

# Minutes of P@SS AGM

## Friday 25th September 2020

<b>Date</b>	Friday 25th September 2020	
<b>Start Time</b>	3.30pm	
<b>Location</b>	Swillington Primary School	
<b>Subject</b>	Committee AGM	
<b>Attendees</b>	Jenny Bray Mark Cahill	Mobasher Mir Miriam Watson-Pratt
<b>Apologies</b>	Shabina Khatun-Brooks Georgia Morgan Sammie Penny	Gemma Stone Lora Willshaw Trina Unsworth

### 1. Apologies for absence

Names of any committee members that can't attend and have sent apologies.

### 2. Declaration of Interest and Gift/Hospitality Register

All recorded and stored on Drive

### 3. Minutes of the last AGM

3.1. Heather Hazelgrave has been confirmed as willing to volunteer for the role of Independent Examiner for the accounts. MM to communicate and arrange a date.

3.2. Minutes from the last AGM were signed and dated by JB.

### 4. Chair's report

An informal report on the years' activities. See Appendix 1

### 5. Secretary's Report

An informal report on the years' activities. See Appendix 2

### 6. Treasurer's report

A formal presentation of the examined accounts for the past year. See Appendix 3

### 7. Appointment of the independent examiner

Heather Hazelgrave has accepted this role.

### 8. Election of committee members

Chair: Jenny Bray. Seconded by MWP and MC

Secretary: Miriam Watson-Pratt: Seconded by JB and MM

Treasurer: Mobashir Mir: Seconded by MWP and JB

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Committee members: Shabina Khatun-Brooks, Georgia Morgan, Sammiie Penny, Gemma Stone  
Lora Willshaw, Trina Unsworth

Code of Conduct signed and dated by all Committee members

#### **9. Special business**

None

#### **10. Any other business**

None

#### **11. Close of business**

Meeting closed at 4.30pm

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### Appendix 1: Chairs Report

## Chair Report 2020

### Purpose/Objective

The purpose of the PTA is to arrange various events to raise funds for Swillington Primary School. Our top priority this year was to try to get grants and raise funds towards buying a MUGA (multi use games area) to provide an all weather facility for the school.

### Achievements 2019/2020

Due to the current unforeseeable covid situation we were only able to run events from september 2019-Mar 2020.

Calendar of events we successfully arranged have been;

#### 2019

- Oct - Halloween Disco
- Nov - Dress Down Day
- Dec - Christmas Fair
- Christmas play stall

#### 2020

- Mar - Mother day -photo frame poem which the kids decorated
- July - Y6 costco pizza and ice cream sundae party

### Volunteers

We would like to thank all our committed volunteers who have helped out either preparing or running events. We had some new help from parents who stepped into help last minute at the Christmas Fair.

Hopefully these volunteers may help in future events and we can get some new recruits.

### Objectives/Goals

Due to the current covid situation we will need to think outside of the box this year, do things a little

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different to try and achieve our goals.

We have already sent out feedback survey to get people's thoughts and ideas

Hoping we can arrange movie nights in bubbles - kids get a slice or pizza, popcorn, drink and sweets

Online quizzes and Decorate a pumpkin (at home) competition -send their photo entries in

Jenny Bray and Samantha Penny

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### Appendix 2: Secretary Report

## Secretary Report 2020

### Membership and Communication

It's been a strange year due to Covid-19 closing down schools for the majority of pupils from March 2020 and have only just opened up September 2020. As a consequence of this, all fundraising activities and membership awareness were halted.

It provides us further challenges this year for fundraising due to the limitations of gatherings and this year will certainly be one where we have to think outside the box.

One of our key aims is to increase the PTA membership. We need to ensure that the message is received that it does not necessarily need to be a 'full time' job but any help that can be received at any event would be gratefully received.

We've found that communication is incredibly important and even with social media and letters, a lot of information still does not find its way to the parents. The key is consistency and repetition. We need to ensure that social media posts are clear and precise and that the information is shared in a variety of ways (posters / social media / letters ). There is also a new mailing list that parents can join to be alerted to events and activities.

We are pleased to confirm that there have been no incidents this year.

*Membership Numbers can be found in Appendix A*

*Event Information can be found in Appendix B*

*Incident Reports can be found in Appendix C*

### New Direction / Expansion

One key aim is to increase PTA Membership to support the existing members. A drive needs to be done to ensure that all the new parents to the school are aware of us. Last year we suggested a board in the school with all the events and PTA members and contact details would be a good asset. However, as parents are currently not allowed to enter school this can be halted. Social media has become ever more important but the reach is not always assured.

An online survey is currently being conducted via MailChimp to parents in regards for fundraising ideas and willingness to support the PTA.

P@SS has been signed up for Amazon Smile, EveryClick and Give as You Live in an attempt to raise more funds.

*Our Fundraising Targets and purchases can be seen in Appendix D*

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Miriam Watson-Pratt  
Secretary

### Appendix A Membership numbers (counted 16/09/2020)

Committee Members	2018-2019	2019-2020
Chairperson	Jenny Bray Sammie Penny	Jenny Bray Sammie Penny
Treasury	Mobashir Mir	Mobashir Mir
Secretary	Miriam Watson-Pratt	Miriam Watson-Pratt
Committee Members	Georgia Morgan Shabina Khatun Brooks	Christine Smith Georgia Morgan David Unsworth Trina Unsworth Mick Pratt Kylie Worn

Social Media	2019	2020	%inc
Facebook	311	333	7%
P@SS Facebook Group	22	29	32%
Twitter	n/a	51	100%
Mailing List	n/a	12	100%

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#### Appendix B Breakdown of events.

Date	Event	Amt Raised
5th April 2019	Easter Fun Day	Easter Fun Day - £181.00 Egg Competition - £85.00
	Mothers Day Event	£304
12th June 2019	Father's Day Event	£187.57
24th June 2019 15th July 2019	Sports Day	KS1 - £111.32 KS2 - £180.00
5th July 2019	Summer Fair	£885
<b>2018-2019 Total (not full year figures)</b>		<b>£1933.89</b>
24th October 2019 (TBC)	Halloween Disco	£515
6th December 2019	Christmas Fair and Plays	£1325.00
19th March 2020	Mothers Day	Amount to be determined due to lockdown.
<b>2019-2020 Total</b>		<b>£1933.89</b>

#### Appendix C Incident Report Updates

	Exclusions	Hate Incidents	Health & Safety	Complaints / Grievances	Data incidents / breaches
2018-2019	0	0	0	0	0
2019-2020	0	0	0	0	0
Comments					

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### Appendix D Fundraising Targets and Purchase

2018-2019				
	Item	Estimated Cost	Paid By	Purchased?
Fundraising Target	Christmas Books 2018	£200	PTA Fundraising	Purchased
	MUGA - Multi Use Games Area	£15-20,000	Grants	Ongoing
	Sensory Garden	£1000	PTA Fundraising / Grants	Ongoing
	Shade for KS2	£500	PTA Fundraising	Ongoing
	Two Interactive Smart Boards and 15 laptops	£4000	PTA Fundraising	Purchased
2019-2020				
	Item	Estimated Cost	Paid By	Purchased?
Fundraising Target	Christmas Books 2019	£200	PTA Fundraising	Changed to School Pantomime. Purchased
	MUGA - Multi Use Games Area	£15-20,000	Grants	Ongoing
	Sensory Garden	£1000	PTA Fundraising / Grants	Ongoing
	Shade for KS2	£500	PTA Fundraising	Ongoing
	Yr 6 Leavers do (one off due to	£150	PTA Fundraising	Purchased



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	lockdown)			
<b>2020-2021</b>				
	<b>Item</b>	<b>Estimated Cost</b>	<b>Paid By</b>	<b>Purchased?</b>
<b>Fundraising Target</b>	MUGA - Multi Use Games Area	£15-20,000	Grants	Ongoing
	Sensory Garden	£1000	PTA Fundraising / Grants	Ongoing
	Shade for KS2	£500	PTA Fundraising	Ongoing

