**Holly Park School – Parent Teacher Association (PTA) Annual General Meeting – 6 Oct 2023 9:00am**

Those Present: Ann Pelham (AP), Ali Balsiger (AB), Marilena Skavara (MS), Julie Adlington (JA), Laura D’Monte (LD), Bhavini Waghela (BW), Amy Ramsey-Mercer (AR), Helen Oluwu (HO), Maddalena Gatti (MG), Salma (S)

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| 1. Finances

Review last year’s events, amounts raised and what they were spent on2. Elect PTA committee members for this academic year. .1. Discuss the school’s priorities for PTA funding this year
2. Review plans for forthcoming events.
3. AOB

6. Close | * AB presented an overview of the PTA finances for last year.
* After a rocky start with no committee at the start of the last academic year, a new committee was formed and the PTA raised around £14,000 in 2022/23. The summer fair was the biggest fundraiser followed by the winter fair, the school lottery and ice lolly sales. This total also includes around £2,500 from match funding.
* The main PTA expenditures were on the IT project, football nets and goals, and replacing the chairs in the family area.
* There is currently around £16,100 in the PTA account.
* Some of the events last year (the Junior quiz and the PTA discos) were organised by teams of volunteers, most of whom weren’t on the committee. This was very helpful and should continue to be encouraged.
* As planned, several of the existing PTA committee stepped down from their roles. MS and AB stepped down as co-chairs, Mayank Jain (MJ) stepped down as Treasurer and HO stepped down as co-secretary. AP thanked these committee members for all that they have achieved over the time that they have been active in the PTA.
* The new committee was then formally elected. BW and LD were re-elected as co-chairs. AR and AB were elected as co-treasurers and JA was re-elected as secretary.
* There are a number of steps that now need to be taken to transfer responsibilities to the new committee such as updating the names with the Charity Commission, updating the bank mandates etc. Where possible, we agreed that official correspondence should be sent to the school’s address and/or the PTA group email.
* AP announced that the school is planning a large fundraising campaign for 2023/24. There is currently 1 spare classroom in the school which is useful for various activities, but there will be 2 spare classrooms once the current bulge year in Year 6 leave the school. The school would like to turn this into a school library for the benefit of all the pupils. A team will be formed in January 2024 to raise funds for this project with some governors, teaching staff and PTA representatives. The school would appreciate the PTA helping to fund this large project. The PTA will agree an amount to help fund this once the team is set up and the quotes for the library have been received. AR suggested contacting local builders merchants to see if they could donate materials etc.
* AP then gave a list of smaller items that have been requested by staff members:
	+ Mr Turner and Mr Carini requested £2,000 for replacing iPads (at a cost of £100 per iPad).
	+ Ms Sampson asked for £600 for an author visit.
	+ Ms Kelly requested £200 for resources for children with special needs and children with English as an additional language.
	+ Ms Nichols asked for £40 for a subscription to the historical society.
	+ Ms Mountford asked for £70 for sentence building games.
	+ Mr Carini and Ms Yianakki requested £500 for new athletics kits and £550 for more PE equipment.
	+ Mr Reid asked for £220 for a new football kit.
	+ Mrs Moore requested £120 for new RE books for KS1.
* We discussed the idea of each year group raising money for their own year by running bake sales etc. The money raised could fund things like wet play items or playground equipment for that year group. LD agreed to trial this idea with nursery running the Halloween sale in October.
* The committee is smaller this year and it has been difficult to find volunteers so we may not be able to raise as much funds as last year.
* There are several items that the PTA usually funds each year
	+ News subscription £554
	+ SATS breakfast £150
	+ Y6 disco £360 plus £100 for decorations
	+ Licenses/insurances/fees for around £500
* BW has provided a list of dates to AP of potential dates for PTA events. These were all ok apart from a clash for the winter fair. This could potentially be moved to Thursday 14th December. We need to get volunteers to confirm that they can help with this before we can confirm the event.
* AR discussed using Y5 volunteers to assist the PTA to run second-hand uniform sales. AP was open to this. We could have a mini-assembly to recruit volunteers.
* We talked about the school holding a Reception coffee morning. The PTA could speak at this to introduce the PTA to the new Reception parents.
* We also talked about re-introducing a grandparents event, possibly next term in the spring.

Meeting was closed at 10:30. | MS and MJ to work with BW, LD, AR, AB and JA to update all necessary systems AP to suggest a date for this event |