



Minutes from AGM 2nd October 2024

1800 @ Hartford Primary School

Attendees: Becky Farley, Sarah-Jane Falconer, Mair Fairweather (Headteacher), Amy Metcalfe, Faye Williams (TA), Kate Farmer, Chloe Johnson, Shelly Ford, Ellie Van-Thomas, Matthew Harris (Teacher)

Introductions were made by everyone present

- 1) Apologies for absence: Louise Walker, Caroline, Amanda, Jill Griffiths, Katherine Butler (from the PTA Volunteer Group)

Explanation of each of the 3 key roles on the committee and each has a vice if can be filled. There is WhatsApp groups for a wider project group who may lead on some activities e.g. social media, uniform and a volunteer group for more general support.

Ground rules: no set ones but are to act as adults with respect to one another and to do the best for the school. No planned fire drill, therefore exit the building if there is an alarm.

Additional item:

Mr Harris attended in person to pass on his thanks for the funding the PTA provide towards the KS2 theatre trip each year. This year going to see 3 Musketeers – and the amazing fund raising £2000 have covered the cost of transport which means that all KS2 go to see the theatre at a reduced cost, have great day and a great experience for all the children. Next trip is the 21st Nov.

- 2) Minutes from the last AGM 12/10/2023 – minutes were issued prior to this session for all to review.
- 3) Matters arising from the Minutes: Key issue to share from that meeting is we must have an independent person to check the Treasurer's report and financials. The original proposed person was not possible as they are a family member of the committee so a parent in the school has done this for last year (Debbie) which we need to document the change in these minutes.

Another aspect to add was there was a discussion in that AGM about additional mini workstreams/leads on activities where we need help such as uniform etc, and maybe something we want to continue with going forward (can discuss one discussed plan and committee members)

- 4) Chairs Report for 2023/2024 – see attached which was read out at the meeting.
- 5) Treasurer Report for the year ending 31/07/2024 – see attached. Specific highlight to where we can do match funding e.g. Barclays significantly helps our fundraising. Other



companies do this so request to parents to come forward to help at events (doesn't have to be a significant amount of time).

- 6) Appointment of an Independent Examiner of Accounts for 31/07/2025 Debbie has been appointed to do again this year.
- 7) Election of Officers and Trustees of the Committee –
Sarah-Jane discussed the importance that we need 3 key roles filled in order to continue as a committee, otherwise it would need to be paused. Sarah-Jane is stepping down now as Chair, and Amy Metcalfe as Secretary. Separately in some smaller workstreams some individuals have also stepped down on these but didn't need to be filled as a priority.

No requests had been made from individuals outside of the meeting to fill these roles.

Chair position: Becky Farley stepped forward to become Chair (this was seconded by Mair)

Treasurer: Shelly Ford was happy to continue as treasurer (seconded by Becky)

Secretary: Kate Farmer stepped forward for this (seconded by Shelly)

It was noted that others have come forward to act as volunteers, so we will reach out to see if subcommittees or themes like Social Media and Grants wanted to be picked up by others in the wider group.

- 8) Special spend – It was discussed that flooring outside has been laid for a shed to set up the uniform shop so easy access and decide whether we look for volunteers to build it (as will go on order soon) or if get a tradesman. Will be reviewed further but Ellie said she was willing to support or could run a Barclays event with at least 10 people from there that can come, and the additional money can cover the shelving, maybe some benching and other options. Can discuss the venture scouts if they want to be involved. Will be reviewed later.

Other item going to pay for is the Library books with EY, and also agreed to pay for the KS2 theatre trip. A request has been received for KS1 for Christmas Voice, EY equipment, and also EY Ice Cream Farm trip. Will discuss with Kerrie.

Will continue to review requests as they come in and see if there is more for other years to ensure consistent across.

2024/2025 Plan – Below is a note about a few of the ideas generated so far but not confirmed:

- Film Nights before Xmas, but Yr6 given some other ideas e.g. a Board Game night, Craft, Decoration.



- Halloween Sweet Sale
- 20th Nov – competition where send a lolly stick home, they have to decorate it and enter for £1.
- Xmas fair 6th December with similar theme potentially silent fireworks
- Elf-ridges – pre pay for a gift and take it home/wrapped up
- Silent Disco – great feedback and everyone loved it (Thura 15th May would work for SATs)
- World Book Day – Fri 7th March
- Donut Sale
- Pizza Kits – there is a parent we may be able to use as an option or a company
- Sponsored event – colour run been done by other PTA's & link to friends Day
- Wonka Bar Day
- Frozen Fridays
- Movie Event instead of summer event as less intensive resource wise but a nice event.

Other ideas – “Pennies in a bottle” as a class competition. Lego Brick is a dated event so maybe a 2025 option – Order a personalised brick. Xmas Cards already been sent off.

The Christmas Raffle – been started and individuals contacted for prizes, but always open to more if anyone can do

Tea Towels – we have done previously, and it is difficult across the whole school. Option to do next year as can catch new EY/Yr1 or this year could be EY & Yr 6 as reading buddy? Will look at options.

Some time being scheduled to align dates with some key ideas with the school calendar.

AOB:

Facebook Push – we have 1 page which is for the public to see, and then a group which is just for parents. Need to get some more join with a newsletter push, or add in. Question about should we use X instead. Miss Fairweather advised that following recent events externally, X isn't regulated so well, teachers not as comfortable but considering Instagram as an option. Discussion about some of the school rules on the posting/social media. Looking at options to carry on.

Alcohol license – we are not prepared to get the usual license as only allowed 499 people at one event at one time including children to have an alcohol bar, but we didn't want to turn people away or cap it. We therefore need a premises license which is more expensive but we will recover the cost through the bar. Issues are authority not used to a school wanting one! Been submitting the plans, set a new application and done the plan, but we need someone with a personal license. They don't need to be at all the events but contactable. Can't submit until we have that – have reached out to a few people but waiting to hear.



Next PTA meeting – Thursday 7th November at 1800

Additional addendum added post meeting – Chloe Johnson has stepped forward to join the committee members which the new committee and Mair Feather agreed to post meeting.