**HDPS PTA Annual General Meeting Minutes**

**Friday 25th September 2020 09:30**

**Via Zoom**

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| **In attendance** |
| **Shani Ellis (Chair), Matt DeFreitas (President), Paula Lansley (Vice Chair), Karen Barlow (Treasurer), Rachel Harris (Secretary), Amanda Pawson, Andrea Roeder Mohatta, Suzanne Freeman, Kelly Malynn, Amy Martin, Chris Sweeney, Marie Murray, Bev McGarey, Janice Houghton, Rachel Bowley (minutes)** |

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| **Apologies** |
| **Seyhan Duman, Ian Hawkins, Angela Scott, Clair Brown, Jeni Kench** |

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| **Welcome by President – Mr M DeFreitas** |
| **Described the year as being eventful (an understatement!) and sends huge thanks to the PTA, particularly for their contribution to the blended learning programme in the form of the homework scheme. He has received great feedback on it and encourages parents to support the PTA as their fundraising efforts are integral to learning. He is hoping to do what he can to support these efforts too. Events that satisfy the schools guidance will be an opportunity for fundraising – for example in year group bubbles. Matt highlighted to the Governors and Trustees that PTA funds have provided the homework scheme and iPads which have been critical to the delivery of the blended learning programme.** |

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| **Minutes of previous AGM** |
| **Held on 27th September 2019 - AGREED** |

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| **Chair’s report 2019/20** |
| **Welcome everyone, Mr DeFreitas, PTA President, Committee members and interested parents. For those of you who don’t know me I am the Chair, Shani Ellis. Thank you for attending today’s virtual Annual General Meeting usually we meet in person but because of the current situation it was agreed by the Committee that a virtual meeting would take place instead this year. I would ask that any questions be saved until the end.**  **The AGM is the only formal meeting of the year for the PTA and deals with the presentation of the Chair and Treasurer’s Reports on the year’s activities and the Committee elections. Our PTA is a charity registered with the Charity Commission, governed by our constitution and whose purpose is fundraising for the school through fun events for the children, their families and the wider community.**  **Firstly, I would like to take a moment to thank the serving PTA committee for their continued hard work and commitment in what hasn’t been the easiest of years: Paula Lansley (Vice Chair) Karen Barlow (Treasurer) Jeni Kench, Amanda Pawson, Rachel Harris, Seyhan Duman, Rachel Bowley, Clair Brown & Kelly Malynn. This year the following members have stepped down: Anna Jago, Karen Britton, Aysen Cosar, Amanda Grinham and Katy Dudley but thanks goes to them for between them years of service. And an official warm welcome to our newest members: Andrea Roeder Mohatta, Amy Martin, Angela Scott, Ian Hawkins & Suzanne Freeman who will bring new ideas and enthusiasm to the team. Additional thanks for the unwavering support from the school from the Head Teacher, his Senior Leadership Team and our Teacher Representatives Miss John, Mrs Barks and Mrs Newnham.**  **The 2019/20 Academic year’s fundraising was of course hugely impacted by the Covid19 Pandemic. No one could predict the impact it had and will continue to have and yet despite this we have been successful in raising £13,204. Karen has detailed the actual breakdown of income by event in her Treasurers report together with a breakdown of where that money has been spent. All fundraising requests are received by the committee in writing from staff and reviewed and discussed by the Committee before approval or denial. The challenges of the new academic year will be how to continue our efforts whilst being unable to operate in the usual way. However I know the Committee is awash with new ideas.**  **I joined the PTA 3 years ago, little realising that I would become Chair for my final year. It has been an experience. From dealing with downpours and wet gazebos at Fireworks night to the hugely successful and very hot Summer Fairs. It’s not always been easy, but it has always been rewarding.**  **Thank you for attending and I know that Hawes Down Primary School PTA will continue to provide essential fundraising through fun events in the future. These may well be different from what we are used to but our strength is our enthusiasm and commitment for continued success for the benefit of all the pupils at Hawes Down.**  **Matt thanked Shani for all her efforts on behalf of all the PTA.** |

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| **Treasurer’s Report 1st September 2019 – 31st August 2020** |
| **The accounts are in the process of being independently audited by Helen Atack and will then be submitted to the Charity Commission. The year started with a bank balance of £13,332 and ended the year with £3,853. Over the year £13,204 was raised from the following:**   |  |  | | --- | --- | | Discos | £2,881 | | Donations (including match funding) | £2,197 | | Fireworks night | £1,884 | | [easyfundraising/schoolslottery/foreigncoins/Amazon smile/](http://www.easyfundraising.org.uk/schools%20lottery/foreign%20coins/Amazon%20smile/)Stamptastic | £1,535 | | Evening events - Music Quiz, Bingo Night | £1,275 | | Break the Rules day | £962 | | Christmas fun afternoon/grotto | £823 | | Cake sales/refreshments | £585 | | Movie nights | £374 | | Sainsburys bag pack | £300 | | Second hand uniform | £158 | | Sale of candy floss machine | £120 | | Ecokids clothes collection | £64 | | Lockdown  souvenir pictures | £45 |   Total expenditure was £22,675 of which £22,440 was spent on the funded projects below (£235 was miscellaneous expenses):   |  |  | | --- | --- | | Music programme | £7,500 | | Panto coaches | £2,094 | | Eco garden fencing | £1,800 | | Library refit | £1,591 | | Homework  scheme | £1,208 | | 50% cost of reader pens | £950 | | Minibus tax, insurance, MOT | £906 | | 50% cost of Unit Sensory Curriculum Update | £880 | | Benches | £843 | | Lifebus | £820 | | EYFS mud kitchen | £739 | | Football kits parent donated (£200 of this) | £604 | | Explorers panto | £589 | | Unit coach to Hindleap Warren | £350 | | Banded books for Year 2 | £318 | | Phonics set | £330 | | Vaulting box | £300 | | Leavers' donation | £250 | | Waterproof suits for Moon class | £164 | | PTA equipment (cupboards and Christmas tree stand) | £139 | | DT Curriculum package | £65 |   **Karen urged parents and supporters to use Amazon Smile and Easy fundraising as they are a great source of ‘free’ fundraising and we currently only have about 30 users.** |

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| **Appointment of an Independent Examiner of Accounts for the year ending 31August 2020** |
| **Helen Atack is happy to continue doing this. Thank you very much to her for this.** |

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| **Election of Officers and Trustees of the Committee** |
| Amanda Pawson as Chair              Proposed Rachel H, 2nd Matt  Rachel Bowley as Vice Chair         Proposed Paula, 2nd Kelly  Karen Barlow as Treasurer            Proposed Matt, 2nd Rachel B  Rachel Harris as Secretary            Proposed Amanda, 2nd Kelly  Stepping Down:  Shani Ellis,  Paula Lansley, Anna Jago & Karen Britton  Left during the year:  Aysen Cosar, Amanda Grinham and Katy Dudley  All other members will continue:  **Seyhan Duman, Ian Hawkins, Angela Scott, Clair Brown, Jeni Kench, Andrea Roeder Mohatta, Suzanne Freeman, Kelly Malynn, Amy Martin**  Teacher reps:  Miss John, Mrs Barks and Mrs Newnham all happy to stand as reps again this year  Welcome to our new committee members:  Marie Murray, Janice Houghton, Bev McGarey & Chris Sweeney  The PTA are very grateful to Paula for all her years of service. |

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| **Any other Business** |
| Kelly asked Matt about year groups events – Matt confirmed that supervision of these would be left up to teachers/teacher reps. Last week of this half term will be off-curriculum so all events could be compacted ibto that week. Hopefully PTA members may be able to help, but from a distance and wearing facemasks at the very least.  Marie asked about Halloween events – Matt discussed some ideas around fun activities for the children that can be linked to the Harvest theme.  Andrea raised the point that all DBS checks are now invalid due to length of time away from school. Matt will discuss with the business manager about funding these for key PTA members that require access to the school. Amanda reminded the group that a committee member who is DBS checked can accompany a member who isn’t’, therefore reducing the numbers that require one (and reducing cost burden of this).  Amanda will compile a list for Matt.  Meeting closed. |