



ST MARY'S PRIMARY SCHOOL – PARENTS & FRIENDS ASSOCIATION (PFA)

Minutes of the Annual General Meeting at St Mary's Primary School:

Wednesday 09th October 2024 at 5 pm

	Agenda Item	Action
1	<p>Welcome and apologies</p> <ul style="list-style-type: none"> - Present: Jenny Ashworth, Sarah Ballantine, Jen Cheese, Emma Cocks, Alice Gordon, Sarah Hall, Sarah Shaw - Apologies: Aimee Cordioli, Leanne Kiely 	
2	<p>Minutes of the Annual General Meeting held on 11 October 2023</p> <ul style="list-style-type: none"> - The minutes of the last AGM were approved - No open action items 	
3	<p>Financial Report – Academic Year 2023-24</p> <ul style="list-style-type: none"> - SB presented a slide which itemised all income and expenditure for the last financial year. A total of £10,171 was raised, and £19,291 was spent (including the Reading Lodge). - SB showed a prediction of expenditure for 2024-25, which included the annual subsidy of school trips, pre-school Christmas party, TV licence, bibles and PFA insurance. SB explained that we are currently £1,254 short to cover everything we did last year. This is due to the electricity bill for the Reading Lodge, which was much higher than expected. We are, however, expecting further income from match giving and Christmas cards. 	
4	<p>Chair's report – Academic Year 2023-24</p> <ul style="list-style-type: none"> - JA talked about the successes, challenges and opportunities for the PFA. - Main successes: the lovely events which were much appreciated by the children, and reaching the target to purchase the Reading Lodge earlier than expected. - Main challenges: the low involvement from parents, and the impact on the school 'business' when staff is being involved in the events. - Opportunity: it would be highly desirable to have parents from other year groups represented on the team. - JA mentioned the fantastic support from SH and the school's SLT and thanked SH for her work with the PFA. - It was suggested that the Chair's report is published in the school newsletter and on the website 	JA



<p>5</p>	<p>Appointment of Officers</p> <ul style="list-style-type: none"> - JA re-appointed as Chair - SB re-appointed as Treasurer - AG appointed as Secretary - SS re-appointed for Social Media & Communications - JC - General Committee Member & backup for Secretary - EC - General Committee Member - It was decided to archive the old Committee WhatsApp group and start a new one - It was further decided to ‘refresh’ the Volunteer WhatsApp group 	<p>JA</p> <p>AG</p>
<p>6</p>	<p>Fundraising in 2024-25</p> <p>The following events have been decided upon for this school year:</p> <ul style="list-style-type: none"> - Bingo (in collaboration with the West India House) - Disco (Spring or Summer term) - Christmas movie night - ‘Wonka Bars’ (instead of raffle) for Christmas - Book sale on World Book Day - Sponsored run or similar - School Lottery (AG presented the details of running a school lottery and the proposal was passed by the committee) - There will be no Christmas or Summer fair due to the challenges mentioned in the Chair’s report <p>Tasks:</p> <ul style="list-style-type: none"> - AG to set up the school lottery and organise marketing material, with the aim to go live after the Autumn half term - JA to plan details for a Christmas movie night - SB and SS to plan details for the sale of ‘Wonka Bars’ 	<p>AG</p> <p>JA</p> <p>SB & SS</p>
<p>7</p>	<p>Any other business</p> <p>There was a discussion around this year’s expenditure:</p> <ul style="list-style-type: none"> - SB to check if a TV licence is needed (direct debit to come out in November) - School trips: SB suggested - due to the low bank balance - to pay 50% toward school trips now and to defer the other 50% to the new year (to be reviewed in January). - Funding of bibles to be reviewed in the Spring/Summer term. - Pre-school Christmas party: the PFA is happy to continue to fund this. AG to speak to NB about the involvement of Little Oaks Nursery for this year - SH commended the PFA on their professionalism and passed on a big ‘Thank You’ from the school 	<p>SB</p> <p>AG</p>



8	<p>Summary of next steps/actions</p> <ul style="list-style-type: none"> - Publish Chair's report in the school newsletter and on the website - Archive the old Committee WhatsApp group and start a new one - 'Refresh' the Volunteer WhatsApp group - Set up the school lottery and organise marketing material, with the aim to go live after the Autumn half term - Plan details for a Christmas movie night - Plan details for the sale of 'Wonka Bars' - Check if a TV licence is needed (direct debit to come out in November) - Speak to NB about the involvement of Little Oaks Nursery for this year 	<p>JA JA AG AG JA SB/SS SB AG</p>
9	<p>Date of next meeting Wednesday 13th November 2024 at 5 pm</p>	
	<p>Meeting closed 6:05 pm</p>	

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