



HAGLEY PRIMARY SCHOOL

Parents, Friends and Teachers Association



Minutes of Meeting

Date	26 April 2023
Time	20.00pm
Location	Community Room, Bathams
Attendees	Gemma Walmsley (GW), Natalie Dawes (ND), Natalie Price (NP) Stella Gavriel (SG) Lydia Cooper (LC) Jemma Brooks (JB) Gary Booth (GB) Nicola Capel (NC) Carrie Hopton (CH) Dajit Chana (DC)
Apologies	

Action	Owner of Action	Date/Deadline
<p>AGENDA</p> <ol style="list-style-type: none"> 1. Introductions and welcome 2. Together we succeed, reflecting on the spring term achievements 3. Fundraising targets 4. Summer term upcoming events 5. Autumn term upcoming events 6. Finance Update 7. New committee 2023/2024 8. Appeal for volunteers 9. Minutes of meetings 10. AOB 		
<p>Welcome GW welcomed everyone to the Summer term meeting.</p> <p>The PTA committee note the kind words in the governor newsletter distributed before Easter regarding the PTA achievements and team success. Thank you.</p>		
<p>Together we succeed – reflecting on Spring Term Achievements</p> <p>5k your way raised £876 compared to the previous sponsorship event which was very successful participation by number was considerably lower. Feedback has included some parents/children unaware of the event, the snow day affecting the non-uniform recognition for those that took part, unclear timing/ roll out of certificates within school. The committee recognise the economic climate may be starting to affect events and may have been a contributing factor in take up.</p> <p>Break the Rules was very well received and raised £2100 We would recommend the event is repeated for the atmosphere and excitement it created.</p> <p>Easter raffle £148.40 Thanks to NP for setting up the online raffle.</p> <p>Uniform team £361. Going forward last Tuesday of every month the Nearly New Sales will take place on KS1 playground. Whilst this might not be the highest of income items – it is promoting and educating on sustainability and recycling.</p> <p>Tuck shop was cancelled due to weather.</p> <p>Aviva Grant – NP will keep page open for further pledges</p>		
<p>Fundraising targets The PTA have authorised the purchase of ipads as previously requested by the school. Funds raised are currently for new playground markings. Litter picks have been purchased.</p>		



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<p>Together we succeed –Summer Term upcoming events</p> <p>22 April 2023 – table top sale. The uniform team have diversified and have created this event under the sustainable and eco values of the school. Nicola Capel and Netty Parks continue to be role modelling how small teams within the PTA can work so successfully. Many thanks to both for their continued commitment, new/fresh ideas and new ways of working. Nicola Capel advises there was a great community atmosphere and every table made a sale. However there was a low footfall through the door in the last hour. There could be many reasons for this. Further ideas were discussed if another table top event was to be arranged. For example: maybe having the table top as an addition to the summer/Christmas fayre, possibly a different time slot and maybe advertising further afield or in a different way.</p> <p>7 May 2023 - Jemma Brooks to represent HPS at the Kings Coronation in the park with a PTA tuck stall. She will need a fold away table and float. Jemma will source her own volunteers – many thanks</p> <p>17 May 2023 – KS1 Children’s Entertainer Reception 9.30am to 10 am Year 1 10.15 Year 2 11am No PTA on site</p> <p>17 May 2023 – KS2 Disco Disco to be held in the new hall GW to produce risk assessment Tuck shop available.</p> <p>School Unifrom Order PTA will be putting in New Uniform order with Dancers. Link to order uniform will be sent out and deadline closure for ordering will be after the nearly new uniform sale to ensure parents/carers can seek uniform from there in the first instance.</p> <p>May 2023 Tea towels to mark Kings Coronation – thanks to Amanda Everton.</p> <p>Smarties challenge May half term 2023 Smarties to be distributed to all children. An alternative will be distributed to those children who have allergies. Children to complete jobs etc over half term and fill the tube with money then return the tube to school</p> <p>24 June 2023 – Circus Summer Celebration (cancelled last year due to heatwave) 3 showings – 1pm/2.30pm.4pm Volunteer programme underway by SG. Stalls – tuck/circus toys/refreshments.</p> <p>7 July 2023. Hawaiian Hiway adult event Save the date released. Costs such as event hire and food have significantly increased therefore we are unlikely to achieve as much profit as previous. Tickets will need to be £37.50 pp. Further details to follow.</p> <p>Tuck Shop – last day of summer term. To be confirmed.</p>		
<p>Autumn Term 2023 Quiz and curry night pencilled in for 29th Sept 2023.</p>		
<p>Finance Update See Treasurer report attached.</p> <p>New Committee In the absence of a new PTA committee not being forthcoming, the current PTA will ensure a minimum of £15,000 is in the PTA bank account to cover 2023/2024 core activities and items that the PTA have traditionally paid for.</p>		



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<p>New committee The PTA have taken the following proactive steps well ahead of time to search for a new committee:</p> <p>Advert via social media on 26 January, 2 March, 18 April 2023. WhatsApp Rep Group; 26th January, 17th April 2023. Letter from school - 3rd March/18th April</p> <p>Should we send the letter as a hardcopy in bookbags to KS1? Drop in time slot for those interested to find out more? Set date and time?</p> <p>We feel that we have tried every avenue available to us to search for a new team. We are respectfully asking for the support of the Senior Leadership team and governing body for suggestions, ideas, possible people to directly engage with.</p> <p>In the absence of no new committee the PTA will either remain dormant with a healthy fund for 2023/2024 to cover core items usually covered by the PTA until such time volunteers come forward or we will remain for a third year running low resource events and items. In the event of the latter – expectations for funds raised which have been circa £40k two years running should be revised to £10k.</p> <p>We have thoroughly enjoyed our time on the PTA, we are immensely proud of the amount we have contributed as a team in terms of money raised, the increased standard/professionalism and quality of events, the embracement of IT to streamline processes, our newly formed relations with the community, our professional social medial presence, and policies we have introduced to strengthen the committee - so we feel we are leaving the PTA with a much stronger and robust structure.</p> <p>It may not be visible but our own families face sacrifices and particularly at special times of year such as Christmas to enable us to volunteer, therefore a third year at the pace of the last 2 years feels too much in the context of family life balance. Our own children are often at events much earlier or longer for set ups, tidy ups and of course we can't spend the time with our children enjoying the event as a family. Notwithstanding we have wholeheartedly enjoyed our time.</p> <p>We have stated we will continue to operate as a small team running a few events for a new committee if desired and we will of course ensure a really strong handover and continued support to an incoming committee.</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>Review of PTA meetings and minutes</p> <p>As per the previous Autumn minutes repeated below - minutes are available on request to the PTA email going forward. Last terms minutes slipped through the net and were widely circulated. Any requests for minutes by parents via email enables us to redact sensitive information in line with the advice below from Parent kind.</p> <p>Extract from September 2023 minutes. We have recently sought legal advice from Parentkind regarding the format of meetings and distribution of minutes. Written advice as follows: <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></p> <p>Therefore, going forward minutes will be available upon request to the PTA email. There will be 3 open meetings per year and additional meetings will be closed committee. We will continue with the PTA newsletter.</p>		



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AOB		
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		
Date & Time of next meeting: 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.		
Attachments		

Signed and dated as true record by the Chair:

Name

Date

Chair Initial...