



# AGM MINUTES

## MIDHURST C OF E PRIMARY SCHOOL AGM PTA MINUTES

19/20 Activities

Charity Reg: 1043705

---

**Date/Time:** 2<sup>nd</sup> October 2023 @ 6:30pm

**Meeting called to order by:** Mark Jefferson (co-chairing the meeting with Sophia Santon)

### In Attendance

---

Mark Jefferson, Laura Jefferson, Sophia Santon, Jenny Sturgess, Michelle Peacock, Becky Simpson, Sharon Storey-Apps, Jane Cain, Julie Hurrion, Jess Channon, Fiona Melville-Bellwood, Kraig Melville, Hayley Abrams, Georgie Brazier, Sam Tilley.

### Apologies

---

Malisa Haywood, Sian Friel, Jeanette Newman.

### Welcome

---

Mark welcomed and thanked everyone for attending the AGM. As this is the first meeting since covid the meeting is being co-chaired by Mark and Sophia.

### Minutes of last AGM held on 30<sup>th</sup> January 2020

---

Copies of last year's AGM Minutes were available on the night for anyone to read. These Minutes were approved.

### Matters arising

---

- Year 6 leaver hoodies are funded by the PTA every year. The costings have gone up by a lot. The PTA donate £500 towards them. A conversation was had regarding the children being able to have different coloured hoodies or having other items instead like mugs, t-shirts, tea towels, afternoon out etc. The PTA is currently not in a strong financial position and has no surplus so we need to be careful on what we use our funds for. This is one thing that they would like to continue though. It was agreed to ask the children what they would like.  
ACTION – Mark to talk to the year 6s about what they would like as a leaver and will feed back at the next meeting.
- The Pantomime has been booked for the Fun Day on the 15<sup>th</sup> December in the afternoon. The question was asked if this a good thing or not and is it funded by the PTA? This was discussed. Most children enjoy the panto but it is not always aimed at the older children. It does depend on how good it is. The PTA contribute to two a year one on the Fun day which the PTA fund and one in the Spring term which the PTA pay half towards (normally £500). They are from different companies and the Christmas one tends to be more engaging. The PTA as for a contribution towards the Fun

day of £3 per child. The contribution has dropped over the years and we are expecting less parents to pay this year as more people are struggling financially which is something to be aware of. This day is one of the biggest layouts that the committee do and is for the children and we mustn't lose sight of that. Mark asked Jenny to provide the committee with a detailed breakdown and once the figures have been seen the committee can decide how to move forward for next year.

ACTION – Jenny to provide a detailed breakdown of the costings for the Fun day for the next meeting so it can be reviewed.

## Chair's report (see attached)

---

Sophia read her report.

## Treasurer's report on the accounts (see attached)

---

Jenny produced her report. We made a profit of £2,121.12 (once all the above donations/expenses have been paid out), which the new committee will have going forward, and in the current economic climate, this was felt to be a good result. It has been especially challenging in recent times and we do need to be cautious and establish what we want to focus on. It is very important to support families and be fully inclusive with all that we do. We need to be clear which events are fund raisers and which are for the children. Question was asked as to what the charity fee is? It is a charity registration fee paid to the county council. It was felt that we shouldn't be paying this and Jenny will look into this.

ACTION – Jenny to look into whether we should be paying the charity payment to the county council.

It was also felt that an itemised report would be helpful and JS confirmed that she does normally do this and will send one out.

A discussion was had regarding the PTA contributing an annual amount to all class school trips to help cover the cost of transport as this has risen a lot over the last few years. It was felt that it would be fairer to do an amount per child rather than an amount per class.

ACTION - Mark will talk to staff and children and get numbers of each class to Jenny.

The school minibuses sponsorship was discussed. Georgie said that there are a lot of companies around who would give funding towards them. It would be good to fill up pots. This might be a good time to re look and refresh.

## Election of Committee

---

Nominations:

Chair:	Sophia Santon – was happy to continue as chair.
Vice Chair:	Michelle Peacock – unanimous (seconded by Georgie Brazier).
Secretary:	Fiona Melville – unanimous (seconded by Mr Jefferson).
Treasurer:	Jenny Sturgess – was happy to continue as treasurer.
Other roles:	
Sponsorship:	Georgie Brazier
Social Media:	Hayley Abrams

Publicity was discussed. We need to do more of it and post regularly. Mark is looking at the marketing of the school in general. We do need to consider those that aren't on social media too. The role of the school has changed and we do sign post people to things so having a school Facebook page would be good for this and there is a lot of soft wear out there to help with scheduling things. Hayley is happy to sort this. It would be good to have a list of events for each term so we can give more notice and parents can be prepared and know what is coming up each term.

We have the PTA Christmas cards coming up and it was decided to get this going straight away so they can be ready to send in by half term. They are normally posted out to each family but this do charge postage. Jenny will look into whether they can send them in to school for school to distribute.

ACTION – Jenny to contact the Christmas card company to find out if the order can be sent directly to school instead of individual parents.

## Financial Signatories

---

It was agreed that the Chair (Sophia), Treasurer (Jenny) and Headteacher (Mark) would be signatories on the account. Jenny will sort out the paperwork for this.

ACTION – Jenny to arrange for Sophia and Mark to become signatories on the PTA account.

## PTA Focus

---

The following are events for this term:

- Disco – 20<sup>th</sup> October
- Sponsored run - tbc
- Textile collection – 30<sup>th</sup> November
- Xmas Cards
- Winter Fun Day with Rainbow raffle.

The school council will be deciding what they would like for the decking area and Mark will report back to the committee on what they decide.

The PTA shed needs replacing and Georgie will see if she can get funding for it. The school do not need any sheds at the moment.

### School Disco

This year will be a Neon theme and is on Friday 20<sup>th</sup> October. Entrance fee is £2. It suits all ages and children can wear a white t-shirt to 'glow'. Snacks and drinks are provided by the PTA and parents make cakes. The timings are:

KS1 – 5.30 – 6.30pm

KS2 – 6.45 – 8pm

Sophia has approached a couple of DJs but they were fully booked so we have no DJ this year but Hayley/Mark will organize a playlist (same as last year). It did work well.

Items available on stalls: tattoos, glow sticks, lucky dip, candy floss, juice, hot dogs.

### KS2 Carol Service

Mark is looking into changing this and taking the whole school down to the church in the afternoon. Mark asked if the PTA could provide refreshments at school for after the service. A discussion then followed and it was agreed that instead of having the raffle and mulled wine on the last day of term it would be moved to this event instead.

We will need to hold a non-uniform day in return for an item for the raffle. It was agreed that the date for this would be Friday 1<sup>st</sup> December.

### Christmas Lunch day

This is being held on the 14<sup>th</sup> December and will also be Christmas jumper day. PTA will provide the crackers for this.

### Textile collection

This is booked for the 30<sup>th</sup> November and will be advertised before half term.

### School Uniform

The PTA has a large amount of school uniform all labelled up in age groups. If we know of any children in need this can be handled confidentially.

### Sponsored Run

It was agreed that this will be moved to the Spring term and could be a Valentines theme.

### Fill a smartie tube

It was agreed that in keeping with our Healthy School status this would not be a good idea. Other options were discussed but nothing was agreed at the moment. Ideas can be brought to the next meeting.

Mark will bring the school council ideas to the next meeting so that the committee can decide on school focus.

## Next Meeting

---

Date for next meeting: Thursday 16<sup>th</sup> November 2023

Time: 3.30pm

Meeting closed at 8:13pm