <p>Mrs Payne enquired as to whether there was any funding available to purchase new Christmas nativity costumes. Some of the costumes have been in school for 25 years +. Mrs Payne is looking into costings of this to put forward a proposal.</p> <p>Wellbeing area. This area was started pre-covid and not finished. The Wellness Area will be an extension to our amazing library space. It will be used to enhance the lunchtime experience for some of our children who may enjoy a quieter, more reflective area during their break time. £1500 has already been donated by Karen May. Mrs Payne enquired as to if the PTA could match this amount?</p> <p>Recorders, bike-ability, young voices coaches, texting service and Christmas presents from teachers were all discussed, and it was agreed that the PTA would still fund these going forward.</p>		



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<p>Chair The election of a secretary took place following the formal resignation of Steph Woodall. Steph has recently returned to full time hours and we understand she cannot commit to the role going forward. We all would like to wholeheartedly thank Steph for her commitment last academic year, in particular making the Santa Grotto so different and special and perhaps more significantly putting a sustainable and greener way of thinking to the PTA committee.</p> <p>Lydia Cooper put herself forward to be nominated as secretary. Lydia Cooper was nominated by Clair Gahir, this was seconded by Natalie Dawes.</p> <p>Following reports are attached to the minutes</p> <ul style="list-style-type: none"> • Chair Report • Treasurer <p>PTA Trustees GW, ND, SG, SW, NP, LC, Jemma Brookes, Vanessa Payne</p>		
<p>Together we succeed – reflecting on previous academic year GW (Chair) announced total fundraising for the previous academic year as £40,0047.80. GW stated that this was an unprecedented amount to raise and expressed thanks to the whole school community for their achievement. Behind this total, the PTA worked creatively and constantly to bring new events, and new ways of working to achieve such a total enabling an ambitious project of the Play zone to complete so quickly from funds raised to installation. The Play zone will be formally opened this week.</p> <p>GW to establish new fundraising goals for this academic year with the school.</p>		
<p>Together we succeed –Autumn 2022 The seven a side adult tournament took place Saturday 10 September 2022. 9 teams entered. A big thanks to all volunteers. It was particularly special to observe the 2-minute silence for the Queen. Total raised: £3057</p>		
<p>Academic year September 2022, upcoming events:</p> <p>Nearly New Uniform Sales: Thank you to Nicola Capel and Netty Parkes for heading up this fundraiser. It is likely that sales will be more regular and accessible to parents. First one: 4th October, 2.45pm, KS1 Playground</p> <p>Black Country Foodbank: for harvest festival (date to be confirmed, headed up by SG) Collections 17th & 18th October 2022</p> <p>Bags 2 School: – Collections 9th November 2022 & 24th April 2023 (headed up by SG)</p> <p>KS2 Discos: Wednesday 12 October 2022 after school – new hall KS1 Entertainer: Wednesday 12 October 2022 - this may be the last occasion the PTA is able to provide the entertainer as there were very few donations last time.</p> <p>Online Auction: Weekend of 12 November (headed up by NP)</p> <p>Christmas Market: 26 November 13.00pm to 16.00pm. Plans are already underway. We will be seeking stall teams & the Grotto will continue to be a priority.</p> <p>Christmas Memorabilia: Headed up by Clair Gahir (Cards and other items to purchase designed by children)</p> <p>Quiz and Curry: 21 April 2023</p> <p>Summer celebration - circus and fayre: Saturday 24 June 2023. Save the date - already published.</p>		



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<p>Finance Update The PTA bank account is now formally assigned to appropriate committee members. We look forward to using technology more effectively to make purchases and transactions much quicker and simpler. By embracing technology, we will be able to significantly reduce the administrative hours required on the finance side of running the PTA.</p>		
<p>Review of PTA meetings and minutes As per the previous minutes repeated below - minutes are available on request to the PTA email going forward. There will be a number of open meetings and closed committee meetings going forward, Advice from ParentKind <i>"Minutes for an AGM or EGM should be made available to all. You do not have to necessarily distribute to all but they should be made available to anyone that would like a copy. Some PTAs upload a copy to the school website. Committee Meeting Minutes should be shared amongst the committee. If a parent/school staff asks to see these then you should make them available but redact any sensitive information. Many PTAs provide a newsletter with a summary of committee decisions on spending and events. Open PTA Meeting minutes should be made available to all, again you do not need to distribute to all but they should be made available to anyone that would like a copy. Your PTA needs to be transparent and keep members informed of how the association is making decisions. Only 3 open meetings are needed per year"</i>. Minutes will be available on the school website. There will be 3 open meetings per year and additional meetings will be closed committee. We will continue with the PTA newsletter.</p>		
<p>Appeal for Volunteers Some events are in jeopardy if we do not have more volunteers come forward. We must be mindful many volunteers have come from Year 6 who have supported multiple events throughout the academic year – and throughout their children's school life. PTA to consider new and different ways to attract volunteers.</p>		
<p>AOB GOTG sponsorship money. Sponsors have been contacted as to whether they would like their sponsor money refunded or if they would like to keep it as a donation to the PTA in return for social media advertisement. Lottery. Our school lottery has been running since May 2021 and has raised just over £1900 to date. The majority voted to pledge £1500 of this towards the wellbeing area using the raised lottery funds. Nearly New Uniform. This is now kindly being headed up by Nicky Capel and Netty Parkes. They are proposing having more frequent sales and also including items such as bags, water bottles, coats etc. Donations are now going to be able to be made at any time by parents/carers via the school office.</p>		
<p>Feedback & Suggestions Feedback (good, bad, indifferent) is always welcome on events and indeed any ideas and suggestions for future fundraisers. Please email HagprimPTA@gmail.com</p>		
<p>Date & Time of next meeting: TBC We continue to appeal for volunteers and new faces at our meeting for fresh ideas and support– please do not feel that you are committing yourself to all events. The odd hour you can spare here and there is so valued. Agenda items submitted to Chair one week in advance of the meeting.</p>		
<p>Attachments</p> <ul style="list-style-type: none"> • Chair Report • Treasurer Report 		

Signed and dated as true record by the Chair:

Name Gemma Walmsley

Date 7/10/2022

Chair Initial...