

Church Preen Primary School
Parent Teacher Association Meeting
Registered Charity No. 1093825

Agenda
AGM Meeting Tuesday 11th March 2025 19:30

1. Attendees:

Abbie Clay (AC) - online
Asha Kaserer (AK) - online
Avril Case (AvC) - online
Elle Evans (EE) - online
Jessica Senatore (JS) - online
Lucy Mattingly (LM) - online
Robbie Beak (RB) - online
Nadine Wilde (NW) - online
Abi Clutterbuck-James (ACJ) - in person
Laura Hayward (LH) - in person
Sarah Downes (SD) - online

Apologies:

Kate Dawson
Bryony Hunter
Meg Perkins
Rebecca Beak

2. Chairs' update

Welcome everyone both online and in person. Thank you for attending this AGM for the PTA. It has been a fantastic year for the PTA, in which we saw our fundraising efforts from the previous year come to fruition with the opening of the magnificent clamber stack in the playground. This striking structure is a hit with children from all school years and has proved itself to be a useful prop for photo opportunities. For a small school to successfully raise the considerable funds for this piece of equipment is impressive and a massive thank you goes to all committee members past and present who helped to make this possible.

The PTA committee is made up of parents, carers and school staff. The main objectives of the PTA committee are to:

- Organise fundraising events to benefit the school and its pupils
- Support the educational environment and extracurricular activities of the school
- Foster a strong and inclusive partnership between parents, teachers and the school administration for the benefit of the pupils.

All parents and guardians of the children in Church Preen School are automatically members of the Committee. The committee meets formally once a year for the AGM and holds committee meetings every 2-3 months during the academic year. The current committee consists of: Chair – Abi Clutterbuck-James, Secretary – Sarah Downes, Treasurer – Robbie Beak/ Becky Beak. As per process, all 3 members

will resign from their posts during this meeting and therefore the roles of Chair, secretary and treasurer will be available for re-election. For the committee to continue, these positions must be filled.

The AGM is the PTA's only formal meeting of the year, covering committee elections, and the treasurers annual financial report. Before we commence these formalities, I would like to take a few moments to extend my thanks.

- Firstly, thank you to the joint Treasurers Robbie and Becky, who have worked tirelessly to sort out the banking system for the committee. The Committee is definitely benefitting from their modern technical knowledge and prowess as evidenced by us being able to introduce online payments for PTA-organised events such as the school discos. I know that having this alternative payment option to the previous cash only option has been welcomed by parents. Thank you both for all your hard work on the committee which you impressively manage to fit in alongside your jobs and caring for 3 children.
- Thanks must also go to Sarah for her sterling work as Secretary. From booking events and designing event posters to producing letters to school as well as meeting minutes and agendas - not to mention school disco supplies shopping and provision of cakes and bubbles at meetings! Your contribution to the committee is greatly appreciated by us all.
- Thank you also goes to the members of the committee who have attended meetings throughout the year and who have contributed to our ideas and fundraising efforts for the PTA. Thank you also for providing cakes when requested!

This year has been a quieter fundraising year for the PTA than previous years, partly as we were recovering from the huge efforts in raising the money for the clamber stack, but we still were able to generate income from a few small events such as the school cinema night as well as providing refreshments and the raffle for the Christmas nativity event. In doing this, we have kept money coming in and were able to fund the pupil's transport to the panto, pay for the DJ at the school discos, as well as providing the Christmas chocolate boxes. Now we look forward to gearing up our fundraising efforts for the forthcoming year.

Finally, I would like to finish this Chair's report by offering my appreciation to everyone involved with the PTA this year. Your support is greatly valued, and I look forward to the coming year.

3. Treasurer's update

Account Balance £1422.73

Credit / Debit

Predicted Spend

Accounts Audit £100

Easter eggs £50

Mural £500

Potential Spend

School Website Page - Contribution of £1000

Predicted Income

Parent Kind £79.04

Easyfundraising £6.25 <https://www.easyfundraising.org.uk/causes/church-preen-school-pta/>

Events Update

Easter Disco - £39.37 loss (Income £188.75 - Costs £228.12)

Movie night - £139.40 profit (Income £150.05 - Costs £10.65)
End of year disco - £95 loss (income 124 - Costs £219)
Halloween Disco - £42 profit (income £162 - Costs £120)
Christmas Raffle and Baubles - £303 profit (income £303 - Costs £0)

Wonderful Donations

Donation tool - setup - <https://tinyurl.com/Church-preen-pta-donations>
Activibees - Online ticket sales available

Year end 2022-23 & 2023 - 2024

Ready for auditor

Year end 2024-25

In progress

Audit

NW's contact has offered to audit both years at once

Action: RB to send accounts to NW.

Admin

Bank - Remove KD and add ACJ

Charity Commission - submission due 30 May the 10 policies required were adopted and agreed by those present at the meeting.

4. Election of roles

Abi Clutterbuck-James, Robbie Beak and Sarah Downes all stepped down from their roles.

The committee needed to re-elect the members; no committee members put themselves forward for any of the vacant positions.

- a. Chair – Abi Clutterbuck-James proposed by Laura Hayward and seconded by Elle Evans
- b. Treasurers Robbie and Becky Beak proposed by Abi Clutterbuck-James and seconded by Sarah Downes
- c. Secretary proposed by Abi Clutterbuck- James and seconded by Laura Hayward.

5. AOB

None

The AGM closed and the Spring Term PTA committee meeting started.

PTA Meeting Tuesday 11th March 2025 (following AGM)

Agenda

1. Attendees:

Abbie Clay (AC) - online
Asha Kaserer (AK) - online
Avril Case (AvC) - online
Elle Evans (EE) - online
Jessica Senatore (JS) - online
Lucy Mattingly (LM) - online
Robbie Beak (RB) - online
Nadine Wilde (NW) - online
Abi Clutterbuck-James (ACJ) - in person
Laura Hayward (LH) - in person
Sarah Downes (SD) - online

Apologies:

Kate Dawson
Bryony Hunter
Meg Perkins
Rebecca Beak

1. Review of minutes from previous meeting (no minutes due to file being corrupted)

2. Matters arising

- a. Poll to identify what events parents would be interested in

Action SD to create a Microsoft form with the school to send to parents

- b. Sarah to make a funding request form for the PTA

Actions: SD to circulate the form with the committee before sharing with the school

- c. Letters to local companies 'supporters' of CP (sponsorship for website)

Action: Robbie to draft letter and share with PTA for comment. ACJ to propose the website sponsorship idea to the governors

3. Chair's update

As above in the AGM.

4. Treasurer's report

As above in the AGM.

5. Special Business

a. Federation Website Update

The Chair updated the committee that The Federation's Governors, led by Lauren Bjorn a Governor from Brockton, have identified that the school's website need updating. Lauren Bjorn is leading the project and has put it out to tender to find a company to design and host the

website. With their expertise RB and BB have shared the background work their company has done so far and shared their expertise with the governors. The Chair explained, with support from the committee, that a modernised website would be a powerful tool in attracting new families to the school, supporting existing families with information and engagement and ensuring Ofsted compliance. However, the schools do not have the estimated £3,000 cost in their budget to fund this. Therefore, the PTA's of the three schools have been asked if they would consider funding the cost. Brockton PTA have agreed, Winstanston PTA have declined. Church Preen discussed their position on the matter at the meeting.

Objection from NW and AvC, school staff feel strongly that PTA fundraising should be used to purchase items that directly benefit the pupils, and that Parents would be more likely to support fundraising for these items. School staff feel that social media has improved pupil numbers through offering the flexi scheme, this was not in connection with the website. SD and ACJ added that the Website rebrand was a suggested project for the PTA, from a meeting in September, and would not use funds previously raised for other projects.

ACJ suggested some fundraising events that were specifically fundraising for the website. SD added that consideration had been given to corporate funding rather than from parents, in exchange for a 'friends of Church Preen' mention on the website. RB explained the aim is to attract 10 companies, ideally associated with parents, who could donate £100. SD and ACJ confirmed that there was no plan to use money that has already been raised or committed for other projects.

Action ACJ to follow up with Lauren Bjorn whether the governors would consider allowing the money for the website to be generated via the sponsors page.

6. Fundraising

- a. Easter disco (not fundraising but actions for the committee need to be decided):
Action: LH to arrange the sausages and to apply for a Blakemores voucher to purchase squash, rolls, ice cream/lollies.
Action: ACJ, LH, LM and RB to support the event
Action ACJ: juice jugs and cups etc will need to be collected from the school.
- b. Easter eggs have been purchased
Action SD to drop off at EE's
- c. Upcoming events (Summer term)
Action SD to get a poll sent out to gauge what interest there is
Action SD to produce the letter/ permission slip for the disco
- d. Sponsored walk – Thursday 19th June 2025
Action SD to get a letter out before May half term for sponsorship to be collected over the May half term
Theme potentially World Cup.
- e. Onion competition – date for final TBC
Laura Hayward to bring onions into school for participants to grow over the summer and return their entries in September. £2 per entry
Action: SD to produce a letter
Action: LH to pot up the onions
This can be linked to a BBQ in the summer for the competition winners to be announced and to welcome new families into school. Suggestion Thursday 11th September 2025.

f. Sponsors evening

If the website fundraising is going ahead a sponsors evening can be arranged, this can be an unveiling of the mural and showcase the forest school area with a fire pit etc.

g. RB to write and share text with PTA which explains to parents how to access the 'online donations' tools for possible inclusion in Preen Scene/Email to parents

7. AOB

Lottery

RB explained that the PTA required a lottery licence from the Council. It was agreed that RB and JS are going to be the signatories and they both have valid DBS certificates. The PTA can then look at lottery options such as the parent kind lotter, which is more user friendly and time efficient than running the 100 club

Action: RB to apply for the licence.

Marketing opportunities

NW suggested advertising the PTA and its activities in Preen Scene to engage parents and show what the PTA does for their children. There could be a generic article in the Preen Scene and information could be added each half term. It could include links on how to make donations and the QR code for the families to join the WhatsApp group.

Action: RB to send the donation details for parent kind etc to ACJ to add to the article.

Action: ACJ to produce the article for Preen Scene

Action: ACJ and SD to keep updating the article each half term

School website: send any updates/minutes/information to share for the website to:
Avril.case@churchprenschool.co.uk

New family welcome cards

LH agreed to create the welcome packs as in previous years.

Action: NW to provide an update on the families when information is available.

8. Date of next meeting

13th May 2025 at 19:00 teams

Meeting closed at 20:38