

Minutes Cleves PTA AGM

28th September 2022

Meeting location: Sports Hall Classroom

1) Attendees: Susie Price, Charlotte Dury, Hannah Murphy, Tom Wicka, Suzanne Sanders, Chris Hodges, Shé Burnand, David Emin, Monica Copacel, Robyn McCallum, Kirsty Butler, Jess Forster, Juliana Constantino, Charlotte Healey, Katie Fawcett, Alev Halsall, Britta Riby-Smith, Joanne Eversley, Ruth Paisley, Claire Goodfellow

2) Apologies: Jo Williams, Hannah Dobson, Joanne Kane, Lucy (6LG), Elishia (3D), Camilla (3HB), Dawn (6T), Laura (3P), Claire (6B), Jaimie (3H)

3) Matters arising from previous AGM minutes: none

4) Chair's Report

SP provided a summary of the PTA role, stating importance of a community focus as well as fundraising. PTA meetings are half-termly with Mr Hodges bringing a 'wish list' for the school and those at the PTA meeting can decide how the money is spent. Spoke about the committee and class rep relationship but also that the school are starting to use this for more urgent communication.

Highlighted current vacancies of Chair and Quartermaster.

Brief summary given of the fundraising event for 2021/22 and where the money was spent (see accounts overleaf for specifics). SP stated highlight of the year was the Fete in the Field for being the first face-to-face event since covid.

SP specifically wished to thank Emma Sefton for her hard work whilst in the role of Quartermaster – now stepped down as her children have left Cleves. Also thanked all those involved in raising money last year.

5) Treasurer's Report

Financial year for the PTA is end of August. Full accounts shown on next page of minutes.

Most income from events. Planned spending at present is £40,000 for the playground project (£15K promised last year, £25K this year).

6) Appointment of independent examiner of accounts for year ending 31st August 2022

Accounts were approved by the meeting. All in agreement for Gill Robinson to appointed as auditor- cost of £280.

Possibly parents could assist in the future. KF stated she has done this in the past for previous schools.

**Parent Teachers Association
for the year ended 31 August 2022**

	2021-2022			2020/21	2019/20	2018/19
	Income	Expenses	Profit			
Events						
Fireworks		-£64.80	-£64.80	-£50	£9,200	£20,073
2nd Hand Uniform	£866.90		£866.90	£321	£317	£351
Shopping Evening				£0	£0	£0
Discos: July	£2,415.00	-£221.00	£2,194.00	-£184	£3,811	£5,555
Christmas Fair				£0	£4,849	£4,044
Quiz night				£0	£317	
Fete in the field (excluding R	£4,721.32	-£1,008.37	£3,712.95			£1,605
Summer Sundowner				£0	£0	£0
Summer Ball				£0	£0	
Y6 Leavers Disco (2021 & 21	£1,511.33	-£1,694.07	-£182.74	-£149		-£882
Sponsored Runs				£1,253	£2,003	
Class Fundraising	£6,383.78		£6,383.78	£7,299		
Virtual Raffles (Christmas &	£3,643.39	-£20.00	£3,623.39	£3,685		
Multidays: Nov, Dec, Feb, .	£4,344.25		£4,344.25	£5,217		
Christmas Events (Competit	£536.40		£536.40	£347		
Funds raised net of costs	£24,422.37	-£3,008.24	£21,414.13	£17,738	£20,497	£30,747
Other Income						
Gift Aid Donations	£120.00		£120.00	£130	£320	£660
Charities Trust & HMRC Ch:	£2,121.41		£2,121.41	£1,339	£0	
Easyfundraising	£168.80		£168.80	£66	£105	£64
Elmbridge Lottery	£357.00		£357.00	£583	£166	
Amazon Smile	£237.76		£237.76	£138	£14	
General & Misc				£0	£200	
Interest	£24.51		£24.51	£4	£56	£122
Curchods sponsorship	£200.00		£200.00	£200	£1,450	£2,500
Other Income sub-total	£3,229.48		£3,229.48	£2,459	£2,311	£3,347
Other Expenses						
General & Misc		-£382.87	-£382.87	-£307	-£331	-£1,141
PTA UK Insurance		-£128.00	-£128.00	-£123	-£122	-£117
Parents events				£0	£0	£0
Charity Donation		-£1,500.00	-£1,500.00			
Other Expenses sub-total		-£2,010.87	-£2,010.87	-£430	-£453	-£1,258
Net Income			£22,632.74	£19,768	£22,355	£32,835
Funds applied for benefit of school		-£6,476.50	-£6,476.50	-£17,077	-£28,295	-£52,510
Excess of Income over expenditure			£16,156.24	£2,690	-£5,941	-£19,675
Surplus funds brought forward			£41,785.80	£39,095	£45,036	£64,201
Funds carried forward			£57,942.04	£41,786	£39,095	£44,526
Represented By:						
Bank Balances:						
02703173 Current A/c		£100.00	£100.00	£100	£100	£100
02703181 Sweep and Reserve a/c		£52,451.22	£52,451.22	£36,247	£29,194	£39,556
37332023 Reserve a/c		£5,340.82	£5,340.82	£5,338	£5,338	£5,330
PayPal		£50.00	£50.00	£100	£100	£50
Adjustemnts:						
Unpresented Cheques			£0.00			-£510
Unpaid invoice					£4,198	
Cash to be banked				£0.16	£165.33	
Funds carried forward			£57,942.04	£41,786	£39,095	£44,526

7) Update from school

CH – thanks to all those attending. Discussed importance of community focus on events and not just fundraising.

Playground Project

Summary provided for those new to the school

- project was chosen by the school council. Directed from the beginning by the children and they presented their ideas to the contractors.
- outdoor space outside year 6/5/3 blocks.
- children wanted this to be a quiet space and this will be available to children during break and lunch as well as used for non-messy classroom sessions.

Current situation

- Planning permission for the shade sail came through at the start of the summer holidays.
- CH agreed with the appointed contractor that work could begin in the summer holidays, 5 days before the start of term.
- Aim is for project to be completed over the October half term (plus the additional inset day on Monday 31st October)
- costs are £64K. CH removed the planting costs from the initial quote as they were quite high. Will consider how to address this soon. Mrs Flaxman has a contact who is a garden designer, and they are meeting next week. Could possibly get parents involved – RP mentioned Anna Gibbons has been involved with garden work at Oatlands and also Weybridge in Bloom.

CH thanked the PTA for permission to proceed and for the money. No other wish list items brought today. SP suggested further discussion about other purchases after fireworks event.

Specific thanks given to Susie Price for her resilience and hard work over the past few years, often with a very small committee. She has driven the work of the PTA, raising tens of thousands of pounds. So much work has gone into providing experiences for the children as well as raising funds. Given gift of flowers and a bottle of wine.

8) Election of Officers and Trustees of the Committee

Discussed committee roles:

Chair – link to school and overarching role overseeing events

Vice Chair – complement to chair, run events together

Secretary – communication, minutes, Facebook. HM aware of logins and function of Amazon Smile and Just Giving

Treasurer – accounts

Quartermaster – buys refreshments for events

Class rep co-ordinator – link between PTA committee and class reps

2nd hand uniform – organises donations and sales of second hand uniform.

Vacancies – Chair (Susie Price stepping down) and Quartermaster (Emma Sefton stepping down).

SP – stressed that events don't need to be run the same as before. She will now come off the whats app groups but will be available if any questions.

CH – regarding Chair role - support available from the school staff as well as the PTA committee.

Monica Copacel is happy to be involved with the PTA but cannot take on a specific role due to work commitments. Telephone number provided to PTA for future contact.

Juliana Constantino – volunteered to take on QM role as well as second hand uniform coordinator. No-one else volunteered so accepted by meeting as quartermaster.

Charlotte Dury – volunteered to be Chair. Only person to nominate themselves so meeting accepted her as Chair.

New Committee

Chair:	Charlotte Dury
Vice-chair:	Hannah Dobson
Secretary:	Hannah Murphy
Treasurer:	Thomas Wicka
Quartermaster:	Juliana Constantino
Class rep co-ordinator:	Suzanne Sanders
2nd hand uniform:	Juliana Constantino
Firework co-ordinators:	Hanneke Bonser / Maggie Swain
Disco co-ordinators:	Jess Forster / Robyn McCallum

9) Upcoming Events

Fireworks

- going ahead on 6th November. Tickets to be released to Cleves families by 30th September and general public one week later. All ticket sales online and can be sold until 5pm on 6th November.
- PTA insurance covers up to 3000 people. If more than 3000 can pay an increase in premium to cover this.
- CH has set a limit of 4000 but this depends on certain factors which may not be apparent until the day, such as weather conditions (wind) as this can affect the firing line.
- Vendors – food (pizza, burgers), sweet stall, fairground, coffee van. Discussed balance of space vs ticket sales. More vendors mean fewer people on site.
- PTA stalls – bar, glow stall.
- Vendors outside the gate are nothing to do with the school. CH stated that there isn't anything the school can do to prevent this. Suggestion to just highlight nearer the time that there are no recognised vendors outside the gate and to spend money inside if you wish your money to go to the school.

Discos

- organisation led by JF and RM – thanks for CH for flexibility on having separate discos for year 5 and 6 (usually run together but more interest at present so separated).
- Friday 7th October
- Current numbers Yr 3: 107
 Yr 4: 75
 Yr 5: 91
 Yr 6: 72
- SS to send a general disco reminder to class reps at the weekend and will set up a whats app group for volunteers
- JF to email office staff for reminder in Evening News. Email will state that children can come dressed up for the Spooky Disco but for there to be no props and to not bring own sweets.
- RM queried machines which are being offered by the disco company (bubbles etc) – all agreed no machines wanted as they can cause mess and safety issues.
- All agreed to not provide glow sticks.
- Bag of sweets will be provided.
- SP recommended no decorations and to save these for the year 6 end of year disco. Separate note to not do Bubble Tea at the year 6 disco due to mess made last year.
- JF suggested using new outside space in the future for drinks for parents. CH happy for this. Any sale of alcohol would require a TENS license which costs £21 but would easily make this back.

Christmas Fair

Need someone to lead on this. Last one in 2019.

Mufti Days

- have done lots of these to raise money over the past few years due to covid and lack of other events.
 - now can use them for collection of donations for events. Consider Christmas Jumper day for donations to Christmas Fair.
 - Charlotte H – suggested using mufti days to collect for something specific eg Oatlands did one to raise money for a new PTA shed. SP - done one before to raise money for broken church windows. Could do one for the chess board / shade sail etc.
 - Just Giving is an easy way to collect the money. There are fees associated with it but worth it as often people give a little extra and can also get Gift Aid.
- Summary - suggestion to make Autumn Term for Christmas Fair, Spring Term for monetary donations and Summer Term for fete donations.

Class Fundraising

- Use to do cake sales and money went to teachers.
- now equal £50 given to each teacher and class are challenged to come up with a way to raise money. CH reported money give to teachers has been spent on books, games (wet play), paper trimmers etc. Rest of money split between charity (chosen by school council) and PTA which ultimately goes back into the school eg to spend on computers, interactive boards which benefit the classes.

AOB

1) MC raised issue over car parking in the church car park. CH queried its relevance to the PTA. Says school has been told by the police that people can take photo/video evidence of issues and send to police but the school is limited on what it can do.

2) SS reported that there have been some complaints received via class reps that parents are using the class what's app groups for advertising. General discussion had about the suitability of advertising in these groups – class and school related in the whats app groups, and keep other advertising to the Community News emails every Friday. SS will send an email to class reps with guidance.

3) Other event ideas

- SS shared an idea from another parent for a pumpkin carving competition over half term. Fundraiser as entrance fee. CH raised query over the practicalities of how it will be displayed and how it will be judged. Might be easier to run as class fundraiser rather than as a whole school.
- JE shared ideas:
 - Quiz – this is ready to go as one had been already organised in 2020 but was cancelled due to covid. SP recommended doing in the Spring Term as limited events then.
 - Cookbook – family recipes collated and available to purchase
 - Circus – hire a company (discussion that Grovelands and West Byfleet Schools have done in the past). All in general agreement.

Next Meeting – November 2022. Date TBC