

Hildenborough CE Primary School
Friends of Hildenborough PTA AGM
14 October 2024 8pm

Present:

Ruth Ardrey (Head Teacher), Stephanie Keefe (Chair) Kelly Blackburn (Secretary), Katherine Chewter (Treasurer), Krystal Bain, Sarah White, Sarah Lamey, Kris Beaney, Guy Buckton.

Apologies:

Jess Ryan, Hannah Gooden, Catherine.

1. Welcome, introductions and apologies

The Chair welcomed everyone to the meeting and noted the above apologies.

2. Confirmation of minutes from previous AGM

The minutes from the 2023 PTA AGM were agreed by all present as a true record.

3. The Chair's annual report

The Chair thanked everyone for their support in helping to raise, once again, over £15,000 for the school in 2023/24. The PTA have run some well-supported and fun community events, such as the Quiz night and Wreath Making nights for adults, the Discos, Headteacher for the day Raffle, Break the Rules days and fairs. The PTA organised the Christmas Card sales project and managed the clothes recycling bank in the car park.

The PTA have been able to fund various clubs and events across the year, such as the award-winning gardening club and popular Craft Club. Funds supported Year 6 leavers activities (the coach for the Y6 Schools trip to Canterbury and a contribution to the leavers books). The PTA also served refreshments at welcome coffee mornings, the nativity and at the Y5/6 show.

The PTA will repeat successful events this coming year and look forward to continuing the success of schemes like Easyfundraising and any matched funding that parents, friends, or carers can organise.

4. Treasurer's annual report

The Treasurer ran through the financial report. £15,727.80 net funds were raised last year, very similar to the previous year's total of £15,461.74. The fairs continued to drive the highest income, with the Christmas fair higher than last year thanks to matched funding coming in after the event (the fair raised over £4000), and summer on par with last year (£2600). The discos raised over £2000, the bake sales and wreath making both raised over £500 each, and Headteacher for the day remained popular, raising over £400. The addition of the clothes collection bin in the car park has been positive, raising almost £500.

In terms of expenditure, we supported gardening club (funding £143) and craft club (£170). There were payments carried over from the previous year's spend (phonics books, the lighting system in the hall, the Year 6 coach to Canterbury and library system). This year, we contributed £5900 towards OPAL set up and ground words, the chicken coup and SEN-support software for the school.

We go into this year with £4796.50 to carry forward (we are obliged to keep £2000 in reserve) and have already raised around £260 from our first event of the year, the Headteacher for a Day raffle.

5. Election of officers

The incumbent Chair (Stephanie Keefe), Treasurer (Katherine Chewter) and Secretary (Kelly Blackburn) were re-elected.

The Chair noted she will be stepping down at the end of this academic year after three years as Chair, along with Kelly as Secretary and Kat who has been Treasurer for eight years. The team will be working to hand over information and processes as smoothly as possible over the coming 12 months. Many systems have been set up over the past few years, such as online payments, online volunteers sign-up site, whatsapp groups and a token system, as well as the removal of all local banking support. There is an increased need to focus on online marketing and publicity, as well as managing whatsapp group updates.

There are new* roles the PTA needs to fill to be able to split the tasks across more pairs of hands. A list of roles and where we need additional support now and for next year is below:

- Chair - Stephanie Keefe (vacant from 2025/26)
- *Vice Chair - Krystal Bain
- Treasurer - Katherine Chewter (vacant from 2025/26)
- Secretary - Kelly Blackburn (vacant from 2025/26)
- Raffle Prize management for 2 fairs - Sarah White
- *Communications lead - Online marketing - facebook, whatsapp, online store/events – (currently vacant)
- *Events - online shop via Sumup and Volunteer events sign up – (currently vacant)
- Craft Club leader - Krystal Bain
- *Fundraising, Grants research (currently vacant)

The Chair would like to invite volunteers for any of these positions, now or for shadowing the position to take over at some point later in the year. Anyone interested is invited to please get in touch.

6. Head Teacher's comments

The Head Teacher thanked the PTA for another successful year and expressed her pride at the community of people that work together for the benefit of the children, especially as school budgets are never enough for what the school would like to do. She has particularly valued the openness to new ideas (such as the SEN-support and Widget software packages) and the tireless work to raise so much money, an incredible sum given the size of the school. OPAL is in its infancy but is already generating excitement, and wouldn't have been possible without the drainage, supported by PTA funds. The hen house is a great addition for the children's wellbeing, and the wider clubs and Y6 leaver events also make a positive difference. The Head Teacher expressed her personal thanks for the events for staff and children, and specifically Headteacher for a Day, which she enjoys as much as the children. She recognised the hard work that goes into the running of the PTA and hopes all who support the work get satisfaction from it.

7. Matters arising – proposed events, expenditures, projects

The Chair confirmed the PTA will repeat successful events – such as the Christmas fair, Christmas cards, Wreath Making evening, Secret Santa Sale, discos, cake sales, Break the rules day, head-teacher for the day raffles, World Book Day, a Quiz night and the annual Summer fair, as well as the super popular summer ice lolly sales 'Frozen Fridays'.

In terms of what the PTA will fund this year, we have committed as usual to the craft and gardening clubs and Y6 Rochester coach and yearbook contribution, as well as continuing to fund the SEN support software. Other than that, a specific target for spend hasn't yet been identified.

The Head Teacher commented that OPAL could be an ongoing need, but we don't yet know what this would look like as we want the development to be steered by the children.

Mud in the play area is a potential issue, despite the new drainage, so an outdoor solution to store waterproofs and wellies would be useful. The school has investigated donations from the likes of Wickes before, but could further look into this or ask the PTA to fund a storage solution.

IT is also an ongoing need and is expensive. The iPads are always booked out and demand has increased with the new software, so expanding the bank of iPads would be another potential idea. The PTA and Head Teacher also remain open to School Council coming with ideas, as they have in previous years.

The attendees discussed a proposal to fund a pantomime for all children at Christmas, put on by an external theatre company in the school day. All agreed that this would be a good use of PTA funds, subject to a date being agreed with the company. The Head Teacher suggested that parent/carer volunteers may help supervise the children during the production.

8. Other Business

We will likely repeat the community action day, but this is usually agreed in the Spring.

The increasing challenge of getting raffle prizes from local business was discussed. The idea of a 'colour-themed hamper' collectively provided by the families of each class works well in other schools and is something we may explore this for the summer fair. All agreed that we should start requesting prizes and Christmas fair donations for this year as soon as possible.

Attendees discussed if/how to involve the children in fundraising. As a school, children will be fundraising for the Fundo school rather than individual class-chosen charities, but we may explore ideas such as giving children a stall at the fairs to come up with their own ideas and raise PTA funds.

Also discussed was the challenge of getting enough parent volunteers for PTA events – whether we, for example, divide up the discos and ask two year groups to run each one.

The meeting closed at 9.10pm