



**Sheldwich Primary School PTA
Annual General Meeting**

Date: 26th September 2024
Time: 2:30pm
Place: School Hall

Present: Helen Wiltshire (Chair) Kelly Barker (Treasurer)
Jennie Diddams (Secretary) Sarah Garrett (Head Teacher)
Kate Styles Jackie Linter (School Business Manager) (left at 3pm)
Pamela Bruce Anchen Lintott Ruth Tywnam
Jessica Healey Gordon Sirett Dee Poyiatzis
Lisa Middleton Charlotte Swayne

Apologies: Mihali Moore Tracey Kilbane Huw Griffiths
Rihannon Greathead-Yates Lorna Lailey de Ville Jenny Hiatt-Gipson
Hannah Morgan Marion Cassan Laura Nicholson
Laura McKenzie Sarah Neville Rob Weatherall
Kim Cooper Chris Ambrose Marie Heinsen
Rokhsan Heydari Rachael James-Blay Vicki Bowyer
Becky Duffy Emma Griffiths Hannah Woods
Vicki Bowyer Sarah McCarthy Justine Hall
Daniel Salvo Jenny Harnett Louise Gray
Katie Hawkins Melanie Orchard-Meyer Leighann Lynes
Rachel Coomber

The meeting was opened at 2:35pm.

1. Welcome and Apologies

The Chair, Mrs Wiltshire welcomed everyone. She advised that there are now 43 members of the PTA so would not list everyone's apologies separately.

2. Approval of Minutes from the previous AGM

The minutes from the previous meeting were circulated and time was given to read them. It was confirmed that there were no comments.

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3. Chairperson's Report

The Chair, Mrs Wiltshire circulated her report which she then read through. She emphasised how pleased she was with the profit made this year of just under £11,000. She drew attention to the Ice Cream sales which were a great initiative and raised lots of funds. She talked about Forest School and mentioned that a tee pee had been delivered today and work was underway on the canopy area. She also highlighted the uniform shed and how easy it was now for parents and carers to access school uniform. Please see her report, attached, for the full account.

4. Treasurer's Report

The Treasurer, Mrs Barker, circulated her report and highlighted the great profit made over the last financial year of £10,970.45. She reminded everyone if they are given cheques to please bank them as early as possible. Please refer to the full Treasurer's report attached.

5. Headteacher's Update

The Headteacher, Mrs Garrett, congratulated the PTA on the phenomenal amount of money raised this financial year. She said that every child will benefit from Forest School. Only 2 classes previously were able to participate. In the next few weeks all classes will start going out on Tuesdays and Thursdays. There will be opportunities for the parent helpers to help out and there will be Natural Thinkers sessions run for Little Hedgehogs and Reception children. The area will constantly be in use. On Fantastic Fridays every class will get to participate in timetabled mental wellbeing sessions. The tee pee is currently being installed and we are trying to use recycled items like tyres and pallets as much as possible. We want to create lasting memories for our children and the leavers books and hoodies are loved by the children. They really enjoy the drumming, and class 2 and 4 will benefit this year. The themed days and weeks are extra special. The children thoroughly enjoyed the VR workshops for STEM week. Children have wonderful experiences with the help of the PTA. Now the PTA team is growing hopefully it will make it more manageable to run events. Mrs Garrett highlighted that we don't always need to be making lots of money, events can be for fun too. She thanked everyone for their hard work and explained that the teachers do have a wish list of items that they would like to purchase but are conscious that it is benefitting all the children.

6. Elections

The Chair, Mrs Wiltshire explained that herself, Mrs Barker (Treasurer) and Mrs Diddams (Secretary) are keen to continue in their roles. She advised that anyone wishing to take on these roles in the future should really muck in this year and see what is involved.

Mrs Diddams nominated Mrs Wiltshire for Chair and this was seconded by Mrs Barker.

Mrs Wiltshire nominated Mrs Barker for Treasurer and was seconded by Ruth Twynam.

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Mrs Barker nominated Mrs Diddams for Secretary and was seconded by Mrs Wiltshire.

All members were in agreement.

7. Resolutions

A resolution was passed regarding the Bank Authority. It was agreed by all members that the PTA banking relationship continues to be maintained with Natwest Bank and that the authorised signatories on the bank account be the Chair (Helen Wiltshire), Treasurer (Kelly Barker), Secretary (Jennie Diddams) and Headteacher (Sarah Garrett), with two signatories for any transaction, one having to be the Headteacher (Sarah Garrett).

8. School Representatives

Mrs Wiltshire asked Mrs Garrett to confirm who the school representative was. Mrs Garrett confirmed that she would check with Mr Daintree that he was still happy in this role.

9. Class Parent Representatives

Mrs Wiltshire ran through the current class parent representatives and confirmed that everyone was happy in their roles (she has already spoke to those not in attendance). She advised that the main job was to forward on messages from the Chair but may result in questions from the class. Representatives are as follows:-

- Little Hedgehogs – Dee Poyiatzis
- Class R – Helen Wiltshire
- Class 1 - Dee Poyiatzis
- Class 2 – Charlotte Swayne
- Class 3 – Hannah Morgan
- Class 4 – Laura Nicholson
- Class 5 – Marie Heinsen
- Class 6 – Becky Duffy

She advised that she needed to check with Becky Duffy regarding Class 6.

10. Any Other Business

• Easy Fundraising

Mrs Wiltshire talked about Easy Fundraising and how we need to promote it more as it is an easy way to make some money. Mrs Barker mentioned that Mihali Moore had circulated a video to help explain it and we should circulate that again. We discussed making fundraising targets a competition but it was highlighted that this could put people off. We decided to instead encourage people by saying if we hit a certain target then we can do a certain thing/purchase an item for the school. We should start small, such as a few hundred pounds and once we meet the target we can update it. Mrs Garrett suggested a fundraising thermometer. We talked about having a board to advertise it at the Christmas Fayre.

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- **100's Club**

Mrs Wiltshire talked about what the 100's Club was. It is a lottery where you pick a number and pay £12-24 for the whole year. Mrs Barker said that previously we had run it for 10 months and people paid £10. The office would pick the numbers for people and once a month numbers would be picked for prizes. 50% of the profit would go to the PTA and the rest in prizes. Everyone was in agreement.

- **Future Events**

Mrs Wiltshire mentioned that Huw and Emma Griffiths were keen quizzers and were interested in running an event. All were in agreement. Mrs Wiltshire asked if everyone was happy with a summer pool party again and everyone was in agreement. Mrs Wiltshire mentioned that Lorna was keen to arrange a Wellness Day. She would come in to do possibly yoga, talk about healthy eating etc. Mrs Garrett liked the sound of that and would look in the school diary to see where we could fit it in.

- **PTA Shed**

Mrs Wiltshire explained that the PTA shed was a shed, by the ICT Suite, that is used for storage for items we have purchased for various events such as marquees etc. We need to firstly have a good sort out again and throw away stuff. We might need a skip or for people to help with tip runs. All were in agreement to use some of our current funds to replace the shed.

- **Women's Football Team**

Mr Sirett talked about the football team and that they were planning a mixed match soon. He advised that he wouldn't run a big event like this year, in the school holidays, mainly due to lack of support and volunteers, but would do in the last few weeks of the summer term. He said that some ladies were keen to set up a Women only football team but that they didn't want any man involved, so Mr Sirett said he had stepped down from being involved with the Women's football team.

Ms Middleton asked about the bank balance and why there was so much still in the bank. She asked what was it going to be used for as we should be spending it. Mrs Barker and Mrs Twynam mentioned that it had been saved due to Forest School plans changing over the last few years. We talked about the budget needing to be allocated. There was the panto this year, drumming lessons, books for the library, small bits for the teacher's and the upgrading of the IT equipment in the ICT suite due to Windows updating and the computers and server soon becoming obsolete. The PTA would arrange a meeting with Mrs Garrett to discuss proper allocation of the funds.

There being no other business, the meeting was closed at 3:25pm.



Sheldwich School PTA Annual General Meeting 26th September 2024 Chair's Report

1. What is our objective?

The objective of Sheldwich School PTA is to advance the education of pupils in the school, in particular by:

- Developing effective relationships between the staff, parents and others associated with the school;
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils;
- Providing fun events for the children to enjoy and interact socially in different situations and for parents to meet and socialise too.

2. The academic year 2023/2024

Last year started with significant changes in PTA leadership with Hayley Turner and myself becoming co-chairs and Jennie Diddams taking responsibility as PTA secretary. Kelly Barker continued as Treasurer. Laura Nicholson and Kate Styles helped greatly in aiding new co-chairs understanding. In August Hayley Turner resigned from post as co-chair due to moving house and therefore her children's school.

3. Fundraising Highlights

We are very proud to report an incredible profit was made of £11,000 this last academic year. It has been a busy period with the introduction of many new ideas and events such as the charity football match, wreath making for adults and a book swap for World Book Day, whilst maintaining the traditional larger events-namely the summer and winter fairs. There was also a re-introduction of the Summer pool party. Generally, there was a big focus on providing fun and entertaining experiences for the children with the sale of Wonka bars for example from "Willy Wonka's", the personalised Easter egg hunt run by "Easter bunnies" and the Halloween dress up "Fun run". A big success was the continuation of ice cream sales which provided a fun and regular way to fundraise.

4. Allocation of PTA funds

The PTA has worked on funding many projects this year. Its main focus and success has been on aiding the development of the Forest school including paying for the clearing of the ground, wooden fencing and a canopy that will be installed within the next few weeks, which will allow it to be utilised by the children whatever the weather.

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Additionally, funds have been used to support reducing, re-using and recycling in order to benefit the school community with the school uniform shed being built and equipped.

Children have benefited from drumming lessons again this year as well as the Christmas pantomime. Funds have been used to buy new table cloths and eco-friendly badges for the school councils.

The PTA continues to pay for the Year 6 Leavers books every year and to subsidise the Leavers Hoodies.

The school council, teachers and staff are asked for ideas of things they would like the school to have for the benefit of the children. The school then ask the PTA to fundraise for them. We are aiming to now fundraise to develop the IT resources at Sheldwich school. Investment is also needed to replace the PTA storage shed.

5. Thanks and Appreciations

I would firstly like to thank all the members of the PTA for running events and supporting big projects this academic year, namely Hayley Turner for her wonderful ideas and managing of the past academic year, Jennie Diddams for the uniform shed and bank account development and constant behind the scenes organising, Kelly Barker for her continued income and expenditure organisation and accounts work to follow, Gordon Sirett for his building of the Sheldwich Dad's football team and wonderful charity football match organisation and Mihali Moore for organising a highly successful Halloween themed fun run. We are already looking forward to this year's fun run next month! Thank you also to all our class representatives and Marie Heinsen for busily updating our Facebook account. Hannah Morgan too, we'd have no luck dip without you, so thank you!

A big thank you to **Mrs Garrett** and all the **Staff** at the school for their continuous support this year in helping us put on and run the events and a special thank you to **Mrs Linter, Mrs Crisp and Mrs Roberts-Lee** for all their help.

A huge thank you to anyone who has helped the PTA run any of our events. Hopefully we will be able to call upon you to help us again soon!

Lastly, and by no means least, I would like to thank all the parents, grandparents, carers and friends to the PTA who have supported our fundraising efforts. We really appreciate your support and generosity and hope that you can see the value in our efforts through all the things we have provided to the school and the children.

6. Feedback

Our focus as a committee is to put on events and activities with the focus being on fun, providing enjoyment for the children, families and friends, with the added bonus of

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fundraising for the school. We haven't always got everything right and appreciate constructive feedback so we can work on making the events the best we can.

7. **Future events 2024/2025**

We would welcome any suggestions and support for future fundraising events. So far we have:

- Regular school uniform sales
- Spooky fun run planned for the 24th October 2024
- Christmas fair on 28th November 2024
- Christmas wreath making event on 8th December 2024
- World book day book swap on 6th March 2025
- PTA Easter egg hunt
- Pool Party-date tbc
- Summer fair-date tbc
- Sports day refreshments
- Summer Ice Cream Sales
- Wellness event-tbc
- Quiz-tbc
- Monthly coffee mornings to aid a community feel with parents at school
- Bi-monthly meet ups in evening to aid a community feel with parents at school

8. **Aims of 2024/2025**

We are aiming to develop a strong community feel to the PTA with the introduction of more meets for parents and carers, whether in school hours or out, to hopefully meet differing needs.

After years of successful fundraising we are aiming to utilise some of the saved funds to best benefit the needs of the school.

We will continue to work on utilising "easy and lucrative" methods of fundraising, for example with a Tesco Stronger Start's scheme and potential Co-operative grant to support fundraising, as well as supporting parents to utilise an ASDA scheme, Easyfundraising and Benevity schemes to optimise fundraising for the school.

We also aim to re-introduce the 100 club.

It would be wonderful to exceed the brilliant profits made this previous year to support the school.

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Treasurer's Report

We have made a great profit from our events over the last financial year of £10,970.45 this includes expenses of £317.48 from last year as cheques were banked after the year end. Can I please ask that if anyone is given a cheque from us that it is banked as soon as possible, thank you. We also have £280 cash owing as there is £250 cash donation from the football match that is to be banked and £30 cash held as a float for when we hold uniform sales, ice cream sales etc.

We have invested in a new uniform shed costing £2,154.54 enabling us to sell uniform a lot easier as it is more accessible. This has been well received by parents.

We have donated to six great things this year including £4,315.53 to the new Forest School that is based within the school grounds. There will be ongoing donations as it is ever evolving.

This has all resulted in us increasing our bank account balance to £18,776.00.

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