



## Chevening Primary School PTFA

Minutes of the AGM held on 5<sup>th</sup> October 2021 at 7.30pm via Zoom

### Attendees:

Karen Minnis	Headteacher
Emma Parmley	PTFA Secretary
Kelly Stiff	Interim Co-ordinator for PTFA
Liz Smith	Outgoing acting treasurer
Alan Leaman	Chair of Governors
40 Members of the PTA Committee.	

### 1. Apologies

Hannah Bodek – PTFA Treasurer

### 2. Minutes of last meeting and matters arising – Minutes agreed

### 3. Treasurer report

The 2020/21 year began much how the previous year left off, with the key fundraising events of the Christmas Fair, Spring Ball and Summer Fair unable to be held because of COVID related restrictions. The restrictions started to be lifted during July so some additional face to face fund raising was possible with the children and parents able to socialise in a restricted environment.

Through a combination of virtual events at Christmas and Easter, online sales and Auctions, donations, swimathon, cake and lolly sales, the PTFA has managed to raise income of £22,286 during this school year. A complete breakdown by event is shown on the following page.

The PTFA has funded very few items which have been carefully requested by the school including books £913 and the Easter Fun Day £385.

The major expense of the year has been a contribution to the school's swimming pool loan for £8768.

The funding of the school pool constitutes three further loan repayments, amounting to £13,500 for each year between 2022 – 2024, towards which the PTFA have committed to continue to contribute. To this end a separate Swimming pool committee has been set up to try to focus fundraising on the pool. The largest fundraiser this year has been the Swimathon which raised £4131, at the time of this report, and it is anticipated that a further £577 can be added once Gift Aid contributions have been

collected from HMRC. It is recommended that further focus on fundraising should aim to put aside money in readiness for the next instalments of the loan which is due in the Spring.

The surplus raised for the year was £9,404 net of all costs.

We currently have £17,768 in the bank.

In September 2021 a back to School Fair has been scheduled. This will be a good opportunity to gain some revenue, and also to bring the school back together as a family for the first time in 18 months.

Accruals for the year amount to £1,000 which will be put aside for educational events which anticipated to resume in September 2021.

### **3a. Interim co-ordinator for PTFA – Kelly Stiff**

Kelly Stiff (KS) updated the PTFA on the progress and plans for fundraising this school year with the 'back to school' fair raising just over £2,000. Kelly thanked the class reps for their hard work in organising this successful event. Going forward it was agreed the model of each class owing a stall would be used for all future larger events to help spread the load.

At the time of this meeting – the chair role was still vacant. A candidate for the co-chair role has volunteered but an additional co-chair is needed.

### **4. PTA Members & Elections**

Current list of PTA Members:

- Emily Thompson
- Tracey O'Brien
- Rachel Cole
- Tess Fox
- Marie De Silva
- Heidi Brooks
- Tania Williams
- Zoe Pemberton
- Kirsty Hook
- Fran Sanderson

### **5. Calendar of Events**

The following months were allocated and agreed by the individual class reps:

Class R – January / February – Winter Ball

Class 1 – November – Disco in the Parish Hall

Class 2 – March / April – Easter Fun Day / Easter Egg Hunt / Book Week

Class 3 – June / July – Possible Summer Fair with each class taking a stall

Class 4 – May / June – Sponsored run

Class 5 – November – KS1 Christmas film night / Wreath making

Class 6 – Autumn sweet sale

- School Disco (Jan) would be dependent upon the completion of the ventilation work on the school hall windows. KS suggested this event could also be held in the parish hall should the school hall not be available.
- Ideas for Christmas events - Christmas Pudding making for the adults and children, Christmas wreath making.

- KS encouraged the ongoing use of the whatsapp for the exchange of ideas and information between class reps.
- Alex Robinson (AR) suggested the larger events involving the whole school could be split into two separate events – KS1 movie night and an older event for KS2 (possibly Christmas pudding / wreath making).
- Tenielle Bevan (TB) raised the concern that children coming to the end of their time in KS1 have not yet had the opportunity to take part in a school disco or movie night (due to Covid restrictions), and parents are keen to keep this in the diary. Karen Minnis (KM) agreed to keep these events for KS1, to be hosted in the hall, or parish hall depending on the progress of the window work. KS agreed that KS1 could have the movie night and KS2 would have an event like the wreath making / pudding night.
- Christmas social for parents at the Mount Vineyard would be investigated for the adults – not necessarily as a fund-raising event.

## **6. PTA Members & Elections**

KM asked the PTFA to support the funding of a bespoke Christmas Chevening panto based on last year's virtual panto streamed into school. KS proposed this motion, seconded by Sally Watts.

## **7. Science week**

KM requested the PTFA allow the school to use the agreed PTFA funding of a special learning week for the children – organised as science week. The PTFA have historically set aside a sum of money each year to be used for this purpose. Due to the Covid restrictions last year, this money was not spent. KS proposed this motion, seconded by EP.

## **8. Bank Mandate Approval**

The PTFA agreed approval for Hannah Bodek (Treasurer) to be added to the bank mandate in order to facilitate bank payments going forward.

### **AOB:**

Alan Leaman – new Chair of Governors presented to the PTFA the work the Governors are planning around major capital projects and planning for major expenditures. The goals are designed to further improve each child's experience of their Chevening education and grouped as follows:

### **Essential**

- Upgrade sports and recreation facilities
- IT & Commutations – the team at the school have been asked to provide a list of their IT needs.
- Swimming facilities - Due to the external hire of the school pool over the summer holidays, the fundraising achieved by the newly created Swimming Pool Committee and additional contributions from parents, this year's pool loan repayment will not require any additional contribution from the PTFA.

### **Important**

- Support of performing arts and music & drama. Staff have been invited to provide suggestions and ideas for this area.
- Transport facilities will need to be replaced and modernised. Planning for this future expenditure will need to be explored.
- Enhanced building & facilities. Thinking about long term environmental sustainability, security and protection. A bid has been submitted to Rochester Diocese for 2022 to help greatly improve the quality of the playground and the surface.

**Desirable**

- Healthy, nutritious, attractive food and catering
- AL stressed the importance of the collaboration between the Governors and the PTFA for all future fundraising and spending for the children's enjoyment and wellbeing.

**9. Date for next meeting – Wednesday 3<sup>rd</sup> November @ 7.30pm**

There were no further items discussed. KS closed the meeting by thanking Liz Smith for returning to present the accounts and the class reps for their hard work so far this year.