

Highwood Copse PTFA Minutes

Highwood Copse Primary PTFA - AGM July 2023

Held at: The Dolphin, Newbury, at 6.30pm pm on 10/07/2023

Meeting was called

to order by: Nicole Keech (Chair)

Apologies: Hannah Butcher, Lizzie Stroud, Serraphina Robinson

Present:

Committee members: Nicole Keech, Poppy Mosse, Ian Allen, Trina Murphy, Holly Olgar, Jo Allen

Parents Y1: Simon Walsh, Graham Taylor, Paul Trigg, Laura Miller, Matt Williams

Parents YR: Lynette, Emily, Charlotte, Kelly

Approval of Minutes - Chair and Treasurer signed minutes outstanding

Voting papers - handed out to all attendees

Chairs annual report -

Welcomed everyone and thanks for coming

Introduced committee, who's present and who's not present

Explained voting procedure and how it is done yearly

Special thanks to Hannah as she is leaving PTFA due to moving abroad to sunnier climates!

Explaining what the PTFA do,

- how it is a parent, teacher and friends association
- a registered charity which raises funds for the school to provide the children with extra resources.
- Works to bring the community together
- provide the children and their families with a variety of exciting events, activities and memories.

PTFA is only one year old as of the 6th of July.

All we have achieved in that time

Thanked everyone for attending events, donating generously, baking, volunteering and helping us and the school build an amazing and supportive community.

Mention and thanks to PTFA members - how much hard and selfless work the PTFA team have put in over this past year

Emphasis on how they have built the PTFA from scratch, learning as they go from trial and error, with little to no experience, and have made it into something that will benefit all our children.

How it hasn't always been easy but it's been rewarding and fun to be part of the team.

Expressed the importance of having a large number of volunteers, to help run the events smoothly, safely and make them as fun as possible.

Explained that without this we aren't always able to offer everything we have planned on the day and how this also helps the regular volunteers have a break to enjoy the event with their children

Hopefully this coming year will be easier for our community of adults to volunteer time with dates given well in advance, helping people to plan.

Plan to continue using our mailing list for those who have put their email down to help regularly. Call for parents to add their name if they think they could help at future events. Sign up sheet available.

Notification that all our policies and financial reports are on the website

Treasurer's Annual Report

- Explained what our projection for the year had been, '1000 income'. How we have almost tripled this.
- What our best earning events were, Christmas Fete and Summer Fete
- What our running costs are, what we have bought for the school with the funds raised, and what we have spent in cash to put on events.
- What we have remaining at the end of this year in the bank account.

See charts below for figures.

Income	
<i>CATEGORY</i>	SUM of Amount
Bag for Clothes	£80.50
Crafternoon	£248.45
Disco	£494.60
Donations	£58.95
Film Night	£126.00
Halloween Face Painting	£15.10
Non Uniform Day	£268.95

Quiz Night	£158.35
Summer Fete	£822.55
Xmas Fair	£588.98
Grand Total	£2,862.43

Expenditure	
<i>CATEGORY</i>	SUM of Amount
Cash Box	£19.98
Giant Connect 4	£97.95
Outdoor Equipment	£216.66
Quoits Games	£11.93
Storage Boxes	£250.00
Water Play Trough	£143.99
Grand Total	£740.51

Revenue Expenditure	
<i>CATEGORY</i>	SUM of Amount
Books for Christmas presents	£52.00
Confectionery & Refreshments	£78.23
Disco DJ	£200.00
Grand Total	£330.23

Fixed Expenses	
<i>CATEGORY</i>	SUM of Amount
Film Licence	£86.96
Licence for Raffle	£40.00
Parentkind Membership	£177.00
Website	£55.00

Grand Total	£358.96
--------------------	----------------

Secretaries Annual Report

Hopes at the beginning of the year, 1000 pounds as our financial target, whilst also hoping to create opportunities for building a sense of community, and creating fun memories and opportunities for our children.

Going forward with a clearer picture of what's possible, a calendar of events which we have confirmed by the school, and a starting pot of over £1000!

Great steps towards building a sense of community at highwood copse, and also great memories for our kids.

Whats next? how do we want to use the money we raise?

We have decided as a committee to have three pots some of which will be restricted funds and some unrestricted funds.

An account for running costs - restricted funds

An account for regular purchases - unrestricted funds - (money available to spend on general expenditure to make events happen or purchases for the school throughout the year.

Like topping up the outdoor play boxes, or the indoor wet play toys.)

A third account for long term saving goals - restricted funds

-It was proposed by the PTFA committee that our first long term saving goal

Large piece of play equipment, to go in the FS2 playground area. This would require a minimum of 10000 funds raised -

How? - raise 5000 as a school, over the next two years?

- find grants for the rest
- use matched funding from vodafone and other companies for our big events - [this needs to be chased up for summer fete, parent has offered.](#)
- contact local businesses that may be able to help/sponsor or donate funds : use parent populations to reach out via a parent survey to be conducted in new school year-[Secretary's](#)
- Committee plan to look into grants in the coming year - [Specific team needed to work on this tbc](#)
- PTFA plan to get quotes over the coming year from recommended companies and put together a proposal for parents and teachers as to what equipment

we might be able to get and identify an appropriate site on the school grounds, in discussions with the head teacher Miss Robinson and relevant companies involved- [Specific team needed to work on this, tbc](#)

Hopes - This could mean it's possible to have something installed by the time the first class go into year 4

-suggestion by parent to put some money in a high interest savings account which will be looked into by the PTFA - [Womble](#)

Library

Secretary explained PTFA's goal to create an interim library in the short term

- Grants would be looked at to help build a permanent library in the future, after the first project (large piece of play equipment) has been achieved.
- This will be done in discussion with the school. - A meeting has been arranged between the head Miss Robinson and the PTFA Committee for the new school year to discuss options for interim and long term library, plus purchasing of books.
- Plan an interim library in the meantime would be raised using goal specific fundraising - e.g readathon.
- Would be low cost and stocked with donated books and books bought with funds from our summer reading challenge.

Aims - to provide a quiet break out space in school, and a place where children could go to just enjoy a book, or even borrow a book that they don't have at home.

How - This could be done relatively cheaply and quickly, with shelving built by handy parents, wood or racking sourced through parents in the trades. - bean bags and soft furnishings bought or donated by PTFA and parents.

.

Parent survey: we hope to do a parent survey next year to establish the skills, interests and contacts our parent population have in order to help us know better, and make the most of our parent population.

Committee also raised points about

-how our big events have had issues with not having enough volunteers and that we really need more people to come forward or these

- Having a bank of volunteers, or every parent committing to one event per year, can plan in advance now with the years events confirmed

- Community reach out, trying to link our school with the wider community through inviting local leaders to the school, such as Father Gary who attended the easter crafternoon.
- Getting the children involved in local community events outside of the school.
- How volunteering can help build school spirit, get to know other parents, build trust amongst parents to make a strong and supportive community
- looking for feedback from parents about what they would like to see happening at the school
- Organising a parent social as this has come up as a high scorer on the PTFA Poll on the website. PTFA will respond to this request.

Feedback and Questions from Parents who attended

- Barriers to attending events and meetings, children and timing of meetings (discussion around siblings and students being able to also volunteer for events with their parents, fun and a really good learning experience)
- Local business donations - can PTFA approach?
- Wicks - Y1 parent may be able to help with materials for welly rack and library furniture

Votes

A quorum was achieved, 15 people voted, all committee members that put themselves forward were voted back in.

Nicole Keech - Chair

Poppy Mosse - Secretary

Trina Murphy - Assistant Secretary

Ian Allen - Treasurer

Lizzie Stroud - School Communications Officer

Holly Olgar - Parents Communications Officer

Jo Allen - General Committee Member

Date, time and location of next meeting - tbc

Last amendment:

Approved and signed by the Chair

Name: Nicole Keech

Signature:

Approved and signed by a committee member

Name:

Signature: