

PTA Annual General Meeting Minutes

Held on Thursday, 30th September 2021 at 7.00pm in the main school hall

Present: Aaron Wanford (Headteacher); Tara Erdos (School Business Manager); Claire Cavanagh (School PTA Representative); Laurilee Green (PTA Chair); Emily Routledge (PTA Treasurer); Hannah Harris (Parent/Carer); Laura Nunn (Parent/Carer); Kim Tremain (Parent/Carer); Emma Robinson (Parent/Carer); Rachel Walcott (Parent/Carer); Katie Lickfold (Parent/Carer); Samantha Fox (Parent/Carer); Arun Sekhar (Parent/Carer)

Item		Action
1	Welcome and apologies Laurilee welcomed everyone to the meeting.	
2	Approval of the minutes of the last AGM There were no objections to the minutes of the last AGM.	
3	Chairs Report – Laurilee Green <p>Good evening and welcome to our AGM. My name is Laurilee Green, and I am the current Chair of the PTA.</p> <p>Thank you for joining us this evening, and as always, for your continued support.</p> <p>This last academic year had been a very different and difficult one, not just for us as a PTA to fund raise, but for everyone in every aspect of life.</p> <p>Because of the difficulties of fund raising this past year, I would like to thank everyone who has helped us in any way, big or small. I'd especially like to thank the current committee and class reps for all their hard work and time given over the last year. I would also like to thank the school and all the staff, especially Mr. Wanford, for continuing to be very supportive, and helping us to put on events that enabled us to raise funds in line with restrictions in a safe and manageable way.</p> <p>In the last academic year, thanks to you, we raised £4,805.05 but I will leave the specific details of each event to Emily who is our treasurer. Considering we were unable to put on most of our bigger events I am very proud of what we did raise and the balance we decided on between raising funds and not adding further pressure to parents/carers in these very difficult times.</p> <p>One of the events we were able to run was our cinema event, which is always very popular. Not only was it a joy to be able to provide these fun events for our children after</p>	

	<p>so much being cancelled but we were blown away with the support shown by parents/carers in trusting us to run a safe event for the children.</p> <p>Our Christmas cards were once again very popular, and it's always amazing to see the creative talents of the children!</p> <p>One of our most popular fundraisers this year was our Bend the Rules for April Fools' Day. This was a source of great excitement for the children and one we will be running again this academic year.</p> <p>As you know we are also part of several schemes like Easyfundraising, Stampastic, Buckinghamshire Lottery and Mynametags. These all give us a little bit from every sale, every time you use them and continue to bring in a steady stream of additional funds.</p> <p>This year we launched our own second-hand uniform (and Christmas jumpers!) shop and this has proved very popular and continues to grow in terms of the size of stock we have and can offer to parents/carers. Thank you for all the donations of uniform and please continue to do so if you have any unwanted items.</p> <p>We are always looking for new ways to raise funds. If you ever have any ideas, please do come and tell me!</p> <p>In addition to our fundraising, and through the hard work and form filling of one of our parents/carers who continue to apply for grants, we now have a new reading shed installed in the playground for the children to use during breaks and it is filled with a variety of books thanks to the Aylesbury Garden Town grant.</p> <p>Our payment platform PTA-Events has continued to enable us to be paperless by streamlining the organisation of our events and provide more ways to raise funds with our online shop, making everyone's lives easier.</p> <p>I would like to thank our sponsors (Dobbs Construction, 360 Properties and Simply Fitt) who are parent/carer owned local businesses and we are very grateful to them, especially those that are sponsoring us once again this academic year.</p> <p>This year we as a PTA will continue to grow with the school now having children in the nursery through to Year Six and thankfully with restrictions being lifted, we are already planning our fireworks night, quiz night, summer fete and many more events! Without your help the PTA could not run or raise much needed additional funds for the school! Our PTA is our PTA, every parent/carer and teacher is part of the PTA and you can and do help in many different</p>	
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	<p>ways. Whether it's giving your time volunteering, buying a raffle ticket, sending in a bottle of something on non-uniform days or even from the comfort of your sofa you can raise funds for the school using our affiliate schemes every time you shop.</p> <p>Another way to help is to join in a specific committee role or as a class rep by attending regular meetings to help plan and organise every event we do.</p> <p>As you may know, we hold regular committee only meetings and open meetings for anyone to come along to. These are held both during school hours and evenings to give everyone a chance to attend.</p> <p>If you would like to have a role on the committee or as a class rep, can offer any other skill in which we can use or simply just have an idea, then please contact us and let us know.</p> <p>I know I say this every time, but we cannot do anything without you, so please, whatever you can offer is appreciated as this is to raise money for our children for our school!</p> <p>Another thing I say every year, but it doesn't make it any less true is that fundraising is a main part of what we do, however, as a PTA in a growing school, on a still growing development, I believe a vital role of a PTA is to help build a community within the school that is more than just dropping off and picking up your children each day. It's also about getting to know each other and enjoying events outside of the school day.</p> <p>I am well aware of the 'PTA Mum' image and I am keen for you not to run away from me on the playground. I know we are a friendly bunch, who enjoy a drink together after an evening meeting and if I'm honest I have made many friends through the PTA at Green Ridge. I would hope that anyone wanting to join the committee, as a class rep or even as a volunteer at any of our events would find this out!</p> <p>Thank you for joining us this evening, do follow us on Facebook and please do ask any questions or suggestions you may have.</p>	
4	<p>Treasurer Report – Emily Routledge</p> <p>Here is a summary of what the PTA did this year (PowerPoint slide shown).</p> <ul style="list-style-type: none"> • This year we raised £4805. • Breaking that down you can see what events raised what. 	

	<ul style="list-style-type: none"> • Cinema Events – The children adore these and from just two events we raised over £1500. • Christmas – We weren't able to hold a 'Festive Fun' event this year due to lockdown, tiers and bubble closures and this also impacted the sales of our Christmas crafts but the cards that the children made were as popular as ever and overall, we still raised £600 from our Christmas events which wasn't bad. • Everyone's favourite Ice Cream Fridays! raised over £400. • The affiliate schemes such as Vale Lottery give us a steady stream of income through the year without incurring any costs and hardly any admin. Together these raised almost £800 last year. • We raised more than usual from our non-uniform days (over £1100) because we asked for money when usually we would ask for donations for our bottle tombola. • We also made nearly £400 from selling second-hand uniform. <p>Now on to what we spend money on as a PTA. Every year we pay for the children to watch a Christmas Pantomime. We also paid for a theatre group to come into school on World Book Day for the children and every year we pay for new books for the school library. In the next year we will be making a contribution towards events such as the 11B411 experiences and the Year Six leavers barbeque.</p>	
5	<p>Headteacher Report – Aaron Wanford</p> <p>The last 12 months have once again been a challenge for the PTA organisation with many of the restrictions in place due to COVID which have prevented large events and the mixing of bubbles and children, which often happens as part of the PTA events. Despite this, the PTA responded positively to the challenges and hurdles in the way, and still managed to ensure that fundraising took place to benefit the children across the academy.</p> <p>Mr. Wanford expressed his thanks in particular to Laurilee and Emily for their work and dedication over the last year, and keeping the PTA going during such a difficult time.</p> <p>Mr. Wanford hoped that this year would see the full return of a normal schedule of PTA activities, including our Christmas Festive Fun event, our summer fete and our firework spectacular. As pupil numbers across the school were now so large, there were more opportunities than there were two years ago to fundraise with a wider community.</p>	

	<p>On behalf of all the staff, Mr. Wanford expressed his thanks to the PTA and the parents/carers and community that contributed to the wider life and running of Green Ridge, providing resources and enrichment which often costs a great deal of money but benefits all pupils – such as reading books, play equipment, theatre events and author visits to name a few. Mr. Wanford was clear that all parents/carers should be aware of the funds needed to put on such events, and money which is not ordinarily available to schools to use in such a way due to budgetary constraints.</p> <p>Mr. Wanford gave a plea to those members present about helping to spread the word of the PTA and raise support and helpers for events. He recognised that over the last few years, we continually relied on a very small army of volunteers and a committee to pull off some large events, but with pupil numbers growing and almost 800 parents/carers to support, it would be great if this could be reflected in the support that is offered.</p> <p>I look forward to another successful year of partnership work with the PTA and thank each and every member of the committee and those parents/carers who support the range of activities and events organised by the PTA.</p>	
6	<p>Election of Chair</p> <p>Laurilee Green nominated herself, and this nomination was seconded by Laura. As a result, Laurilee was elected again as the Chair of the PTA.</p>	
7	<p>Election of Secretary, Treasurer and School Representative</p> <p>The role of the Secretary remained unfilled.</p> <p>Emily Routledge nominated herself, and this nomination was seconded by Laura and Tara. As a result, Emily was elected again as the Treasurer.</p> <p>Claire Cavanagh nominated herself as staff representative, and this nomination was seconded by Laurilee. As a result, Claire was elected again as the staff representative.</p>	
8	<p>Filling of other roles, including class PTA representatives</p> <p>Little Berries (YN) <i>Vacant</i> Little Acorns (YN) Samantha Fox Birch (YR) Arun Sekhar; Rachel Walcott Willow (YR) Emily Routledge; Yvonne Kelly Beech (Y1) Hannah Harris; Malgorzata Bingley Elm (Y1) Katie Lickfold; Neesha Paik Oak (Y2) Sadie Mooney; Georgina Blackwell, Plane (Y2) Michelle Killeen</p>	

	<p>Cedar (Y3) Katie Lickfold Alder (Y3) Emma Robinson; Jayne Bendell Rowan (Y4) Bina Varsani; Katie Kann Ash (Y4) <i>Vacant</i> Maple (Y5) Kim Tremain, Arun Sekhar Hawthorn (Y6) Amy Woolley; Sarah Smith Staff representative Claire Cavanagh (Education, Welfare and Pastoral Lead)</p>	
9	<p>Terms of Reference</p> <p>Mr. Wanford discussed the terms of reference which remained unchanged for this academic year and were adopted again with no changes and can be found on our website here.</p>	<p>Mrs. Curtis-Cross to ensure ToR are on website and hyper-linked to AGM minutes sent out.</p>
9	<p>AOB</p> <p>Emma Robinson is going to support with posting on social media (such as Facebook etc.) and posting about forthcoming events.</p> <p>It was raised about the timings of communication going out, and Claire asked if that letters to go out were sent to the school a week in advance to help with the flow and amount of information being sent out.</p> <p>Mr. Wanford talked about whether we could set an ambitious target for fundraising this year, given how much has been achieved so far. Laurilee hoped that £2000 would be raised for each big event and £1500 on cinema events etc. We agreed that we should aim for £10,000 for a yearly target.</p> <p>We considered larger funding plans, including:</p> <ul style="list-style-type: none"> • Outdoor changing rooms • Shade for the outdoor • Flood lights • Additional stage lights <p>A discussion took place about the price of tickets. They will be £6 each this year (£5 last time), and 1,000 tickets available. Under 2's are free.</p> <p>Friday, 22nd October and Friday, 3rd December are set aside as non-uniform days. Friday, 22nd October is 'Bring a Bottle' for the festive fun event, and Friday, 3rd December is rainbow raffle (bringing things in for a certain colour to make hampers). This will be in place of the jazzy jars.</p> <p>We talked about other events this year, including the adult quiz night and pizza making.</p>	

	<p>We discussed that at the next committee meeting we could set how we want to use the planned £10,000 for this year so that we could inform parents/carers.</p>	
10	<p>Date of next meeting</p> <p>Committee meeting – Wednesday, 13th October at 2.00pm held at school Open PTA meeting – Thursday, 21st October at 7.30pm held at Miller & Carter</p>	