Annual General Meeting Minutes

1. Welcome & Opening Remarks

- **Introductions & Opening:** Kim opened the AGM by thanking everyone for attending. She reminded the meeting that the evening's purpose was to review the past year, celebrate combined achievements, focus on areas for improvement, and understand the support needed from the school.
- **Apologies for Absence:** Gemma (Vice-Chair), Carly (Committee Member).
- **Approval of Previous Minutes:** Distributed prior to the meeting and agreed as an accurate record.

2. Chair's Report

"Have we achieved our objective of advancing the education and wellbeing of the pupils at our school? I believe we have."

- **Overview & Event Success:** Over the past year, the PTA held more than 10 events for pupils and families, raising a remarkable sum while remaining inclusive and community-focused.
- **School Funding Contributions:**
    - Purchased books, musical instruments, and take-home spiritual bags.
    - Enhanced spiritual areas in every classroom and funded sustainable noticeboards.
    - Provided starter stationery kits for every child in Key Stage 2 (KS2).
- **Infrastructure & Sustainability Projects:**
    - Replaced the old shed with a dedicated **Uniform Shed** to store and sell high-quality pre-loved uniforms, increasing sales frequency and saving families money.
    - *Special thanks to:* Ben Smith (Project Management), Carly and Paula (Vision & Dedication), alongside Will, Diego, and committee members for their physical build efforts.
    - *Results:* Already achieved 17 online orders in one week, alongside in-person pickup sales.
- **Pupil Voice & Student Engagement:**
    - Integrated direct feedback from pupils into governance meetings via Sophie. Children expressed high enjoyment of discos, movie nights, and fairs.
    - Identified areas for improvement: better classroom advertising for events like Ground Force Day, and encouraging early event registration via *PTA Events* to manage attendance and reduce waste.
    - Introduced **PTA Entrepreneurs** (led by Sophia's initiative), empowering children to plan and run their own stalls. This builds pupil confidence and moves the PTA toward a more child-led model, reducing reliance on parent volunteers.
- **Teacher Support & Health & Safety:**
    - Continued investing in requested classroom resources and supported staff/pupils during heatwaves.

    - Ben Smith improved event risk assessments and health & safety procedures (much to Mario's delight!).
- **Inclusion & Community Belonging:**
    - Amended the constitution to drive inclusion, specifically supporting Pupil Premium (PPE) families to attend events.
    - Built strong local ties with the Muraback Mosque and the wider community.
- **Parental Feedback:**
    - Received **62 responses** to the parent questionnaire (a record high). Feedback was overwhelmingly positive while highlighting three focus areas: **Communication**, **Financial Transparency**, and **Sustainability**.
    - *Action:* Mr. Peebles will now include specific PTA purchasing breakdowns in school updates to increase financial transparency.
    - *Sustainability:* Added an environmental clause to the constitution; working with the Student Eco Council to green future PTA operations.

The Chair concluded by extending heartfelt thanks to the entire PTA committee for their tireless time, energy, and commitment.

3. Treasurer's Report

- **Financial Overview:**
    - **Income:** £23,350
    - **Profit:** £16,020
    - Income was lower than peak prior years (where >£20k was raised), but this was intentional and fully aligned with budgeted expectations. Costs remained low, with summer fairs, discos, and movie nights generating the primary revenue.
- **Audit:** Verified by an external auditor with **no notes** raised.
- **Full Report:** Owen presented a slide deck (attached as a separate document).
- **Action Items & Recommendations:**
    - Cheniel to approached to assist with banking administration.

4. Headteacher's Address (Martyn)

- **Gratitude:** Expressed sincere thanks to the PTA. School budgets remain tight despite rising costs, making PTA funding vital for resources, efficiency items, and pupil experiences.
- **Key Impacts Noted:**
    - Spiritual areas and spiritual bags were specifically highlighted as major everyday enhancements during a recent spiritual inspection.
    - Stationary kits allowed school funds to be redirected directly into core learning resources.
    - Classrooms look tidier and pupils take greater ownership of the new pencil cases.
- **Upcoming Needs for the Year Ahead:**
    - Continued support for learning resources and pupil experiences.
    - Creating a more inspiring staffroom for teachers.

    - Sourcing branded hoodies.
- **Parental Voluntary Contribution Discussion:**
    - Martyn raised a question to the room about how parents would feel if asked for voluntary financial donations toward school resource costs.
    - **Feedback:** The sentiment was unanimously supportive. Parents shared examples of similar models successfully used at neighbouring schools (e.g., South Farnham, Weydon, All Hallows). Discussions took place about best timing and suggested amounts. Martyn thanked the room and agreed to consider the feedback further.

5. Election of Officers & Committee

Executive Officers

- **Chair:** *Unfulfilled*
- **Vice-Chair:** *Unfulfilled*
- **Treasurer:** *Unfulfilled (Kim suggested speaking with the wider finance team to explore fulfilling this role internally)*
- **Secretary:** Kim Sweeting *(Proposed, voted in, and confirmed)*

Operating Structure Decision: It was agreed that the PTA will operate as a collaborative collective for a transitional period to break down the Chair's responsibilities into more manageable segments for existing committee members.

Continuing Committee Members

(Proposed: Kim Sweeting | Seconded: Naomi Haughey)

Stacey Knight, Ros Penners, Sophia Shaw Brown, Cliflyn, Katie Prahin, Owen Soogoler, Zoe Arden Jones, Carly Haig.

New Committee Members

(Proposed: Kim Sweeting | Seconded: Sophia Shaw Brown)

Rhia Pratt, Sam Gamblen, Gemma Hodgkin, Lizzie-Jeanie Lin.

- **Governor Link:** Tally Richford confirmed.

6. Planning for the Year Ahead (Breakout Groups)

Attendees split into three workshop groups to rotate and address key operational questions:

A. Sustainability

- **Principles:** Focus on modeling positive values for pupils and actively solving environmental problems.
- **Action Points:**

    - Stop purchasing from ethical-risk brands (especially concerning child labor practices).
    - Reduce single-use products and re-evaluate product sourcing/pricing.
    - Partner with the school to invest in better waste/bin segregation at events.
    - Collaborate directly with the Student Eco Council.
    - Transparently communicate green goals to parents, setting expectations for short-term profit variations as practices transition.

B. Making Christmas Special

- **Context:** Naomi (former Christmas lead) and Ben Smith (former setup/takedown lead) are unavailable this year. Outdoor fairs carry high weather risks, and high lighting costs yielded a profit of £4,020 last year.
- **Proposed Alternative Strategy:**
    - Transition from a single high-risk fair to a **"Countdown to Christmas"** multi-week model (e.g., small, varied after-school festive events hosted across different weekdays over 4 weeks).
    - Spread volunteer workloads, reduce weather reliance, and give families multiple opportunities to attend.
    - Reintroduce traditional themes (Elfridges, Santa's Grotto,. Christmas carols!) while refocusing on the Advent season and the traditional meaning of Christmas.

C. Communication Boundaries & Efficiencies

- **WhatsApp Guidelines:**
    - **Weekend Ban:** No WhatsApp communication over weekends until Sunday evening (6:00 PM – 9:00 PM window).
    - **Night Cut-off:** Strict messaging curfew at 9:00 PM across all groups.
- **Parent & Event Communication:**
    - Lock in key PTA dates early onto the main school calendar.
    - Send physical hard-copy calendar reminders home in book bags for fridge display.
    - Reduce duplicate reminders: post dates once, followed by a single closing-date reminder.
    - Set up volunteers directly on the *PTA Events* system at the start of the year.
    - Restructure newsletter integration alongside the main school communications.

7. Any Other Business (AOB)

- Katie to engage directly with teaching staff of the requirements and use of the staff room.

  Kim closed the meeting by thanking everyone for their time, ideas, and high level of engagement.