



Finchale PTA

AGM

11th October 2024, 3:30pm, Year 3 Classroom

Attendees

Kevin Wills (Chair); Mrs Nower (Teacher Chair); Ron Trickett (Vice Chair); Emma Simson (Treasurer); Nadine Inglis (Secretary); Lorraine Board (Secretary – minutes); Louise Goodyear; Claire Moore; Geanina Ilinoiu; Lisa Clark.

Apologies

Sarah Prescott, Andrea Muter

1. Welcome and Introductions

K Wills welcomed everyone to the meeting and introductions took place.

K Wills explained the background to Friends of Finchale and advised its purpose is to run events to raise money, which is invested into the school to benefit the children.

This is the Annual General Meeting and throughout the year, the PTA aim to hold one meeting each term.

Any support which can be offered for events is welcome, especially for the Summer and Christmas Fayres as these take the most organising.

Events supported by the PTA last year were:

- Two Pub quizzes;
- Spooky Disco;
- Christmas Fayre;
- All children received a visit from Father Christmas;
- Tea towels;
- Spring Disco;
- Easter Egg Hunt;

- Eater Trail;
- World Book Day;
- Summer Faye;
- KS2 Prom; and
- Refreshments at Sports Day.

Proceeds from these events, supported children at Finchale in the following ways:

- Provided all new reception starters with bags and water bottles.
- All Year 6 children received a leaver's hoodie.
- All Year 6 children received a free ticket for the KS2 prom and mini instant printers have been purchased to allow children attending to receive a photo with props. The printers are available to use at future KS2 Proms.
- Purchased gifts for all children at Christmas and Easter, provided at events organised by the PTA.
- Prizes for Summer and Christmas Fayres.
- Provided £2,000 to the school towards running track repairs.
- Purchased new musical instruments for £1,000.
- £500 towards classroom supplies.
- A new football kit was purchase for £250 to provide a second kit for occasions when more than one kit is required.

2. Committee positions for 2024/25

K Wills advised a number of positions are now vacant and he needs to stand down as Chair due to work commitments.

Nominations and voting took place on committee roles and the following positions were agreed for the coming year:

- Chair - Lorraine Board
- Teacher Chair – Mrs Nower
- Vice Chair – Ron Trickett
- Treasurers - Kev Wills and Emma Simson
- Secretaries – Nadine Inglis and Claire Moore

3. Constitution and Governance

K Wills advised the PTA is registered with Parent Kind at a cost of £153 per year. This provides necessary insurances and resources to assist with running the PTA. It was noted from this year, Parent Kind insurance no longer covers the use of fireworks however, it was confirmed there were no plans to introduce fireworks at

any PTA event at the current time. If this was needed going forward, a third party insurance policy would need to be purchased.

A new constitution was discussed and it was agreed while this is beneficial for governance and risk management, this should not be restrictive and some amendments would be required to the model constitution provided by Parent Kind.

It was also agreed a new policy on how PTA funds are allocated should be agreed.

It was noted the PTA is not registered with the Charities Commission as it does not generate £5,000 each year. While the PTA could register to access other funding opportunities, it was agreed not to at the current time due to the additional costs and governance involved.

The following tasks were suggested for members of the PTA in 2024/25:

- Updating the task tracker which was introduced in the last school year.
- Monitoring the email account. It was noted only K Wills and Mrs Nower can access this due to Google restrictions.
- Updating the website – R Trickett offered to assist with this.
- To agree a lead for each event.
- Introduce year group representatives if there are appropriate volunteers.
- To encourage other teachers to attend PTA meetings.
- To review risk assessments and introduce new ones where required.
- Prepare a PTA patter – N Inglis and C Moore.
- Minutes of meetings – L Board for AGM and N Inglis and C Moore for future meetings.

Action: K Wills to circulate the model constitution to the PTA for comments.

Action: K Wills and E Simson to prepare a new spending policy and circulate for comments.

4. Finances

Finances for the PTA are:

Balance as at 30th August 2024 - £2,876.14

Starting Balance for Autumn 2023 was: £4,995.53

This is a net loss of £2,119.39 over the academic year 23-24.

It is however to be noted that non- routine expenditure on items last year which the PTA has not agreed to fund every year comes to a total of £3,750. This includes the contribution towards the running track, musical instruments, classroom supplies and

replacement football kit. Without these items, the PTA would have made a profit in the last year of £1,631.

In previous years profit from events is approximately £1,500 and it was therefore agreed to spend between £1,500 and £2,500 on any items agreed by the PTA in 2024/25.

Suggestions for future expenditure include:

- a greenhouse to be used by Gardening Club;
- SEN/sensory support materials;
- sports tops for inter-school events;
- subsidising travel costs for school trips;
- a contribution towards a memorial bench in school grounds;
- new glue sticks for classrooms when the current ones run out;
- dictionaries; and
- a new speaker system for the school hall as the current one is no longer fit for purpose.

Action: all to provide any other ideas for potential funding to discuss at next meeting to L Board.

5. Events Schedule

Proposed events for 2024/25 are:

Date	Event	Notes
September 2024	Meet the Teacher	Information provided to parents
TBC	Pub Quiz	This took place in the Autumn term last year and it was suggested moving this to April/May.
24 th October	Spooky Disco	Preparations ongoing. The school hall can be accessed after school for set up. L Board, N Inglis and C Moore will sort the sweet bags. A number of parents and ex pupils have offered to help on the day. L Board has purchased wristbands and serviettes and will also purchase hot dogs, buns and juice.

29 th November	Christmas Fayre	This is the only Friday available in the run up to the Christmas holidays. Agreed to start planning at the next meeting.
TBC	Christmas Cards	Agreed to progress subject to sourcing a suitable provider.
TBC	Visit by Father Christmas	Agreed to make arrangements for the last day of term after the Finchale Sing-a-long.
20 th February	Spring Disco	
TBC	Easter Egg Hunt	Possible date of 11 th April – tbc
TBC	Trail – around the local area	
6 th March	World Book Day	
20 th June	Summer Fayre	
10 th July	KS2 Prom	
TBC	Sports Day	

L Goodyear advised there is a new funding opportunity advertised through Parent Kind for real Christmas trees.

L Board suggested film nights could be considered and R Trickett offered to do some research on licences required.

A discussion took place on coffee mornings and R Trickett suggested a joint one on 21st March for Red Nose Day, World Downs Syndrome Day and Mother's Day. All agreed this in principle and for it to be explored further.

Action: L Goodyear to circulate details for the Christmas trees.

Action: R Trickett to consider licences required for film nights.

6. Other Tasks and AOB

An invoice is awaited from the school office to pay for the bags and water bottles for reception children.

E Simson will undertake a review of the accounts in readiness for these to be audited as part of the school's audit.

E Simson will see if she can access the School Lottery account to see if this can be re-publicised and initials of winners to be announced. It was noted £50-60 a month on average is raised from the School Lottery.

L Board advised she had created a Teams site for the PTA to save documents in one place and is happy to share access.

K Wills advised the PTA are having difficulties accessing photographs for the PTA Patter and Mrs Nower agreed to look into this. It was agreed a special thanks should be included in the PTA Patter to a parent who had assisted in the previous year.

R Trickett agreed to investigate with the school how a possible mailing system for the PTA could work. Email Octopus was suggested.

L Goodyear offered to start preparing the sweets lucky dip for the fayre and C Moore offered to start tombola ticketing.

It was noted all year groups are now represented on the PTA with the exception of Year 1.

K Wills offered to review the risk assessment for the Christmas Fayre.

It was agreed to explore/set up a quiet space at the Spooky Disco with colouring and/or games for any children who may need some time away from the disco for various reasons. Sensory toys/equipment to also be considered for use by both the school and PTA for events.

L Board thanks K Wills for all the work he had undertaken as Chair over the last year.

Action: L Board to arrange access to the Teams site for anyone who would like to see the files.

Action: Mrs Nower to consider if photographs can be shared with the PTA for the newsletter.

Action: E Simson to see if the Lottery account can be accessed.

Action: E Simson to review accounts in readiness for sign off.

Action: R Trickett to investigate a possible mailing system.

Action: K Wills to review the risk assessment for the Christmas Fayre.

7. Date and Time of the Next Meeting

Friday 8th November, 3:30pm in the Year 3 Classroom.