

**St Mary's School Chiddingfold PTA**  
**AGM**  
**7 May 2024**

**Minutes**

**Meeting attendance**

Present: Paula (Chair), Naz (Treasurer), Carolina (Y1), Bec (Y1), Lucy (Y2), Rhiannon (Y3), Leanne (Y4), Mary (Y5), Libby (6N), Vicki (6H)

**Welcome and Introduction**

Paula opened the meeting and thanked all those in attendance.

**2023 AGM minutes**

The meeting approved the minutes from the 2023 AGM. It was noted that there were no outstanding actions from the 2023 AGM.

**Election of committee**

Paula Botting (Chair), Naz Girnary (Treasurer) and Kat Wilson (Secretary) all stood down from their positions, were nominated and re-elected. No other nominations were received.

Paula noted that Kat would like to stand down as secretary when a new secretary is found.

**ACTION:** Paula to send a WhatsApp announcement asking for a volunteer.

**Class bake sales**

The meeting agreed that from September cakes would be charged at 50p for smaller bakes, £1 for larger bakes.

**ACTION:** Paula / Sophie to create 50p / £1 signs to be used from September.

The meeting discussed (i) removing the competition so that parents don't need to count the cash, (ii) increasing the prize to £100 rather than £50 or (iii) a portion of the money raised going straight to the relevant class. The meeting agreed to proceed with option (iii) so that half of all money raised at the bake sale would go to the class that raised it, either as an Amazon voucher for the teacher to spend or as items from the Amazon wishlist.

**ACTION:** Paula to send a WhatsApp announcement communicating the new approach in September.

## **Next year's reps and split of events**

The meeting agreed that the split of events (with each class being responsible for a different activity / event) worked well and that the split was fair. It was agreed that we would keep the same split for next year.

**ACTION:** Reps to start looking for replacement reps (3 per class) for the next academic year.

## **Treasurer update**

Naz reported that the PTA currently has around £25,000 in the bank account, with around £3,500 to arrive shortly from Active April. £10,000 of this has been committed for the library. Naz reported that if Chiddfest and the Summer Production raise similar amounts to last time, the PTA would have around £27,000 at the end of the 23/24 academic year (after the £10,000 had been transferred for the library). This is subject to the funding requests set out below.

The meeting approved the Trustees Annual Report prepared by Naz.

**ACTION:** Naz to arrange independent examination of accounts and relevant filings with the Charity Commission.

**ACTION:** Paula to circulate Spring Term fundraising update poster as a WhatsApp announcement.

## **Summer production update**

Vicki updated the meeting on progress for the summer production. Filming, sound and photographs are underway. All reps know the stalls their class is responsible for.

**ACTION:** Vicki to send spreadsheet with instructions for each class stall.

The school sound system was discussed and it was thought that the school had a sound system but it is difficult to use. Reps asked whether some of the pantomime profits could be used to fund a new sound system so that children can be heard better in assemblies etc.

**ACTION:** Paula to discuss with the school.

## **Update from school**

Paula shared an update from the school. The school would like to create a forest school area in the fenced off corner of the playground. The school will be asking for volunteers to help create this area.

Unfortunately the helicopter visit has been cancelled.

**ACTION:** Paula to ask school if the helicopter visit can be rescheduled for next year.

## **Funding requests**

### Science week £1,375.20

The committee had unanimously approved this outside of a meeting and the funding request was ratified in the meeting.

### Library £10,000.

This was approved.

**ACTION:** Paula to inform the school.

### Y4 smartboard £3,000.

Paula shared an update from the school that the Y4 smartboard has broken and been replaced by the school as it is critical to teaching. As this has not been budgeted for by the school, the school has asked whether the PTA can fund this. The school will assess the current whiteboards to see if any are likely to need replacing soon. The meeting noted that from September there should be a spare smartboard from the second Y6 class.

The meeting discussed whether the PTA should be funding essential teaching items, or only items / activities that enhance the children's education (i.e. that they would not have but for the PTA). The meeting discussed whether a portion of the smartboard should be funded rather than the entire £3,000 cost.

The meeting queried whether there are any alternative sources of funding for the smartboard, given it is essential to teaching. It was noted that there is no funding from the Trust for the playground resurfacing (see below), so if the smartboard could be funded from another source the PTA would essentially have another £3,000 for the playground project.

**ACTION:** Paula to ask the school whether there are any alternative sources of funding for the smartboard, given it is a critical teaching aid. Then to be discussed in a future meeting.

### 2024/25 Pied Piper Theatre company production (years R to 3 and the nursery) £300

This funding was approved.

**ACTION:** Paula to inform the school.

### Jigsaw PSHE resources £995

Paula had circulated a link prior to the meeting and the meeting discussed this resource. It was noted that the school intend to consider further updates in its future budgets.

This funding was approved for this update.

**ACTION:** Paula to inform the school.

2024/25 class budgets £1,750 (assuming £250 per class)

This funding was approved.

Playground resurfacing £35,000 (£5,000 to come from school, possibly more from other community funds)

Paula circulated the school's proposal for the playground resurfacing project prior to the meetings. Reps inspected the tarmac playground prior to the meeting. The meeting noted that the playground is uneven and cracked in places, has been patched up in the past, has a lot of loose stones and is painted with sports courts that are not used because the tennis courts are used instead. There is also a muddy patch in the corner that is spreading onto the astroturf. It was noted that the quote includes installing a soakaway to fix the muddy patch.

It was noted that no funding will be available from the Trust for the playground resurfacing.

It was noted that if PTA events raise similar amounts to previous years, the PTA may have around £30,000 to spend at the end of the 24/25 academic year. However, the PTA might struggle to fund any other requests, such as replacement smartboards, Science Week workshops etc. The meeting agreed that £30,000 is a lot of money and queried whether it is proportionate to the value it would add to the children's school experience.

The meeting felt that the only part of the project that would enhance the pupil's school experience is the line markings, and the designs shared were a little underwhelming. It was noted that we have many artistic parents in the school and discussed whether the parents could create something, in consultation with School Council. **ACTION:** Paula to ask the school whether it has any issues with the parents being involved.

It was queried whether cracks could be repaired and the playground repainted with anti-slip paint as an alternative to resurfacing the whole playground. **ACTION:** Paula to ask the school whether this can be considered.

The meeting asked whether the PTA could see the quotes and a breakdown of the costs for resurfacing/soakaway/painting designs. **ACTION:** Paula to ask the school.

It was also discussed whether the PTA could approach local contractors, such as Axtell, to see if they can offer a cheaper quote in return for advertising / sponsorship of future PTA events such as the pantomime and Chiddfest. **ACTION:** Paula to ask the school.

The meeting would like to know whether there are other items the school would like that would enhance the pupil's school experience that PTA funds could be spent on instead. For example, the meeting discussed whether new sport equipment could be funded. **ACTION:** Paula to ask the school.

It was also discussed whether any other sources of funding can be explored (e.g. from community funds such as the Chiddingfold Community Fund / Chiddingfold Parish Council or other grants) to reduce the amount to be provided by the PTA, freeing up funds for other items. **ACTION:** Paula to ask the school.

### **Next meeting**

Paula to arrange when responses from the school have been received. There may also be a summer production planning meeting – Vicki to arrange if required.