



# AOW PTA AGM Minutes

Friday 7<sup>th</sup> October 2022

## Attendees

Claire Deller, Julie Hynds, Jackie Wint, Amanda Hynds, Alexander Sarpong, Almas Amin, Shakeira Lawson, Beth Peake, Sam Murrell, Chloe Norman, Tia-Louise Horne, Nicola Cutler, Chloe Brown.

## Apologies

Trudie Farmer, Cherry Peckham, Lesley Collins, Odigwe Shaunna, Yuk Hua Lau, Natasha Brooks, Dipti, E.Cohen, Abby Wingrove, Shabana Dhallu, S Taylor.

Meeting starts 09.30am

## Welcome

Julie Hynds (PTA Chair) welcomes all attended to the AGM meeting and the meeting commences. Julies Hynds gives an overview of proceedings

No other matters arising from the last AGM meeting.

## Chairs Report

Julie Hynds confirms the PTA accounts Year end is 31<sup>st</sup> August 2022 so accounts will run from September 2021 to August 2022.

- **Uniform Shop** – Learning from last year we made sure that we advertised the Uniform shop dates in advance through social media and the school emailing dates to parents. This worked out well and was well received by parents. Parents are still able to contact the PTA on an ad hoc basis as an when uniform is need outside official dates and this will continue. Uniform shop was also opened for the New Year R parents when they had class meet the teachers. This worked really well for the second year, and we will continue to do this event. We also have regular pop-up shops for uniform, coats, and fancy dress. We also now do back up swimming items such as towels, bags, costumes. We continue to support families through Family Liaison supplying uniform to parents that need that little extra support and we will always continue to do this.
- **Year R Survival Packs** – We were able to continue this event and is well appreciated by parents and will continue this event going forward. It is minimal cost to produce and very much appreciated gesture from parents and hopefully encourage parents to want to get involved with the PTA.
- **Coffee Mornings** – We started coffee mornings when we came back from Covid just to try and get parents together, have a chat, meet new people. Numbers have been conservative, but we will continue to hold them, it is an event that is there for parents when needed.
- **90<sup>th</sup> Birthday Celebrations** – The school was 90 last year. Conversations were had with Mrs Viney around what the school could do to celebrate and the PTA to be involved. A school photo was planned but due to circumstance the school were not able to do this as they were let down by the photographer. We arranged for at least 28 cakes that were baked by parents and incredibly around 12 - 14 of which were made by Spencer Westcott. Each cake had a sugar topper with a printed photo of an animal relating to each class. The cakes were then displayed in the shape of the numbers 90 and every class was able to come and have a look and were very impressed and then we distributed the cake to each class, everyone enjoyed eating them all.

PTA organised a commemorative gift of a metal badge which one was given to each child and staff throughout the school.

- **IQ Cards** – 351 orders for IQ cards last year. Very successful and the children really enjoy taking part. We will potentially be looking into another company next year to offer something a bit different for Christmas
- **Christmas Fair** – Slightly different as it was an outside event, really positive response from parents preferring the outside location and very well received and a good turnout. However, we did struggle a lot with regards to setting up as only 4 PTA members available to set up and no volunteers to help in a short space of time. Also issues with stalls not being manned or set up properly as teachers could not get to the stall until all children were collected from class which resulted in people queuing and waiting around until they were manned. The weather held good, and, in the end, a good time was had by all. We did get some feedback from a few parents expressing they felt it was very chaotic and claustrophobic. The Christmas raffle was very popular, and tickets were pulled on the Monday with year 6 prefects on a live Facebook feed on the PTA page. Still looking to hold this year's Christmas Fair outside but will look at locations and timings to see where improvements can be made.
- **Christmas Shop** – Always very popular, we had over 550 children attend. We opened it up allowing children to purchase up to 2 gifts and rather than depending on donations from parents, we purchased the gifts. We had good parent support and positive feedback and still accessible for all.
- **Santa Visit** – Always a great experience for the PTA and volunteers, causing chaos, disruption, and extremely excited children. Really popular and Santa visits every class and hands out gifts for all the children.
- **Valentines Cake Bake** – Treat the ones you love, lots of homemade cakes and shop bought. Extremely popular event held outside after school. Huge support from parents making, buying, and donating cakes.
- **Mother's Day Shop** – Around 490 attended this event. We ran it through our PTA Events where parents can pay for the gifts and the children attend to pick gifts and were able to purchase up to 2 gifts. Again, we struggled for donations, so we purchased most of the gifts. Through PTA events it tells us who has purchased so we know how many to cater for so limit any over purchasing or wastage. PTA also made some gifts, and the event was open to everyone from Nursery all the way up to Year 6. Nursery is visited separately to cater for their selected times.
- **The Queens Green Canopy** – Short story, we had 500 tree saplings that needed to be planted. All if not most children got to plant a tree for The Queens Green Canopy in and around the school. The children really enjoyed being involved in the planting and had a certificate to say they planted a tree and all are registered on The Queens Green Canopy map. A lot of planning with the Julie Hynds, Mrs Ritchie's, Mrs Neville.
- **Easter Activities** – This was a very special time, we had rain, sun, snow throughout the day during our Easter Hunt activities in the Forest School. The atmosphere was amazing the children all excited, children walking with spades to plant saplings. It was a crazy crazy day and as usual the Easter bunny caused chaos around school. A Brilliant event enjoyed by all, and sweet treats given to the children. We provided sweet treat to nursery also as they ran their own activities.
- **Penny Wars** – Raised an amazing amount of money considering the financial strains during covid and some very competitive teachers and children. Year 4 Won and certificates were handed out to all the class in recognition of their contribution and achievement, special prizes awarded to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place and the winners engraved onto the trophy for 2022. Special Prize for the class that raised the most money which was Ospreys but a special mention to Kenton who had saved all year to contribute to their pot.
- **Father's Day** – Really good event, 479 attended which is better than previous years was great. It ran the same way as Mother's Day, parents had to purchase online at PTA events up to 2 gifts per child and the child attended the shop to purchase the gifts as we knew how many to cater for and good parent support on the day to help the children choose.
- **Queens Platinum Jubilee Celebrations** – Discussions were had with Mrs Viney involving the PTA and the School. A street party wouldn't have worked due to the size of the school, so a picnic was decided on. The PTA worked with the school and the catering company, our amazing dinner ladies, and some parents we individually packed 780 picnic lunches into union jack lunch boxes which were distributed by year 6 prefects and some parents to every class before 12.30. We did it and everyone gathered on the top field to have a picnic, we had music and dancing and sang the national anthem. Mrs Bailey then organised and coordinated on the 3D pitch all the primary children into the shape of a crown and nursery were brought out to be

included. A parent offered their drone to take some aerial shots of the crown created by all the children. It was an amazing day. We also ran a low-key competition for the children to design a picture for the Jubilee which would then be printed on to a beaker to give to all the children as a souvenir.

- **Summer Fair** – Was bigger and better than previous years and very hot again. Thanks to the amazing planning and preparation of our secretary Charlotte Westbury and members of the PTA and teachers helping to set up made the start so much easier and ran smoothly. We had outside catering this year which made it easier as we just don't get the volunteers. It worked well the caterers were happy and made a contribution to the PTA of their earnings. We had bouncy castles and an addition of Bungee Trampoline which was a huge success, and a wrist band system was in place for both. It was tough with having less support of volunteers towards the end of the day and had to close some stalls. Lots of outside stalls, different clubs and societies putting on performances and displays, DJ playing music and announcements. Was very handy with the additional contactless units available. We want to go contactless as much as possible but for certain events this may not be possible.
- **Year 6 Leavers Books** – This is something we do every year. Year 6 prefects choose the design, and we collate all the information. We had great help from Alfie Martin who was the top PTA helper, helping to take photos of all students. We had a parent who has their own small business to produce Key rings "Class of 22" keepsake gift this year. The books were given out when they had their family picnic on the top field.
- **Sports Day** – A new event we haven't done before. We decided to offer refreshments and some snacks. It was a huge success and something we will look into again for next year and perhaps offer some more alternatives and look into refrigeration.
- **Ice Pop Friday's** – They were back and always well received. Also offered snacks from left over events like summer fair and sports day to limit wastage.
- **Summer Disco** – This was an online PTA Event ticket purchase event. 400 children were pre-booked, 30 cash bookings on the morning of the disco and there were additional children that attended anyway. We always give as much notice as possible for parents to book tickets 3-4 weeks prior. Going forward we are preparing to get all our years events on PTA Events so parents can if they want throughout the year have the option to purchase way before in advance of the event and we would do reminders nearer the time. Disco was held outside as the weather was really nice. The children as always had an amazing time eating, drinking, and running around and dancing. We decided not to do hot food as we are just limited to time and not many volunteers. Drinks and snacks were provided with the addition of popcorn if they wanted and unlimited water or squash throughout. Year 6 had their VIP area which they have always had, and we will continue to do. They had special treats as always which was fruit kebab, pizza slices, snack sweets and mocktails. Normally year 6 VIP area would have a separate room but due to lots of renovation work going on we could not use any rooms that we would normally have available, so we had to locate it outside. It was unfortunate that all the other children attending the disco could see what year 6 children were having which parents had issue with.  
We need to acknowledge that unfortunately there was a lot of disruption and arguments on the morning of the disco of parents wanting to purchase tickets for the disco within the PTA room and within Reception. This incident was extremely hard for the PTA members involved to deal with, this unfortunately carried on to social media. This disco itself went amazingly well and the children enjoyed the event it was just a shame the events that preceded put a bit of a dampener on the day. We did receive some additional volunteers which we really appreciated their help at the disco.
- **Easy fundraising** – Continues to be a steady fundraiser for us. We need to promote this more. We have 147 signed up and only about 30 who regularly use it.
- **Stamptastic Labelling** – Another fundraiser which ticks over. We earn 15% commission on any orders that are placed via our link. All information regarding Stamptastic is on the school website under PTA and also on the section regards school uniform.
- **Stickins** – Another labelling company that we use and earn 30% commission from any order that go through and again all the details are on the website.
- **Cash4clothes** – We did use this company many times to convert unusable/unsaleable clothes or uniform donated and received monetary cash in exchange. Unfortunately, they do not accept school uniform anymore, so we are looking into alternative ways going forward. Lost property is a huge issue and steps are

being made by the school to try and make it easier for parents to check the lost property, a battle which the school will continue with.

- We will continue to use PTA Events online system for parents to make the majority event payments. It is the system we have chosen and will continue to use. We will continue to give parents as much notice as possible and we will continue to offer help to any parent who needs help in using and registering with it. Mrs Brown acknowledged that some parents have difficulty in using technology and the school is putting in place some measure to help and has invited us to be involved with these measures to help those parents with registering for PTA Events which Julie has expressed an interest in doing so.

### **Treasurers Report**

Jackie Wint (Treasurer) went through the PTA finances for the Year September 2021-August 2022. Very happy to report that we raised just under £17,500. This report will be available online on the school website under PTA. Cost have increased due to the fact we have more children. We spent money on Read Write Ink, Playground markings. We will liaise with the school and think about what we can help support this year.

### **Election of Committee Members**

Julie Hynds confirms that all current committee members must officially step down. Julie Hynds (Chairman) Charlotte Westbury (Secretary) Jackie Wint (Treasurer) Trudie Farmer (Co Treasurer) Amanda Hynds (Communications Coordinator).

The previous committee members were happy to stand for another year in their current roles except for Charlotte Westbury (Secretary). As there had been no other nominations within the time frame set out for receiving nominations in accordance with the PTA constitution the following people were re-elected by all attendees

Chair - Julie Hynds

Treasurer – Jackie Wint

Co Treasurer – Trudie Farmer

Comms Coordinator - Amanda Hynds

Shakira Lawson was nominated and seconded and elected as Secretary.

### **Any Other Business**

Julie Hynds mentioned to Chloe Brown (Headteacher) regarding having a school photo done.

### **Meeting Closed**

### **Date of Next Meeting**

PTA meeting Monday 10<sup>th</sup> October 2022 at 9am