

West Hill PTFA AGM

Minutes

08 October 2020

Present.

- Fiona Hogan (Year 5) (Chair), Joanna Bromley (Y1 & Y3) (Secretary), Clare Bennett (Teacher Rep), Nicky Drew (Y2 & Y4) (Treasurer), Sarah Quilty (Y2), Nicola Davies (C1), Sharon & John Green (Y1, Y4, Y6), Emily and Jon Siddall (C1), Claire Ritchie (Y5), Dilek Hill (Reception).

Apologies.

- Maxine Singleton (Y5), Elain Bailey (Y3 & Y5).
- These actions focus on decisions made and actions agreed.
- Where events require volunteers, as per the minutes, we will have a cut off of 2 weeks before the event. If we do not have sufficient named volunteers at that point, we will cancel the event.

AGM Minutes

1. Attendees and Apologies:
 - As above
2. Minutes from 2019 AGM & matters arising:
 - Only item 5 relates to an AGM, therefore it was noted that from this year a more formal AGM agenda has been adopted, following Parentkind recommendations.
3. No matters arising from the minutes.
4. Chair's Report 2019/20 (FJH):
 - Minutes now published on the school website, which gives more insight to the work of the PTFA and allows more involvement from individuals that cannot attend meetings.
 - A PTFA WhatsApp group has been created which allows decisions to be made between meetings. There is also an Officer PTFA WhatsApp group, consisting of Teacher Rep, Chair, Treasurer and Secretary, to allow for quick discussions/decisions.
 - Teacher rep is now Mrs Bennett, who coordinates school requests.
 - Events (pre-lockdown):
 - Class cake sales (first £100 raised goes to the class, rest in the pot).
 - Organised tea towels for Christmas. (Previously agreed to alternate between cards and tea towels) (£484).
 - Stalls at pre-school's Christmas bazaar (mulled wine, chocolate tombola) (£218).
 - Winter Ball.
 - Raised money for Children In Need (£674), organised by Nicola.
 - Purchases:
 - Class set of reading books, visualisers, Christmas crackers, internet safety sessions, mindfulness sessions, maths subscriptions, animation workshop and Lego WeDo sets.
 - Chrome books were authorised, but not yet purchased. £7k for a trolley to be accessible by all year groups.
 - A parent questionnaire was created to obtain feelings of PTFA activities and purchases, but not distributed ahead of the Covid-19 Lockdown. This could be taken on by the new Chair.
 - Electronic whiteboard replacement has finished but should be considered that a new rolling pattern of replacements will be needed in the future.

Fiona thanked parents of last year's Y6 children that helped the PTFA frequently, particularly Claire Foster, Claire Major, Gill Milton, Emma Finch, Scott and Jill Massie. Fiona thanked those stepping back from the PTFA this year – Maxine, Elaine and Craigie. Sarah for taking on the role of 100 Club from Claire R. Joanna for her secretarial role. Fiona also thanked Nicola, Joanna and Sarah for continuing to think about the PTFA and its needs over the past 6 months.

5. Treasurer's Report:

Nicky advised that a report for the year ending 31/08/2020 is in progress and the following highlights were available in the meantime:

| £ | Year ending 31/08/2020 | Year ending 31/08/2019 |
|-----------------|------------------------|------------------------|
| Funds available | 10.3k | 17.7k |
| Income | 12.9k | 20.2k |
| Expenditure | 7.3k | 3.7k |

The drop in PTFA funds available is due to lack of activities post lock down, notably the Fete (summer 2020), and will be compounded by the lack of a Winter Ball (winter 2020). In addition, the school is currently down on pupil funding of £12-14k due to the Reception class only having 25 of 30 spaces filled.

This shortfall of funding was discussed, and recognised that a GoFundMe account could be created for parents to donate to if they wishes, particularly is the money donated could be chosen to fund a particular event/purchase and can be anonymous. Nicola advised she would continue conversations with Mrs Boulton as concerns had previously been raised as to whether it could place pressure onto parents to donate. Jon offered to set this account up.

The school roof requires repairs (estimated at £8k), due to leaks in the staff room. Internal elements are covered by insurance. It was felt that this capital expenditure should not come from PTFA funds, but school purchases could be reviewed to see if the PTFA could fund an academic item (if the council and finance governors confirm there is not another possible financial avenue to cover the repair costs). Clare B to check with Mrs Boulton. The chrome books have not yet been purchased (£7k), therefore Clare B to check with Mr Joseph whether these are still a priority. A zoom subscription will also be looked into by Joanna, due to the 40 minute time limit interrupting the meeting.

6. Appointment of Independent Auditor for Accounts:

- To be confirmed at a later date.

7. PTFA Constitution:

- Current constitution was adopted in 1994 and has not been updated.
- In 2019 Scott Massie (then PTFA Chair) drafted suggested amendments to reflect current practices.
- Fiona Hogan noted that as paid members of Parentkind, we are entitled to use their template constitution, which is pre-approved by the Charity Commission.
- Decision: keep 1994 constitution, use Scott Massie updated version, or adopt Parentkind. Committee voted unanimously to adopt Parentkind. New chair to take on the role of completing and sharing this document.

8. Election of Officers:

- a) Chair – Nicola and Joanna shall be co-chairs together.
- b) Secretary – Now a vacant position.
- c) Treasurer – Nicky is happy to continue as treasurer, with help from fundraisers/other committee members to organise floats/pay in income. (Clare B to check a £20 float is still at school).
- d) Other Officer(s) – Sarah Quilty has taken over the running of the 100 Club from Claire Ritchie.
 - A media role to update the PTFA Facebook page is now vacant.
 - Blue (clothing) bags will be organised as and when required (using a driveway as a drop off point if needed).
- e) Other Committee Members – Maxine and Elain have officially stepped down as committee members but shall remain available if help is required. Dilek, Sharon, John, Emily and Jon are new friendly faces to the school and members of the PTFA.

9. Other AGM Matters:

- A paragraph could be drafted for the newsletter to confirm that PTFA minutes are available, confirming new officer details, and to encourage further involvement, including the vacant roles.
- Nicky confirmed she will organise for Nicola and Joanna to become signatories on the PTFA bank account.

Standard PTFA Meeting.

1. Minutes of the meeting held on 28 February 2020:

No matters arising from the minutes.

2. Accounts:

Nicola has discussed a couple of items with Mrs Boulton in recent weeks, namely a covered area (sail) to be purchased and erected to the side of the school, by the field steps to allow for an outside playground to be used and limit the current staggering of break times. Access to the outside classroom on the field is also required, by means of a pathway from the field steps. Nicola and Joanna suggested that supplies could be purchased for this, and the path created by volunteers.

Thirdly, a bike rack requirement for Reception and Class 1 has been recognised by Sharon, who has gained funding support (£1,350) from Active Travel Devon scheme, which will be placed by the side of the school under a covered space. Sharon noted that the Parish Council still have funds remaining this year if we have a community related purchase. Fiona to liaise with Parish Councillor Jess Bailey regarding the school roof repair.

3. School wish list:

Clare B confirmed that the school have requested the following items:

- a) Busy Ants maths subscription, this supports 2 year groups, at £200 each (£400).
- b) Daisy Artist, an online art service is being offered for 1 class. (£375).
- c) Mr Pantling has suggested the replacement of Phase 5 phonics books for KS1 (£270).
- d) TT Rock Stars subscription (online times table support), to support all years (£100). This was previously agreed but not set up prior to Lockdown.

Claire R noted that an Amazon Smile account could be created, so that individuals purchasing from Amazon can select the school to receive a % of the sale.

4. Proposed expenditure:

The school wish list was approved with the exception of the Daisy Artist, given the pressures on finances if we are to fund an alternative to the roof maintenance (at an estimated cost of approx. £8k).

5. Events planned for 2020/2021:

- A coin collection and a Halloween pumpkin trail are currently underway, both advertised and collecting income until half term (with the trail occurring over half term).
- A vote was made to set up a GoFundMe page. Once approved with Mrs Boulton this will include details of aims, i.e. purchases/activities to be funded, the background on why further funds are required.
- A Christmas trail is a possibility if the pumpkin trail is popular.
- Non-uniform days were suggested as an alternative fundraiser to the cake sales, however it was noted that enough events are planned at the moment.
- Mrs Boulton has suggested a chocolate tombola; however it was seen to be unsuitable with government guidelines around Covid-19.

6. Any other business:

Clare B to check with school whether Christmas crackers will be used in school this year.

Date of the next meeting:

To be confirmed.