

PTA AGM Minutes – September 2024

Committee Members:

Emilia Brugognone, Naomi Haughey, Zoe Jones, Owen Slogoler, Sophia Shaw-Brown, Katie Prahin, Carly Moriarty, Lauren

Teachers:

Sophie Murphy, Paula Best, Martin Peebles

Parent Representatives:

Kim Sweeting, Claire Bicker, Shaunie Winget

Apologies for Absence:

Tally Rushford, Gavin Wright

Meeting Opened by Mrs. Best

Mrs. Best welcomed everyone and thanked them for attending. She opened the meeting with a prayer and expressed her gratitude to the PTA for their hard work, patience, and dedication. She emphasized how much the children enjoy the events organized by the PTA and highlighted the invaluable experiences these activities provide. She also acknowledged the positive impact of PTA fundraising on enriching the children's school experience. A thank-you video made by the children was shared with attendees.

Chair's Report

Emilia thanked everyone for attending and reflected on a successful year. She presented the Chair's report alongside an accompanying PowerPoint.

She expressed appreciation for the PTA committee and the teaching staff, emphasizing the wonderful experiences and fundraising efforts that provided valuable resources for the school. Emilia also gave a heartfelt thank-you to the PTA for their support during her personal health challenges, acknowledging the team's dedication to ensuring fundraising efforts continued smoothly. She described the role of Chair as rewarding, providing an opportunity to connect deeply with the school community.

Committee Elections

Emilia introduced the governance voting process and reassured attendees that PTA roles are shared responsibilities, with teamwork ensuring no one is overburdened.

- **Chair:** Naomi and Zoe proposed a co-chair structure. After discussion, they confirmed their willingness to share the role. Sophia nominated them, and Owen seconded.
 - **Vice Chair:** Not required under the co-chair system.
 - **Treasurer:** Emilia confirmed Owen's willingness to continue in the role. He was unanimously re-elected.
 - **Secretary:** Kim Sweeting volunteered, stating she had enjoyed the role previously. She was unanimously elected.
 - **Committee Members:** Claire and Shaunie inquired about responsibilities. Naomi explained that planning is typically done via Zoom, and leadership for events is shared. Members are not obligated to lead but contribute where possible. The following members were voted onto the committee:
 - Claire Bicker
 - Shaunie Winget
 - Bobbie Starling
 - Sophia Shaw-Brown
 - Katie Prahin
 - Carly Moriarty
 - **Continuing Members (Not Present):** Gavin Wright, Natalie Rushford
-

Financial Update

Owen presented the financial report for 2023-2024:

- **Total Income:** £24,100
- **Net Income (after expenses):** £14,700
- **Investment Back into the School:** £17,075.46

Breakdown of major income sources and expenses:

- **High-profit events:** Discos, Dodgeball, Fundraising initiatives, Christmas cards
- **Events with high effort but lower profit due to expenses:** Christmas Fair (to be reconsidered for cost-effectiveness)
- **Uniform Sales:** Special thanks to Carly for managing this essential service, which benefits families and has environmental advantages.

Current Financial Holdings:

- Current Account: £16,870
- Savings Account: £8,550
- Cash: £830
- **Total:** £26,250

Goals for 2024-2025:

- Explore higher-interest savings accounts (currently earning 1.94%).
 - Consider alternative banking options due to HSBC branch closures.
 - Obtain a PTA debit card to avoid large out-of-pocket expenses.
 - Move to electronic receipts for faster processing and improved audit efficiency.
 - Document financial procedures (e.g., SumUp, PayPal, reimbursements).
 - Implement quarterly financial reports.
-

Looking Ahead to 2024-2025

Mrs. Best highlighted the construction of a new music hall, a significant financial undertaking primarily funded by the school and governors. She requested that the PTA contribute **£20,000** towards AV and audio equipment for the facility.

Emilia put the request to a vote, and the committee unanimously agreed to support this goal.

Mrs. Best also reminded the PTA of a previous commitment to contribute **£5,000** towards school equipment and resources. Naomi and Sophia confirmed that this had been agreed upon, and Owen took action to process the payment.

Naomi expressed enthusiasm for the year ahead, emphasizing both the fundraising goals and the enjoyment of working together as a community.

Mrs. Best welcomed the new committee members and reiterated the importance of community support in achieving fundraising objectives.

Meeting Closed at 20:37