

Winwick C.E. Primary School PTFA AGM MINUTES

MINUTES - PTFA ANNUAL GENERAL MEETING (AGM)

19:30, 7th October 2019, School Hall

PRESENTING ATTENDEES

Mrs Dymond	Headteacher
Roxy Williams	PTFA Chair
Katie Mitchell	PTFA Treasurer
Sarah Browning	PTFA Secretary

22 people attended the AGM (of which 4 presenting). 15 out of the 18 Attendees, who did not present, have children at Winwick C.E. Primary School. These children are in Reception and Years 1, 2, 3 and 4.

AGENDA

1. Apologies (Mrs Dymond)

Sarah Quinn	Governor Link
Christine Melia	St Oswald's Church
Becky Aspinall	Reception Parent
Kelly Steele	Reception Parent

2. Introduction (Mrs Dymond)

- Thanked all for coming: good to see some new faces and especially those new to our school this year.
- PTFA: what it all stands for. Everybody linked with the school is already a member of the PTFA. We work together as parents, teachers and staff, friends of the school and all those within our community of Winwick.
- Why is it so crucial? Sense of community; coming together to make a lasting impact in our village, make a legacy for all who follow through the school and village but also support those who are currently here. Mrs Dymond explained how she came to Winwick in 2017 to support the school, fell in love with Winwick and ended up staying and taking the role of permanent Headteacher. When she comes to move on, Mrs Dymond wants to leave a legacy – something for the school and wider community. Talked about funding in schools currently and that Warrington is in the lowest 5 counties for funding nationally. School budgets have to support everything we do and this is becoming increasingly tight. We don't want to have to make cuts so how can we support the ongoing work of the school and generate further income.
- We also have to fund any projects we do in terms of building work or renovations. We have to apply for funding from the Diocese but even with that, the Governing Body have to find the 10% cost of any project. With that in mind we wished to share with you some various costs:
 - Stationary budget for the year £4,000
 - Resources such as IT programmes. Licence costs £2,000
 - French lessons £7,000 for KS2
 - Sports Coach £10,000
 - Drumming / music lessons: £3,000 drumming for 1 class for 1 term
 - Music specialist £2,000 per term

The majority of costs are for staffing. We wish all of these things to continue as well as fund other exciting projects to move our school forward.

- The Chair and Treasurer will state in their reports what events have taken place in the previous academic year, how much money each raised and what project the money contributed to.

Winwick C.E. Primary School

PTFA AGM MINUTES

- Looking forward to this year, what are our hopes and wishes for Winwick.
 - We are working together with the Parish council on a joint project which needs 10% contribution from school. I cannot at present share what this is exactly but we will be needing £16,000 for this project alone. It will benefit our children, particularly those in the early years of school.
 - We also wish to support our children who have social and emotional needs through developing our Nurture Room further. This would potentially cost around £5,000.
 - We would like to turn our side Butterfly Garden into a community allotment area. It would have a key padded gate and would be for members of the village to come and have an allotment / vegetable garden. Our school children could grow vegetables and then utilise the produce in school e.g. soups. We received a very high quote last year to do this and wonder if parents / volunteers could help us to put this in place. This would cost around £8,000.
 - Finally, we would like to increase the sporting opportunities inside of school in the playground with a child gym area. The last 2 academic years, Winwick have had the highest obesity rates in Reception year. We did the Trip Trail with a lottery fund. For an outdoor gym, each piece of equipment costs around £5-8,000 then plus the groundwork etc. This may well be a long term project over a few years.

Finally I would like to thank the committee on behalf of all the pupils and families of Winwick. They have shown real direction and hard work over the previous year and organised some super events. Thanks to Roxy for taking on the role of Chair when nobody wanted to stand for that position last year and there was a question over whether the PTFA would fold. I would also like to thank everyone who has worked so hard and contributed to any event or to the life of the school in any way and to parents for their kind donations.

3. Chair Report (Roxy Williams)

- See separate document '**Chair Report 2019 Roxy Williams.doc**' for the official Chair Report.
- The PTFA was started from scratch last year. Roxy wanted to run events that people wanted to attend and that had a social element to them. She wanted to bring the community together. Roxy led a Survey Monkey to understand what events people wanted. The Christmas Fayre was the first event and was already planned for 3 weeks after she took over.
- Over the year PTFA raised £8146.34 and spent just over £5k back to school. The main 2 contributing events were the Summer Fayre which raised £2640.72 profit and the Christmas Fayre which raised £2414.46
- A lot more smaller events were run compared to previous years e.g. Mother's Day gifts, Bonker's Bingo and Spring Concert with Winwick Rocks
- 12 events were held over the year – 1 each month.
- PTFA contributed;
 - Crackers and juice for the Children's' Christmas Dinner
 - Reward gifts for each class
 - Photographs for Year 6 leavers
 - Each class now has a Touchscreen TV
 - Supplies for Gardening Club
- Thank you to all those who supported events and donated.
- Roxy didn't outline any events for the coming year. The new committee will lead on those. Roxy welcomed the new committee and wished them luck. She and Katie will help the new Committee where possible.

Winwick C.E. Primary School

PTFA AGM MINUTES

4. Finance Report (Katie Mitchell)

- See separate document '*Treasurer Report 2019 Katie Mitchell.doc*' for the official Treasurer Report.
- Each event is broken down to income and outgoing on the Treasurers Report.
- Roxy already went through individual events in quite some detail including finances
- Roxy already covered what was bought / donated by PTFA

5. Secretary's Report (Sarah Browning)

- **Communication & planning** – we've been working with the Headteacher, Governors and Church more closely so have much closer communications. PTFA are a part of the school and a wider part of school life and the school community. Working together is key. A shared Branding and message is important. Planning is important and looking at the whole school calendar is critical as there is so much going on. We may only have 3 or 4 PTFA events, but the school has so much more going on and we need to be thoughtful in our event planning. We need to look ahead to the coming year and plan what events we want to take on and get volunteers and appropriate planning in place.
- **Volunteer Database** – We have been creating a new volunteer database and have been using contact cards at (school) events to gather contact information of people who are happy to be contacted to help before, during and after events. GDPR is crucial in the gathering and usage of this information. We have a pool of people who are already happy to be involved. Anything you can offer is gratefully received and that may not be £ money – it could be skills, knowledge, information, ideas, contacts etc. It could be a seemingly small gesture e.g. poster making, serving tea and coffee or indeed running a whole event.
- **PTFA Handbook / How To** – We will create a PTFA Handbook / How To Guide. This will include things people need to know in order to volunteer with PTFA e.g. are Volunteers DBS checked, how to conduct risk assessments for events, H&S Guidelines, what each event requires, where resources / stock are kept, key contacts, the PTFA Constitution (we may need to update / re-write ours – we're already working on that) etc. The Handbook will be kept in school and will be available for anybody helping. It will facilitate handovers in the Committee and for Volunteers in the future.
- **Protocols, Codes of Conduct, confidentiality, information sharing** – Sarah discussed the School Values and the importance to carry these through the PTFA and for the PTFA to demonstrate them. Communication, Respect, Message, Branding, not double-doing – all very important. All volunteers must be DBS checked or they are not allowed to be on their own with any pupils or walk around the school on their own, safeguarding is paramount, we need to carefully consider GDPR and take good consideration of insurances, permissions, training etc.

6. Election of Committee (Mrs Dymond)

- Mrs Dymond ran the election process
- **Chair** Roxy Williams did not stand for re-election. Sarah Browning (previous Secretary) stood and was unanimously voted in.
- **Vice Chair** New role, not appointed. Nobody stood.
- **Treasurer** Katie Mitchell did not stand for re-election. Debbie Scanlon was unanimously (minus 1) voted in.
- **Secretary** Nobody stood. Not appointed.
- **PR & Advertising** New role. Elouise Oakley was nominated by her husband and stood. Voted in unanimously.
- **Fundraising & Donations** New role since the last AGM but work has already begun on this role before this 2019 AGM. Rachael and Mark Fairhurst will lead on fundraising and donations.

Winwick C.E. Primary School PTFA AGM MINUTES

- **Governor Link** New role since the last AGM. Sarah Quin already had this role and remains as Governor Link
- **Community Link** New role. Nobody stood, not appointed. Could be somebody like Alan Barnett, a member of the Church, member of the wider Winwick community or somebody who runs Beavers, Rainbows, Brownies etc. Christine Melia, Church Warden at St Oswald's Church is a possibility

7. Termly meeting dates (Sarah Browning)

- To be scheduled in advance of each big (seasonal) event;
 - Early October prior to Autumn and Christmas events
 - Early in January prior to Spring event
 - End of spring prior to Summer event

8. Next AGM Date

- Monday 14th September 2020, 19.30

9. A.O.B

- Sarah Browning will arrange a **Committee meeting** with all parties. Recruiting for and filling the 3 vacant Committee roles will be a priority agenda item
- **Volunteers for the upcoming Christmas Fayre** – discussion led by Roxy Williams that we may have businesses sponsoring stalls @ £20 each. Elouise Oakley may be interested and Katie Mitchell has already expressed an interest. The following Attendees want to help with the Christmas Fayre;
 - Julia Vernon
 - Alan Barnett
 - Oana Iorgu
 - Heather Wildman
 - Elouise Oakley
 - Carole Kennedy