



Offenham CE First School PTA

Registered charity number 1161066

Annual General Meeting Minutes

21st September 2023, 9am, ICT Room, Offenham CE First School

1	<p>Attendees:</p> <p>Lucy Whitby (Chair & Interim Treasurer)</p> <p>Lisa Cresswell (Vice Chair)</p> <p>Claire Brighty (Secretary)</p> <p>Mrs J Nicol (Head Teacher)</p> <p>Amy Gibbons, Robyn Richards</p>
2	<p>Welcome LW welcomed everyone. It was noted that a quorum of three committee members and at least three others are required under the Parentkind constitution and that this requirement has been met.</p>
3	<p>Chair's Report</p> <p>Events from the past 12 months were briefly reviewed. Whilst a successful 12 months, feeling amongst the committee is that we gave ourselves too much to do, particularly with the Spring Fayre, and this year we may need to lighten our loads.</p> <p>Valentines Chocolate Golden Ticket event and Bingo were mentioned as very popular and will run again.</p> <p>The Proms event was very enjoyable for those who attended however this was mainly attended by families who had been in previous years and perhaps next year we need to give more information on what it's about and/or rename.</p> <p>Support on the days of events in setting up and clearing down etc has been wonderful however difficulty in recruiting to the Committee remains with only three members in place.</p> <p>Gratitude was noted for Pete Kelly who has been a brilliant front man for several events.</p>
4	<p>Treasury Report</p> <p>The accounts for the year 2022/2023 were accepted with no issues raised. It was noted that we have raised approximately £10k in the last year.</p> <p>External auditing of the accounts is expensive therefore LW has approached a parent who works as an Accountant who has agreed to look over the accounts (JH or RJ)</p>

5	<p>Committee Election</p> <p>All three existing committee members sought re-election for the coming 12 months in their current roles. (LW to continue to act as interim Treasurer as well as Chair until a suitable candidate comes forward).</p> <p>No other interested parties came forward for any roles. Appointment to these roles was proposed by RR and seconded by AG.</p>
6	<p>Other business</p> <p>Colour Run - Fri 29th Sept</p> <ul style="list-style-type: none"> • Hoping to source a balloon arch from a company in return for them holding a stall at our Christmas event. LC has had a quote for £80 from Balloon Up which is outside of budget. AG will contact Jade at Balloon Bar. Otherwise, may consider making ourselves. • Obstacles – school have tyres we can use. LC to source 12 x straw bales. CB attempting to find a cargo net. • Music – equipment from school can be borrowed (either CD or streaming) however CD preferable • An ice-lolly will be given to children on completion of the run (along with a medal). Depending on weather we may sell our remaining ice-creams to parents. • AG will provide spare surgical masks for any asthmatics who forget to bring their own, although JN will contact those parents who do not provide one, and will ensure the correct children are wearing them. Orders for sunglasses will go in on Monday but spares will be available for sale if needed. <p>Leaver's Disco - 13th October</p> <ul style="list-style-type: none"> • JN will ask Mrs Newton to contact the leaver parents to remind them of the information; an invitation slip was sent home with the Year 5 leavers in July. <p>Wreath Night</p> <ul style="list-style-type: none"> • Sally is again happy to come and lead this event either on 23rd or 27 November (this has since been confirmed as Mon 27th November). • This year the ticket will include a mince pie and glass of mulled wine and not the full sharing platter of last year. • Last year's evening went on a little too long so need to discuss with Sally ways in which we can streamline. • CB tree can again be cut back for use on the night. <p>Christmas Fayre – 1st December</p> <ul style="list-style-type: none"> • Santa has been booked for this. • Last year everyone came inside together at the same time after lights were switched on and the school was very cramped. • This year we hope to have more of a German market feel with some stalls (? approx. 8) outside, with games/raffles etc indoors. Can also use wooden pagoda • An outside light is needed for H&S reasons. School have a preferred electrician who has to be certified to work at the school therefore JN will source a quote and PTA to pay for this. <p>Elfridges was very successful last year and will run again this December (date tbc)</p>

	<p>Christmas Party – 21st December (last day of term)</p> <ul style="list-style-type: none"> • need to source a Santa as last year’s will be unavailable. LW to research entertainers (last year Show Time Shane). JN suggests Zoobie from Hatton Country World. <p>Funding Request: JN asks if PTA can fund a speaker and CD player combination (as per Broadway School) which can be easily wheeled around as needed. JN to source quote for this.</p> <p>Aside from this, our main focus continues to be fundraising to replace the now absent KS2 outdoor play equipment in it’s previous location. Metal equipment, whilst hardier, is likely to be prohibitively expensive. Wooden and rope structures will have a shorter life span and rot from the ground up.</p> <p>Mrs Newton has a Trim Trail price list from SPS (timber equipment) which does not appear to include any safety matting. Tigre mulch mentioned as not a good option.</p> <p>Cleeve Prior School have recently had a quote of approximately £4k for a new trim trail (4 pieces) with rubber matting and fitting. JN will find out who this quote is from and invite company to come and give recommendations.</p> <p>Also need to replace the three gazebos as some have had to be disposed of and others are partially damaged (red gazebo). Three colours needed are available online at The Range for £100 each.</p> <p>PTA Facebook Page – following some issues around the exact purpose of this page, with regards to safeguarding most importantly, it has been decided that going forward, the page will only be used for PTA information. Other posts are to be declined (including any questions regarding PE days etc, these are better addressed in the more informal yearly what’s app groups which have been set up by parents and are not affiliated with the school). The page was renamed last term to reflect this.</p> <p>Thanking our supporters - We would like to have a thank you letter written by a pupil to scan and email to the companies who supported our events in the last year, mentioning that with their help we have raised around £10k. JN will arrange this with a pupil, PTA to email out.</p>
7	<p>Next meeting date: Christmas Fayre planning meeting: 6th October during school hours (after Celebration Assembly) plus an evening date tbc to maximise attendance.</p>