

St Mark's CEP School Parent Teacher Association

Annual General Meeting

Wednesday 27th September 2023

20:00 – via Zoom

Agenda

- 1.0 Welcome and review last year's minutes
Jess Greatrex (Secretary)
- 2.0 Trustee's annual report
Claire Gomez (Treasurer)
- 3.0 Elections/Re-elections
All
- 4.0 Head teacher's report and school wish list
Mr Bird (Head Teacher), Mr Lawrence (Office Manager)
- 5.0 Events and fundraising ideas for 2023-24
*Elizabeth King, Lida Willingale, Rochelle Breach
(Committee members)*
- 6.0 Any other business
All

Attendees

Mr Bird
Mr Lawrence
Mrs Sheppard
Claire Gomez
Jess Greatrex
Lida Willingale
Rochelle Breach
Elizabeth King
Jackie
Jana Page
Katie James
Jo Leek
Irene
Dee de Araujo
Ting
Divya Paul
CL
Angela Cheng

Minutes

1.0 Minutes from the last meeting on 12th October 2022

Minutes agreed, with no outstanding action points. Some ideas for funding to extend into this year's requests.

2.0 Trustee's annual report

Claire Gomez and Jess Greatrex read through the trustee's annual report giving a brief account of the activities for the year. *Please see attached report for details.*



PTA Trustees
Annual Report 2022

Claire Gomez took us through the accounts for the last year including an update on money in the bank available for spending.

Please note direct expenses and income was understated in the 2021-2022 report due to outstanding receipts & payments, this has caused a correction of £136.78 in this financial year. Expenses in the 2022-2023 financial year were also received late and will be accounted for in the 2023-24 accounts & will create a small reduction in net profit. **In the future, please ensure all expenses and receipts are invoiced before 31 August to allow accounts to be finalised for that financial year.**

3.0 Elections/re-elections

Jo Leek and Claire Gomez had given notice at the last AGM that this was their last year as Trustees. They confirmed in this meeting that they were stepping down from their posts. Members (LW, RG, CG, KS) proposed and seconded new elections as follows:

Joint Chairs: Lida Willingale and Rochelle Breach

Treasurer: Jackie Tsui

Secretary: Jess Greatrex

Committee members: Kim Sheppard, Claire Gomez, Elizabeth King, Katie James

4.0 Head teacher's report and school wish list

Mr Bird started by thanking the outgoing Chair and Treasurer for their work for the PTA and the school, before then thanking the full strength of the PTA members to help enhance the school experience and help to bring the community together. The school is appreciative of the ideas and support: the gifts and meet and greet for the new EYFS families was warmly appreciated. He also thanked those who also support the school in a marketing aspect as well.

The funding towards the classroom subsidies (£50/class) was very much welcomed by the teachers and the contribution towards class trips (£200/class) makes these events financially viable for all families. These are funds that the school would appreciate again this year. PTA contributions towards the sensory room and garden provisions is also in progress.

Mr Bird and Mr Lawrence said that they have appreciated the regular meetings with the committee to streamline activities and actions.

In reference to last year’s minutes, the playground benches were sourced by the Y6 legacy, the hall curtain funded by a RoundTable grant, and 25% contribution to a KS2 shade cover has been agreed for April 2024. Lighting and sound system funding to be researched by grants. Table tennis activity is not practically viable. Sports tops are being researched, although there may be grants for this.

The school’s wish list for support includes:

- To align with the school development plan, there are several requests for the brand-new reading programme with purchase of new books
 - *Agreed*
- There are also requests for reading furniture items (see below links)
 - *PTA to review links and discuss costs in more detail*
- To increase cultural experiences, there are requests to pay for pantomime experiences for the whole school (Y1-3 in school, Y4-7 at the Assembly Halls)
 - *Agreed*
- Extension to outside cover from Y3/4 doors to breakfast club to provide more shelter from weather and dry outside space for activities/packed lunches. Cost estimate: £6,000
 - *Agreed, to be paid from April 2024*
- There was some discussion over funding small group trips, such as the Young Voices trip to the O2
 - *There may be sponsorship options but to review how can ensure funding can be shared for all extracurricular clubs*
- With the change in the reading programme and staffing, it was suggested that we no longer continue sponsorship of specific book clubs and magazine subscription to *The Week Junior*, although perhaps an alternative digital format could be researched to reach more children

Wish List	COST	LINK
Storytellers Outdoor Seating Collection - EY	£425.00	Buy Storytellers' Wooden Seating Collection TTS (tts-group.co.uk)
Storytellers Outdoor Seating Collection – Y1	£425.00	Buy Storytellers' Wooden Seating Collection TTS (tts-group.co.uk)
Storytellers Outdoor Furniture Collection – Y1	£180.00	Buy Storyteller's Outdoor Furniture Collection TTS (tts-group.co.uk)
Reading Throne for Sensory Garden – KS2	£830.00	HE1831202 - Millhouse Outdoor Teacher Storytelling Chair Hope Education (hope-education.co.uk)
Classroom Contribution (£50 per class plus £50 for the Staff Room)	£750.00	
Reading Incentive Programme	£2000.00	
In School Panto Y1- Y3	£620.00	Christmas 2023
Panto Assembly Halls Y4 – Y6	£2160.00	Christmas 2023
KS2 Canopy Contribution	£6000.00	
TOTAL	£13,390.00	

5.0 Events and fundraising ideas for 2022-23

Elizabeth King, Lida Willingale and Rochelle Breach ran through key events planned for the year (see below draft table), with the hope to run affordable events that are budget- and environment-friendly (such as second-hand uniform pop-up shops) but to also hold some social activities to strengthen connections between families and the local community (such as with the RoundTable and event sponsorship). Additional events to be planned during the year – please share ideas!

To recommunicate the TW Lotto and easyfundraising avenues.

St Mark's PTA Events 2023–2024

Weds 27 Sept	AGM at 8pm on Zoom
Fri 20 Oct	Arty Autumn crafts event after school
Fri 1 Dec	Christmas wreath-making event (7:30pm)
TBC: Fri 1 Dec	Own clothes day and bring a bottle ahead of the Christmas fair (<i>more info nearer the date</i>)
TBC: Fri 8 Dec	Jolly jam jars and cake donations ahead of the Christmas fair (<i>more info nearer the date</i>)
Sun 10 Dec	Christmas Village and raffle (2-5pm)
TBC	Film nights x3 (EYFS, Y1-3, Y4-6)
TBC	Pub quiz
TBC: Fri 22 March	Own clothes day and Easter rainbow hampers (for raffle prizes on 27 March)
Weds 27 March	Easter rainbow raffle
Sat 18 May	Early Summer Fair
TBC (summer term)	On Your St Mark's sponsorship event (Y6 legacy)
Fri 21 July	Treat stall (for Y6 legacy fund) in KS1 and KS2 playgrounds after school
TBC rota dates	Treat stalls in KS1 and KS2 playgrounds after school
TBC rota dates (dependent on topic days)	Second-hand uniform sales and fancy dress hire in the outdoors classroom by the main gates

6.0 Any other business

- Some discussions were had regarding replacing the PTA storage container. To continue discussion at a separate meeting to invite skilled contacts to help with this as it is a big task and need someone to help make this happen or to upgrade current container doors/vents
- Storage is needed for second-hand uniform and fancy dress. There is support for keeping this but we need a longer-term solution than being in parent homes. The fancy dress collection is a nice one to keep for topic days
- Visual fundraising targets: Katie James is creating a 'thermometer' style visual for how we can promote how much money we have raised and to help rally people towards targets. Mr Bird and Mr Lawrence to think of big idea to fundraise for. Mrs Sheppard flagged that this could be done over 2 years, like the PTA previously did for the outside classroom
 - Suggest ~£6K/year would be a good target, to allow funding for other activities and ensure a float to cover events (~£2-3K)
- Rochelle suggested approaching private schools (The Mead) for use of their mini buses out of their term time for us to use for trips. Training and insurance points but school to consider

Date for the next meeting: TBA