#### Image previewWILLIAM PENN PTA AGM

#### COOLHAM

**29th January 2024**

**MINUTES**

**Attendees:**

**William Penn Teacher William Penn Parents**

Mrs Constable (Acting Head Teacher) Kath Haines Chloe Lewis

 Miriam Jarvis Rachel Kerry

 Neil Gallaher Mike Blackman

 Laura Gallaher Lucy Huggett

 Sarah Van-Schuerbeck Semley Wilkinson

 Charlotte Hill James Rolfe-Whelan

 Rachel Rolfe-Whelan Roger Lewis

 Angela Blackman

 **Apologies: William Penn Parents**

Alice Higginson

 Harriet Buckley

# WELCOME

## INTERIM PTA

# NG started by welcoming all attendees to the William PTA AGM. He explained how the previous PTA committee dispersed in March 2023 and we were setting up a new committee for 2024. He went on to acknowledge that the William PTA is a registered charity (No. 1134936) and has all the foundations set up to run as one.

# It was emphasised that an Interim PTA was established in November 2023 to facilitate the reactivation of the William Penn PTA and to coordinate the inaugural PTA Annual General Meeting (AGM). The interim committee was/ is currently composed of:

* + Kath Haines – Reception (Cadbury): Archer & Harrison
	+ Roger Lewis – Year 1 (Fox): Lilly
	+ Neil Gallaher – Year 2 (Fox): Glen
	+ Lucy Huggett – Year 4 (Fry): Jac
	+ Angela Blackman – Year 4 (Fry) + Year 5 (JBB): Oliver & Jeremy
	+ Miriam Jarvis – Year 4 (Fry) + Year 5 (JBB): Ollie & Oscar

## WHAT IS A PTA

# NG then went on to explain to all the attendees that as a parent at the school or a member of school teaching staff you are automatically a member of the PTA. Everyone is encouraged to get involved to help fund raise for the school across a variety of events over the year. Money raised from these events will be used by the school to enrich all our children’s education.

# TREASURER

# CURRENT FUNDRAISING BALANCE

NG then shared details of the current PTA fund balance:

* + **2022/2023 Funds Raised:** £784.29 (£600 came from Terracycle)
	+ **Out Goings for 2022/2023:** £100 for Parent Kind membership/PTA insurance
	+ **Surplus for 2022/2023: £684.29**
	+ **Total PTA Balance at the end of the year was:** £11,041.81

The PTA's financial accounts are currently and will continue to be approved by Clare Ritchie, who is a previous treasurer of the PTA and a qualified accountant. Notably, there is an outstanding amount of £4,000 owed to the school for the installation of the running track in 2021, which will be deducted from the existing balance.

It was highlighted that the school December disco in 2023 broke even which was a test run event.

# SCHOOL FUNDRAISING GOALS FOR SPRING & SUMMER 2024

NG provided insights into how the existing PTA funds will be allocated throughout 2024, benefiting all year groups. The designated focus areas include:

* Key Stage 1 Books *(£1,682.72)*
* Whole School Sciences Day *(£480)*
* Music Lessons for years 3, 4, & 5 with teach the teacher *(£700)*

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# ELECTIONS

## ROLES

# RL then addressed the election part of the AGM, explaining that the PTA convenes monthly and given that they were a new committee, roles needed to be assigned at the AGM with members voted into those roles. The newly appointed positions are:

* **Co-Chair:** Roger Lewis & Charlotte Hill
* **Secretary:** Kath Haines
* **Treasurer:** Neil Gallaher
* **Other Officer (s):** *Not required for the time being*
* **Committee Member:** Miriam Jarvis, Angela Blackman, Lucy Huggett, Rachel Kerry & Semley Wilkinson

# HOW TO BE INVOLVED

## CLASS REPS

# KH then expressed the PTA's desire for a designated class representative for each year group to communicated with parents through a WhatsApp group, sharing details about PTA events. The following representatives were elected:

* **Reception:** Kath Haines
* **Year 1:** Rachel Kerry
* **Year 2:** Laura Gallaher
* **Year 3:** *No one was present from this year group in the meeting. This position will be advertised in the school newsletter.*
* **Year 4:** Angela Blackman
* **Year 5:** Miriam Jarvis
* **Year 6:** Sarah Van-Schuerbeck

## EVENTS FOR SPRING & SUMMER 2024

# KH then spoke how we aim to put on three events over the course of Spring & Summer 2024. The first one being for Easter, followed by a May Day event and then ending the school year with a final Summer event on / around Sports Day. All to be confirmed and discussed at monthly PTA meetings.

# RAISING FUNDS QUICKLY

#  AB then touched upon the current organisations already set up at William Penn to help raise donations quickly being:

* Easy Fundraising
* Shop & Give
* Sussex Greenliving In Partnership With Terracycle’s

# It was discussed that these platforms need to be communicate more frequently to parents making them aware on how they can be used. Details are already shared on the William Penn school website but also could be share via a PTA Newsletter plus given to children to take home to parents and put up in the home.

#  Mrs. C additionally mentioned that Sussex Greenliving is interested in connecting with a PTA committee member to explore potential collaboration with the recycling scheme. A specific PTA member will be assigned for this purpose – TBC.

# AOB

## NEXT PTA MEETING

Friday 23rd February at 3:30pm to discuss Easter event

## PTA CONTACT DETAILS

williampennpta@outlook.com

## IDEAS BROUGHT UP AT THE MEETING

## PTA NEWSLETTER

The communication will be sent out on a monthly basis (tbc) to increase awareness of the PTA events as well as fundraising initiatives. It needs to be designed visually engaging, featuring a money thermometer to illustrate the fundraising target and outlining how the generated funds will be allocated. Also to be included are the charity donations and children to go home with the Terracycle’s recycle guide.

* + 1. **FOREST SCHOOL**

Mrs. C shared details about a proposed implementation of a Forest School scheme at William Penn, providing an opportunity for children to participate in afternoon sessions on a biweekly basis. It was noted that Lola Rose’s parents run a Forest School called Little Barn Owls. James Rolfe-Whelan mentioned he was keen to be of assistance if required.

* + 1. **THE SILVER COIN CHALLENGE**

CH introduced an exciting fundraising concept that involves children from each year group collecting as much silver coin change as possible from home and bringing it in. The classes will engage in friendly competition to create the longest line using the collected coins. The responsibility of counting the total coin funds will be assigned to Years 5 and 6, with the accumulated funds contributing to the PTA funds.

* + 1. **OTHER IDEAS**
* Weekly bake sales (brought from shops to avoid food allergens).
* School Lottery Sweep Stake
* Reverse Auction
* Summer Fate
* Book Sale – tie in with World Book Day
* Second hand Christmas Jumpers / Halloween & World Book Day costumes sale
* Colour hamper raffle
* Seek sponsorship for summer event
* RHS Campaign for School Gardening
* Children in the school council could put forward their own ideas on what money could be raised for

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| **Subject** | **Action** | **In Charge** | **Deadline** |
| AGM Minutes | KH to write up the AGM Meeting Minutes and distribute accordingly. | KH | 31st January  |
| PTA Watsapp Group | KH to add new Committee members to the PTA Watsapp  | KH | 31st January  |
| PTA Funds | NG to release PTA funds to school  | NG / AC | On going |

**Distribution:**

**William Penn Teachers William Penn PTA Committee**