Friends of Mandeville PTA Annual General Meeting Minutes

7pm, Wednesday 28th September 2022

Mandeville Primary School, Mandeville Drive, AL1 2LE

Attendees:

James Whitaker
Olamida Taniola
Marianne Otto
Zakia Shamsher
Sheila Philpot
Patsy Harding
Kimberley Baron
Cathy Longhurst
Tracy Akrigg
Dean Grimshawe
Sara Grimshawe
Alex Parrott
Sarah Chase
Joanna Cooney
Lucy Parpova
Emil Dimitrov

Apologies:

Kevin Byrne
Lizzie Cooil
Bernadette Hall-Roberts
Caroline Cowling
Mary Chakraborty

Minutes

Agenda Item		Action	Responsible
1. Welcome from the PTA Chair	Out-going Chair Kim welcomed both old and new parents to the 2022 AGM, and everyone introduced themselves and which years their children were currently in at the school. Mrs Longhurst explained the role of the PTA in raising money for the school and that whilst every parent was a member of the PTA, three committee roles that needed to be filled (from Chair, Vice-Chair, Treasurer and Secretary) for the PTA to run. Zakia noted that she was stepping down from the committee as she now has		

	a job as a Year 1 Teaching Assistant at Mandeville.		
2. Apologies	Apologies were given from Mary Chakraborty, Lizzie Cooil, Bernadette Hall-Roberts, Caroline Cowling and Kevin Byrne.		
3. Acceptance of the AGM Minutes from 13th September 2021	Kim proposed the AGM minutes from 2021, and these were seconded by Patsy. The Minutes were accepted at the meeting as an accurate record.		
4. Summary of the Year – out-going Chair	Kim summarised a successful year for the PTA: • She noted the year had started with the Winter Fair. While the weather was horrendous and the event was held outside due to Covid, the fair was fantastic and was a great way to start the year. • There was Macmillan coffee morning, which will also be held this year. • The PTA organised Kindness in Cottonmill, where the children nominated local people to get hampers of gifts. Local businesses sponsored £50 to pay for the contents and this was a lovely activity. • There have been uniform and fancy dress sales, which made decent amounts of money and the PTA plan to have more of these this year. • Eco-kids takes place 2-3 times a year. Families donate second hand clothes and other goods, which are taken away by the Eco-kids company and weighed and the PTA is paid money per kilo. • The PTA organised a collection of clothes and toiletries to go to Ukraine, which they sent via St Columba's. • There was the 2p collection on 2/2/22, which raised lots of 2ps, all counted and taken to the bank by Kim and Zakia. • For Mothers' Day, the PTA did a planting activity. The plants were	Put a note in the next newsletter about easy fundraising.	Patsy

	donated by local garden centres, the soil came from Lizzie and the crockery came from the Hospice of St Francis charity shop and would have otherwise gone to landfill. • At Easter, the PTA Easter Bunny hid eggs around Cottonmill and when children had found them, they came back to have a photo opportunity with the Easter Bunny by the school. • There was a Fathers' Day shop held outside the front of school where students could buy presents. • The PTA helped support the Jubilee Party held on the school field. • There were regular ice lolly Fridays during the Summer term. • The Summer Fair and Dog show was another fantastic event. The PTA sourced great raffle prizes from local businesses. • There's an on-going amount of money from easy fundraising (donate as you shop). This is promoted well on Facebook by Linda Whitaker. • Two events were cancelled due to lack of uptake: the quiz night at the end of lockdown and the camp night.		
5. Financial summary – out-going Treasurer	The current balance is £20,582.62. The profit from January was £6170.15 and from September was £9342.80. The Summer Fair alone made a brilliant £4755.10. There was a change of Treasurer part way through the year, and the out-going Treasurer still doesn't have some of the bank statements or a mandate at the bank. There are itemised documents and receipts for all transactions but the record keeping has been difficult. The issues with the current HSBC account include lack of online access and no local branch that can take deposits (the nearest being Harpenden, which often has only one teller and you can't book an appointment).	Once the new committee is in place, look to move banks.	In-coming committee

	The PTA is looking to move banks, possibly to the Metro.		
6. Election of Officers and Committee Members	Chair person: Kimberley Baron was nominated by Sheila and seconded by Ola, and unanimously voted in. Vice-Chair: Marianne Otto was nominated by Jo and seconded by Sarah, and unanimously voted in. Secretary: Dean Grimshawe was nominated by Zakia and seconded by Ola, and unanimously voted in. The position of Treasurer was left unfilled. Marianne has noted that if a Treasurer does not come forward, then she will fill that role but that she would prefer someone else to take the position, particularly if they have some financial experience.	Advertise for a PTA Treasurer in the newsletter.	Patsy
7. Events and fundraising calendar	Mrs Longhurst handed over to the new Chair, Kim, who outlined proposed events for the new school year: • Macmillan coffee morning is taking place this Friday morning in the Activity suite. • Harvest collection. Mrs Longhurst noted that the school had stopped it's Harvest Festival as it didn't add anything to the calendar, but that the pupil forum is interested in organising a collection for the Food Bank this year (rather than running through the PTA). Kim noted she could arrange a talk for the forum about how the women's refuge used the food bank. • Neon themed Disco. Friday 11th November as no letting on that day. Jo noted that Lizzie had donated a Nintendo Wii, and this had been set up in a room last time. • Winter Fair. Sunday 11th December. James noted he has a snow machine. Mrs Longhurst's husband or Kim's brother were suggested as Santas.	Put up directions to the Activity suite (an arrow) for Friday morning. Consider ways to run an International Day	Patsy Mrs Longhurst

	• Christmas shop, where the PTA buy gifts, parents / carers pay in advance and then children get to come in and pick a present. Monday 19th December. Mrs Longhurst noted that as well as fundraising, this empowers children to make decisions without parental input. Several parents at the meeting noted their children loved the gift room. Kim noted that several gifts had been redonated back to the PTA and that the gifts themselves were not particularly sustainable. Kim agreed that the PTA would run the Christmas shop but would like ideas of other places to buy c. £1 presents other than the pound shops. • International event. Two parents put this idea forward separately. Although the idea of a food event was discussed, Mrs Longhurst noted that Natasha's Law made this difficult as it was hard to get accurate allergy information. Alternative ideas were dressing, craft and games. Mrs Longhurst is putting thought into how to make a combined school / PTA event, e.g. having an international day where for the afternoon, parents set up stalls in the hall that classes are taken to visit. She will consider this further. • Movie night. To be held in early Spring when it is still dark. The PTA doesn't hold an MPLC licence (but does hold lotteries and alcohol licences) and would need to consider how to run this. • Additional ideas for further discussion at the next Committee planning meeting: kareoke, yoga, talent show, readathon, car wash (insurance was mentioned), fill a Smarties tube with 20ps. There was discussion over how children and families pay for events. Patsy noted that using Arbor was much simpler for the school. Sheila noted that children have few opportunities to use actual money and that it is a good way		

	to learn about budgeting. Jo noted that not every family may have access to a a bank account but was reassured that the school know their families in this instance. Jo noted that there was a discussion locally around Warm Hubs (places where people can go and stay warm for free during the Winter) and if the school / PTA was considering anything, to get in touch so that the initiatives could be joined up.		
8. Date of next meeting	7pm, Tuesday 11th October 2022. To be held in the Staff Room, entrance through the gate off the car park (to the left of the car park entrance doors). The purpose of the meeting is to assign jobs to people and how to bring events together.		
9. AOB	It was noted that there was a PTA WhatsApp group, and attendees were given the opportunity to join. Alex noted that some families can't give time to the PTA but may want to make a monthly donation. Patsy said they could do this through Arbor, but it may be simpler to make a direct donation to the PTA bank account as Arbor has fees. Direct debits should be ported across if the PTA switched bank accounts. Alex has a Mandeville school LinkedIn group but needs to get this in the newsletter. Jo noted that Lizzie had said she was happy to continue to liaise with the Bikeability scheme she had helped get into school. Mrs Longhurst noted that the Herts Disability Foundation was coming into school next week. It was noted that it would be useful to have a QR code to access easy fundraising in the newsletter.	Spread the word re Panto ticket availability.	PTA Committee

	Patsy noted that there were still several Panto tickets left available and to spread the word. The school sells these for £12, but it would cost £21 on the door so they are good value and a source of fundraising for the PTA. **Sports Hall** Mrs Longhurst shared the exciting news that the school has permission from the Trust to build a Sports Hall on the Mandeville grounds. The hall would be a single storey modular building 20m long, with an open hall with a mirrored wall and a meeting room. The hall would be separate to the main school building, and could be accessed independently from the main school site. This would give the school more flexibility for wet weather activities and around lunchtime when the main hall was being used. Patsy has been working hard to pull this together. The school has three years to raise the money, and has been allowed to keep £76k from the last year to go towards the project. They now have to match this over the next two years. They are looking at grant funding but would also like a significant contribution of £50k from the PTA. The PTA has £20k already, so this would be a further £15k each year over the next two years. Mrs Longhurst noted that aside from Marvellous Me and the leavers' hoodies, all other PTA funding would go towards this project. Alex offered to lead the project. Possible fundraising ideas put forward were sponsored bricks or flagstones, black tie dinner events, silent auctions, sponsored "send a teacher" events, a drive in movie, name the building, text to donate, and a low noise firework display (similar to Fleetville). The meeting ended at 8.26pm.		