

Cleves School PTA Meeting

Thursday 21st September 2023

Minutes:

1. Attendees:

Chris Hodges, Charlotte Dury, Hannah Murphy, Jo Williams, Juliana Consantino, Robyn McCallum, Alex Fitzpatrick, Bex Scorer, Zoe Martin, Charlie Paphitis, Rene Reed, Andrew Wadsworth, Trilby Fox-Rumley, Ruth Paisley, Frida Chapman, Carina Mackenzie, Jasbir Bharj, Leah Williams, Alexandros Kollias, Charlotte Healey

2. Apologies:

Jessica Forster, Tom Wicka

3. Minutes of the Annual General Meeting held on 28th Sept 2022:

CD provided a summary of the main discussion points at last year's AGM: aside from the usual events etc, the playground project was a big focus. This has now come to fruition and makes use of the once dead space between year 6, 3 and 5. It is lovely seeing parents and children using the space.

4. Matters arising from the Minutes:

None; HM recommended checking PTA section of Cleves website to look for minutes from previous meetings

5. Chair's Report for 2022/2023:

CD outlined the role of PTA at Cleves as aiming to:

- Develop relationships between the staff, parents and anyone associated with the school
- Engage in activities which support the school and advance the education of the pupils
- Provide and assist in the provision of facilities for education at the school (beyond what is provided by the Local Education Authority)
- All parents/ guardians of children at the school (plus staff) are members of the PTA

CD explained that the management of the PTA is via a Committee which works as follows:

- Chairs, Secretary, Treasurer plus up to 10 other members elected at each AGM
- PTA meetings are held each half term
- At each meeting Head Teacher comes with a 'wish list' for the school
- Attendees at the meetings can help decide how the money we have raised is spent

CD summarised the highlights of the 2022/2023 PTA calendar

- A full calendar of events!
- Cleves Fireworks
- Christmas Fair
- Discos – Oct & July
- Class Fundraising
- Quiz
- Cleves Ball
- Fete in the Field

In total these events raised £50,700 for our school.

CD thanked everyone that volunteered, donated and attended our events last year.
CD also thanked Mr Hodges & Cleves Staff for all their help at events.

6. Treasurer's Report for the year ending 31st August 2023:

CD summarised the current state of the accounts:

- main account £58935.94
- reserve £5389.06

CD outlined that the following money will be transferred to school:

- £44K agreed at the last PTA meeting as a lump sum to the school (for general spend, IT hardware, SEND support, Art Specialist HLTA)
- £4600 agreed for planters, library books, plastic benches

This leaves £10335 in the main account and this year's PTA events will aim to increase the bank balance again!

CD shared a message from treasurer Tom Wicka outlining profit margins from last year's events: summer ball 21%, fireworks 46%, Fete in Field 70%, Xmas Fair 74% and discos 78%. He questioned effort vs reward but meeting attendees agreed that there are different reasons for different events (socials vs fundraisers) and that knowing the profit margin probably won't change how and which events are run.

7. Appointment of an Independent Examiner of Accounts for the year ending 31st August 2023:

CD explained that the accounts have been sent to Gill Robinson by Susie Price, she is set to review them next week.

8. Update from School:

CH thanked all attending the AGM, highlighting that it was great to see high numbers and stating that he hoped that will continue throughout the year. He also thanked last year's committee members and highlighted the importance of the PTA for not only fundraising but also for the opportunities that it provides for children and the community. A wishlist is to be discussed at a future meeting.

9. Election of Officers and Trustees of the Committee:

CD offered to continue as chair, seconded by RM; HM offered to continue as vice chair, seconded by CD; JW offered to be secretary, seconded by HM; CD explained that TW has would like to continue as treasurer but due a high external workload would like to share the role, therefore RP was nominated as vice-treasurer by CD, seconded by JW; JC offered to continue as quartermaster, BS offered to join the role too; JF offered to continue as class rep coordinator, nominated by CD, seconded by HM; JC offered to continue as 2nd hand uniform coordinator nominated by CD, seconded by HM; JF and RM will continue as disco coordinators. CD stated that there is no need for firework coordinators.

New Committee

Chair:	Charlotte Dury
Vice-chair:	Hannah Murphy
Secretary:	Jo Williams
Treasurer:	Thomas Wicka
Co treasurer:	Ruth Paisley
Quartermaster:	Juliana Constantino / Bex Scorer
Class rep co-ordinator:	Jess Forster
2nd hand uniform:	Juliana Constantino
Disco co-ordinators:	Jess Forster / Robyn McCallum

10. Upcoming events:

- Spooky discos - Friday 13th October (DJ booked, tickets to go on Scopay and comms sent out asap) 4 x 45 min discos with a 15 min break in between
- Fireworks - Sunday 5th November (committee working hard to get tickets on sale at the end of the month. Big things all booked, CD to meet with CH and Pete. Next fireworks committee meeting 28/9 after drop off 10am - all welcome). Tickets will be released with a 1 week priority for Cleves families; CD added that Curchods would like to display advertising boards outside Cleves families' homes (currently have 23 families signed up, they would like 50) CD will push for more sign ups via class reps.
- Christmas fair - Saturday 2nd December (committee needed), CD & HM explain how the fair is set up for newcomers; CH suggests that space could be expanded into Y6 block but would require supervision and adds complexity. CD requested for volunteers for a committee.

11. AOB:

- CD questioned whether to run a fireworks event in 2024 as things need to be booked quite far in advance and there will be changes to SLT with CH retiring. CH suggests not to stop or we risk losing traction on a positive event.
- Pete (site manager) will have been at Cleves for 30 years. CD asked CH how the PTA might best acknowledge this anniversary and thank him for all that he does. CH questions whether there might be anything in the articles that prevents expenditure on gifts. HM to check charity guidelines. CH suggests

hotel chain type/AirBnB voucher to force a break or cash. Committee in agreement with CH suggestion of £300+ contribution.

- HM raised the possibility of an immersion day costume/xmas jumper swap shop. CD suggested a facebook page for uniting costumes with givers/receivers.
- HM would like to update the PTA page on the school website, Maria Lockyer updates anything required. HM would like to see up to date minutes, newsletters, AGM minutes plus accounts on the page. Action: to do a Xmas newsletter

Date of next meeting : Tuesday 7th November