

ANNUAL GENERAL MEETING

Thursday 26th September 2024

Sports Hall Classroom at 7pm

- 1. Attendees:** Charlotte Dury, Jo Williams, Leah Williams, Hannah Graves, Trilby Fox-Rumley, Melanie Bradley, Jess Forster, Jim Usher, Ruth Paisley, Charlie Paphitis, Juliana Costantino, Charlotte Healey, Tom Wicka, Kieran Burnand
- 2. Apologies:** Robyn McCallum
- 3. Minutes of the Annual General Meeting held on 21st September 2023**

CD provided a summary of the main discussion points at last year's AGM:

- a. *CD questioned whether to run a fireworks event in 2024 with changes to SLT.* Conclusion of discussion with Chris Hodges was that it should go ahead and the ball is now rolling.
- b. *HM checked charity guidelines re. gift for Pete to thank him for 30 years of service / PTA help.* The suggested £300 was gifted at the end of last year
- c. *HM raised the possibility of an immersion day costume/xmas jumper swap shop.* A facebook page now exists but probably needs promoting with dates of immersion days.
- d. *HM would like to update the PTA page on the school website.* CD outlined that since Hannah stepped down in February this has slipped so it would be great to have someone to carry this on.

4. Matters arising from the Minutes

None; RP suggested that AGM minutes should be signed

5. Chair's Report for 2023/2024

CD outlined the role of PTA at Cleves:

- Develop relationships between the staff, parents and anyone associated with the school. Engage in activities which support the school to enrich the experience of all children. Provide and assist in the provision of facilities for education at the school (beyond what is provided by the Local Education Authority)
- All parents/ guardians of children at the school (plus staff) are members

CD explained that the management of the PTA is via a Committee which works as follows:

- Chairs, Secretary, Treasurer plus up to 10 other members elected at each AGM
- PTA meetings are held each half term, attendees at the meetings can help decide how the money we have raised is spent

CD summarised the highlights of the 2023/2024 PTA calendar:

- A full calendar of events!
- Cleves Fireworks

- Christmas Fair
- Discos – Oct & July
- Cleves Ball - social event organised by a small group of parents as a social more than a fundraiser
- Fete in the Field - CANCELLED :-)

CD discussed class fundraising, and suggested that it should be brought back as, although not a big fundraiser, it does generate money.

CD summarised that in total £37000 was raised for the school, even with no fete in field, no class fundraising, no PTA mufti days.

CD thanked everyone that volunteered, donated and attended our events last year

6. Treasurer's Report for the year ending 31st August 2024:

RP gave a summary of funds raised from various events and explained that we have started the academic year with a healthy £59,437.98 across our bank accounts after requested funds were allocated to school projects, including SEND provision.

7. Appointment of an Independent Examiner of Accounts for the year ending 31st August 2024:

RP will send the accounts to Gill Robinson for review.

8. Update from School:

CD welcomed Cleves' new headteacher, Mr Jim Usher.

JU stated that the PTA had raised a remarkable amount of money. He highlighted the generous parent community and acknowledged the small group of parents who manage events and fundraising.

JU is still getting to know the school earmarking potential projects including an update to fencing alongside the playground; the need for more shaded areas in the summer months like that outside Y3 classrooms; trophy cabinets/displays.

JF suggested that some money should go towards updating toilets in the sports hall.

JU commented that he also has toilet refurbishment on his agenda.

RP mentioned that Oatlands School got a grant towards toilet refurbishment which covered half of the cost with the remaining half funded by PTA.

9. Election of Officers and Trustees of the Committee:

CD requests a co-chair/vice-chair to help oversee the running of the PTA calendar.

CD requests co-secretary to look into comms (summary newsletters etc) and updating the PTA section of the school website.

TW stepped down from position as treasurer and is in the process of handing over to RP.

LW put herself forward as vice-chair, seconded by CD

All other committee members were happy to remain in place putting themselves forward and seconded by all others in the room.

Current Committee

Chair:	Charlotte Dury
Vice-chair:	Leah Williams
Secretary:	Jo Williams
Co-secretary:	
Treasurer:	Ruth Paisley
Quartermaster:	Juliana Constantino
Class rep co-ordinator:	Jess Forster
2nd hand uniform:	Juliana Constantino
Disco co-ordinators:	Jess Forster / Robyn McCallum

For notes put forward and second everyone.

10. Upcoming events:

- Spooky discos - Friday 11th October - JF said that comms will go out Monday, tickets released Tues 1st.
- Quiz Night - Friday 18th October CD had suggested Feb/March, it may be postponed.
- Fireworks - Sunday 3rd November - CD highlighted potential issue with insurance: PTA pay into Parentkind who organise insurance through Zurich to cover events up to 3000 which we usually increase to 5000 for fireworks; policy ends mid-October and awaiting communication from Parentkind as they have gone out to tender for new insurance provider. Ticket numbers may need to be capped lower than normal. Tickets go on sale tomorrow. TFR suggested looking into single event insurance, to investigate.
- Christmas fair - Saturday 30th November
To be discussed at next meeting.
- Wreath making workshop - Friday 6th December
Organised by a mum who has taken ownership.

11. AOB:

- a. Easy fundraising - CD suggests someone needs to take on investigation into the admin of this.
- b. Clothes recycling / fundraising - CD suggests bags of old clothes by weight, would need someone to organise.
- c. Request from Y6 teachers for help with organising a half term readathon to raise money for an additional set of World Cup books for each class (6x32). JW to set up JustGiving Page and communicate with class reps.
- d. Suggestion from Cleves Road Safety parents for an additional communication regarding parking on single line outside church causing traffic issues.
- e. Suggestion from Cleves Road Safety parents about engaging Mr Thomas and travel ambassadors in promoting safe parking in an assembly.
- f. Suggestion from Alex Rennie to explore using Amazon wishlist. Would need to be managed by office staff.
JU says that he had thought the same
- g. Request from Juju to discuss continuation of staff wellbeing funding.
JC asks if this can continue, all agree.
- h. What to do with leftover brand new school uniform from our old supplier.

JU suggests keeping some for disadvantaged families and selling some at a slight discount.

Date of next meeting: TBC