



HAGLEY PRIMARY SCHOOL

Parents, Friends and Teachers Association



Minutes of Meeting

Date	25 January 2023
Time	
Location	
Attendees	Gemma Walmsley (GW), Natalie Dawes (ND), Natalie Price (NP) Stella Gavriel (SG) Lydia Cooper (LC) Nicky Capel (NC), Jemma Brooks (JB), Gary Booth (GB)
Apologies	

Action	Owner of Action	Date/Deadline
AGENDA <ol style="list-style-type: none"> 1. Introductions and welcome 2. Review of minutes 20.9.2022 3. Autumn term event summary & treasurer report 4. School funding requests 5. Preparations for new committee September 2023 6. AOB 		
Welcome GW welcomed everyone to the first meeting of 2023.		
Review of minutes 20.9.2022 New playzone is fully functional. New Uniform Team –great example of a team taking on an aspect of PTA fundraising. This level of focus is enabling more regular sales, more sock, improved marketing – which would not have been possible without investing in storage/container. Aviva Grant – pond project– £1688 in total from the grant. Tina Rennie is currently seeking quotes to revamp the pond with the intension for it to be used in the summer as an outdoor teaching space. Webbs have agreed to donate some plants.		
Together we succeed – reflecting on Autumn term 2023 ND gave a finance update and summary of income raised in Autumn 2023 – see attached.		
School funding request/Considerations of PTA (submitted by Mrs Payne) <ol style="list-style-type: none"> 1. Further support with the EYFS area for example we are costing out providing a larger covered area for the children so that they can be outside when the weather is poor. Would the PTA contribute 50% of this? School have gone out to tender on this (expected to be in excess of £20000) but also looking at grants from the government. Would the PTA contribute £5000 -£10,000? <i>This was discussed at length and it was decided that at this time other projects would be focused on. This was due to the amount of money already spent on the reception area over the last couple of years. Although it was decided against at the moment, it could be considered in the future.</i> 2. Re-mark the playground in the summer to benefit all children. Circa 5- 8K. Request to the PTA to cover in full <i>This was discussed and it was decided that this would be the focus of our fundraising until the requested amount is reached</i> 		



HAGLEY PRIMARY SCHOOL

Parents, Friends and Teachers Association



Action	Owner of Action	Date/Deadline
<p>3. School are keen to increase the number of ipads in school so pta help with this would be amazing. 15 devices would be circa £7500. – once the money is raised for the playground markings shall we then focus all other fundraising towards ipads?</p> <p><i>This was discussed and taken to a vote. It was unanimously agreed that PTA funds raised at the Christmas Fayre and Auction will be used to fund this. £7500-£8000 will be given to school. Mrs Payne to advise on how many ipads this will enable school to buy</i></p> <p>4. A top up of books for the library would be very helpful and would benefit all children. The PTA helped us when the library was built 4 years ago but it needs a further investment of money.</p> <p><i>Discussed. Questions need to be raised with school as to what books the library is short of/what specific books they require and how much this would cost. The potential of having used books donated from home was also raised. The idea being that each child could bring in a book they no longer use or read and donate it to the school library. The books would need to be in reusable condition. This initiative could be run in conjunction with World Book Day in March and with the EcoCouncil with regards to reusing items and not throwing away. This needs to be discussed with Mrs Payne as to if it can go ahead.</i></p>		
<p>Academic year 2023 upcoming events:</p> <p>5K your Way: February 2023. Letters have been circulated. School will hold some assemblies to discuss with the children, encouraging them to get involved. – raising money for new playground markings. – non uniform day awarded to the class in each year group that completes the most amount for KM's. Certificate to be designed stating child's name, class and how the 5K was completed School request</p> <p>Disco/entertainer – Wednesday 15th February 2023, old hall. Cancelled due to possible national teacher strikes – this will now go ahead in the summer term due to us not being able to get a mutually convenient date with the school.</p> <p>Nearly new uniform sale: 31.1.23 KS1 playground 2.45pm</p> <p>Quiz & Curry – cancelled due to being unable to find a mutually convenient day with hosts.</p> <p>Table top sale 22.4.23 2pm-5pm community center. Letter to be circulated closer to the time.</p> <p>Bags2schools 24.04.23</p> <p>Tuck Shop 31.3.23 Confirmed</p> <p>Easter Raffle 12th March- 19th March 2023 – online. Confirmed</p> <p>Smarties Challenge 2023 - over Easter break. Confirmed</p> <p>Summer Circus Celebration 24.6.23 confirmed</p> <p>Cricket event – awaiting a date – possibly either 7th or 14th May 2023</p> <p>Parents event- being considered. Looking into possible venues</p> <p>Break the rules day – Gemma to email Mrs Payne to see if school are happy with this and to look at potential dates. Date to be confirmed.</p>		
<p>Nearly New uniform</p> <p>Due to the dedication of a team to this fundraising item we are now to hold a sale once per month on KS1 playground – last Tuesday of every month except April. Gates will open at 2.45pm.</p> <p>Nicki Capel and Netty Perks have a very organised system in the container now with lots of stock.</p> <p><i>Are we short of anything?</i> Nicky Capel advised they are short of PE uniform and also club items such as Rainbows / Beavers / Cubs etc</p> <p><i>And special thanks here for demonstrating how smaller teams with the PTA community can such a radical difference.</i> Much improved profit, marketing and processes.</p>		
<p>Appeal for Volunteers</p> <p>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.</p> <p>PTA to consider new and different ways to attract volunteers.</p>		



HAGLEY PRIMARY SCHOOL

Parents, Friends and Teachers Association



Action	Owner of Action	Date/Deadline
<p>PTA Committee 2023 Looking for a whole new PTA committee from September 2023 As a committee of 5 we are in our final academic year. As per the constitution each PTA team completes a 2-year term ending early September 2023.</p> <p>September 2023 We are seeking for a whole new committee to start in September 2023 as we intend to step down in line with the rules of the constitution and to give another enthusiastic team a turn. Legally a PTA has to have 3 key roles: Chair, Treasurer and Secretary. This is the minimum, you can run a committee. If anyone is interested in more information or would like to meet for an informal chat then please email hagprimpta@gmail.com for more information! We are willing answer any questions and will support the new team in the transition.</p> <p>Our ongoing commitment/Offer As a team we would be prepared to stay on as volunteers - as a 'functional team' (as per the nearly new uniform team) to run some fundraising events throughout the year e.g adults football tournament, adult nights out if the new committee would like us to.</p> <p>In the event, we do not have a forthcoming committee, the PTA will be dormant come September 2023 until such time a committee come forward.</p> <p>Ideal Scenario Would be for any interested teams to work alongside us in Spring/Summer term to run some events in order for a smooth and efficient handover in September 2023 (any incoming committee is subject to vote at the AGM),</p> <p>We have made significant progress in two years to streamline some fundraisers for easy admin/reduce labour intensive tasks, and invested in social media and community work/relations which has yielded much gross income. We hope that these foundations will continue to build.</p> <p>The Ideal team will have a mix of abilities to organise, manage finances, social media skills, attention to detail, good verbal and written communication skills, awareness of GDPR, able to continue to review processes and procedures and improve the back office so to speak.</p> <p>As Chair, my observations would be that it has been challenging to produce the results we have (Gross income circa 40K to date) with 5 core committee members so the minimum 3 would be light. Greater success could be achieved with some 'functional teams' taking ownership for annual fundraisers. More volunteers from KS1 would be ideal as many volunteers are KS2 and more concerning in year 6 and moving on soon! Throughout the academic year, regular voluntary hours on a weekly basis are required although clearly some weeks it is very minimal.</p>		
<p>AOB Amazon Smile: stopping</p> <p>We are writing to let you know that we have made plans to wind down AmazonSmile by February 20, 2023. Until this date, customer purchases made via AmazonSmile will continue to accrue funds for your charity as normal. To help charities like you plan ahead, we will also provide you with a one-time payment equivalent to six months of payments based on what you accrued in 2022 through this program. The timing of this final payment will be approximately 60 to 90 days after February 20, 2023. We hope that this will help minimise the impact that this decision might have.</p> <p>Nicki Capel: litter pick. This will possibly be run along the table top sale. Potential of 'pickers' to be hired out and a litter pick take place around Hagley.</p> <p>Dancers uniform: GW, to contact dancers, discuss with uniform team to do a used uniform sale around the same time so parents can access before they choose to buy new.</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>		



HAGLEY PRIMARY SCHOOL

Parents, Friends and Teachers Association



Action	Owner of Action	Date/Deadline
Date & Time of next meeting: To be confirmed.		
Attachments <ul style="list-style-type: none">Finance Report		

Signed and dated as true record by the Chair:

Name

Date

Finance & Event Totals from Sept 2022-Dec 2023

Event Name	Income	Expenditure	Profit
Football event	4038	1277	2761
Disco	1268.4	368.4	900
Entertainer	210	250	-40
Used uniform	110		110
Auction	2846		2846
Christmas Market	6679	1668	5011
Bag2School	192		192

Chair Initial...



HAGLEY PRIMARY SCHOOL

Parents, Friends and Teachers Association



Amazon	40.05		40.05
School lottery	483.2		483.2
Donation	2290.98		2290.98
Christmas Cards	950		950
Pond funds raised	1688		1688
		TOTAL	15544.23