

PTA AGM Minutes - 22nd April 2024

Meeting Opened: 6pm

Who are the PTA and what do we do?

Jess welcomed and thanked the parents for coming to the Annual General Meeting of 2024. We started in March/April 2023 and this is our first year of operating. We are a group of parents that organise fun events for the children in the school, which raise funds to support projects within the school to enhance the learning experience. We meet formally once per term to discuss events and liaise closely with the school.

Events and fundraising Opportunities April '23 - April '24

Jess highlighted all of the events that have been held throughout the past year and the funds that have been raised. As documented below by Treasurer Becki Tomlins:

| 2023 events | |
|------------------------------------|---------------|
| Row Labels | Sum of Amount |
| School disco | 395.03 |
| Blunsdon village coronation picnic | 382.00 |
| Bags for school | 118.00 |
| Cake van | 43.00 |
| Coronation Ice Cream | 35.00 |
| Sports day | 33.80 |
| Preschool / uniform | 20.50 |
| (blank) | |
| Parentkind | - 140.00 |
| Grand Total | 887.33 |

| 2023 / 24 events - so far | |
|---|---------------|
| Row Labels | Sum of Amount |
| Tea Towels | 189.85 |
| Bags for Schools - 23/24 | 147.00 |
| Craft workshop | 138.57 |
| Book & Cake sale | 128.59 |
| Snack Van | 30.00 |
| Preschool / uniform (blank) | 13.91 |
| Library set up cost & annual subscription - split 50:50 with the school - | 210.00 |
| Payment to School for classroom secrets | - 287.71 |
| Grand Total | 150.21 |

We finished the year with £1037.54 in the bank, which is an incredible achievement from £0 last April, and that is taking into account spending out on the ParentKind membership, Library Manager and Classroom Secrets subscriptions.

Roles

To be able to operate as a functioning PTA we need to have 6 named committee members in the following positions:

- Chair
- Vice Chair
- Treasurer
- Vice Treasurer
- Communications
- Secretary

Some of the current members wish to step down and we are looking for other volunteers this evening to join us. We attempt to allocate roles to suit personal strengths and preferences, so current positions can be altered to accommodate new members.

The responsibilities of each role is as follows:

- Chair - Leads the committee, ensuring the PTA is run in line with its constitution and according the wishes of all members.
- Vice Chair - Supports the Chair and takes on the role in their absence.
- Treasurer - Controls the PTA funds in line with the committee's decision as well as the charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.
- Vice treasurer - Supports the treasurer and takes on the role in their absence.
- Communications - Is responsible for communicating events to parents, through leaflets, posters, newsletters and via the school website.
- Secretary - Ensures that the PTA's events run smoothly. They arrange meetings, prepare agenda's, take minutes and keep records. (And prepare amazing slide presentations!)

We opened up the floor for new volunteers and agreed on the new structure for the coming year:

- Chair - Jessica Woods
- Vice Chair - Carly Ward
- Treasurer - Becki Tomlins
- Vice Treasurer - Michelle Curl
- Communications - Martin Greenwood
- Secretary - Hev Bowles

Jess thanked and welcomed our new committee members for stepping into the new roles. We also want to thank Amy Rudman, Kirsty Wilson and Neil Budd for helping us to restart the St Leonards PTA and for their contributions to all of the events held in the first year.

Did you know?

Jess introduced the PTA page on the website and encouraged parents to look out for details of upcoming events on the page and photos of previous events.

Jess also highlighted the Easyfundraising App for parents to join, to raise funds for the PTA in their online shopping.

Questions, Comments, Feedback and Suggestions

We welcome any of the above and encourage parents to email friendsofstleonardsschool@outlook.com

And finally...

Thank you all for your continued support 😊

Meeting Closed: 7pm