

Caton St Paul's School PTA AGM Minutes – 4 October 2023 – 7 pm Station Hotel

Present: Chair Julie Pearson, **Treasurer** Claire Fox, **Secretary** Josie Smith, **Headteacher** Mr Gittins, **Chair of Board of Governors** Anna Shone, Jill Kay, Dave Pearson and Lucy Carter.

1. Welcome

JP opened the meeting and thanked everyone for attending. All in attendance introduced themselves.

2. Apologies

Ellie Eccleston, Sarah Daniels, Rebecca Wood, Rachel Richardson, Lisa Huddleston and Amy Pearson.

3. Update on PTA Board Activities

JP provided an update on recent activities:

- a. Licencing Applications
Small lottery and Temporary Events Notice
- b. Updating ParentKind, Charities Commission
- c. Amendments to insurance policies
- d. Monitoring Accounts
- e. Organising various events including Movie Night, Summer Fair and lollies for the children after Sports Day
- f. Ordering goods for Worship & Prayer Square
- g. Selling pre-loved school uniform
JP thanked Ellie Eccleston for assisting with collection and sales.
- h. Administering school minibus funds
- i. Delivering leaflets for School Open Day
- j. Gardening, planting and painting outside planters
- k. PTA meetings
- l. Updating PTA Facebook
Thank you to Hannah Horner for updating and monitoring the PTA Facebook.
- m. Meetings with Mr Gittins and Mrs Glennon

4. PTA Events

Dates have been scheduled for the PTA events for the coming school year. **JP to produce a calendar to be sent to parents via school.**

Discussion regarding the summer fair. JP thanked James for creating the stocks used at the summer fair. James has also offered to sand the logs for use at Forest School.

5. Finance Update

CF gave an overview of expenses and income. The opening balance as per September 2023 statement was £6,862.18. CF updated on the following 2022/23 events since the last PTA meeting:

- Movie night - £332.80 profit
- Summer Fair - £1000.06 profit

Total balance to date is £7,322.02 but it was noted that £1083.88 is from the Coop Support Fund and is ring-fenced for the school mini bus.

Discussion around how the PTA money could be spent. It was suggested that the stage in the KS2 playground could be updated, installation of a climbing wall, mural etc. **IG is to look into the cost of carrying out works to the stage in the playground.**

6. Coach travel to Christmas Pantomime and Young Voices

JP explained that school had asked for a contribution from the PTA towards the cost of coach travel for the pantomime (KS2) of approximately £590 for travel to Manchester and for Approximately 30 children for the Young Voices event. Last year the PTA had contributed £100 towards travel to the Young Voices event.

A vote was taken and it was unanimously agreed that the PTA would contribute up to £600 towards the coach for the pantomime and contribute £150 towards travel to Young Voices.

7. Election of the PTA Board

Chair – Julie Pearson was nominated by Lucy Carter and seconded by Ian Gittins. Julie Pearson elected as Chair of the PTA.

Treasurer – Claire Fox was nominated by Sarah Daniels and seconded by Jill Kay. Claire Fox elected as PTA Treasurer.

Secretary – Lisa Huddleston nominated Josie Smith for PTA Secretary, and this was seconded by Anna Shone. Josie Smith elected as PTA Secretary.

8. AOB

- a. Parent helpers are needed for Movie Night.
- b. Christmas Fair – to be attended by children only.
- c. Raffle Prizes are needed for the Christmas raffle and JP asked for assistance in contacting local businesses etc to ask for raffle donations.

9. Date of next meeting

TBC.