Friends of Mandeville PTA Annual General Meeting Minutes

6.30pm, Wednesday 20th September 2023

Mandeville Primary School, Mandeville Drive, AL1 2LE

Attendees:

Cathy Longhurst (CL) (Head)
Patsy Harding (PH)
Kimberly Baron (KB) (Outgoing Chair)
Ellie Stidson (ES) (Treasurer)
Shelia Philpot (SP)
Sam Squire (SS)
Sara Holloway (SH)
Jennifer Chilcott (JC)
Lyndsay Pullen (LP)

Apologies:

Dean Grimshawe (Secretary)
Alex Parrott
Joanna Cooney
James Whitaker
Sue Moore

Agenda Item		Action	Responsible
1. Apologies	Apologies given, outlined above		
2. Welcome from Headteacher/PTA Chair	CL- Outgoing Chair KB has stepped down as PTA Chair. This leaves PTA without a Chair. CL did Welcome.		
3. Acceptance of AGM Minutes	CL confirmed that the minutes from the previous AGM on 28/09/2022 are a true reflection of what was discussed.		
4. Summary of the Year	KB went through the years fund raising activities from September 2022 to July 2023.		

	<u>September 2022</u> **McMillian Coffee Morning-** Raised £120 for McMillian. Comments that more homemade cakes were needed. KB explained that she can only sell what was donated on the day. <u>November 2022</u> **Neon Disco-** This event was a great success, far busier than anticipated. <u>December 2022</u> **Winter Fair with Santa-** Had a real traditional feel. Again busy, especially with Santa but limited time to fit in visits without extending hours. **Panto-** Managed to sell all tickets. **Present room**- CL explained what this was, children can buy a present for a loved one from a selection at school. This gives opportunity for the child to get a present that is a surprise to the recipient. KB acknowledged that this is only possible with a lot of effort form volunteers, staff and the school as a whole as children are allowed out of class to participate with this. <u>March 2023</u> **Mother's Day gift-** This year children were supported to decorate a tile for their mother's/loved one. This was a success, but a lot of work and time. **Quiz and Curry Night-** Was a lovely evening and curry was delicious. <u>April 2023</u> **Cottonmill Easter Egg Trail** <u>May 2023</u>		

	King Charles Coronation- PTA funded snacks/crisps for the celebrations. A lovely party which the children will remember forever. <u>June 2023</u> **Father's Day-** Lessons learnt from Mother's Day and a simper activity was chosen. Children were supported to decorate a wooden keyring for their father/loved one. <u>July 2023</u> **Summer Fair and Dog Show**- A success, and token system worked well. PH raised card machines worked well, but could have done with more. <u>Throughout the year</u> **Uniform Sales-** They don't raise a lot, but not the main reason for them. Attendees discussed that there is a lot of lost uniform. **Ice lolly Friday-** Always good to do and enjoyed. **Raffles for Fairs-** KB explained that we have some great supporters. She did not approach Old London Road Garage for prizes for Winter and Summer fair this year to give them a break but they have been very generous in the past. We do need more companies to donate to this. **Coffee Morning-** Takes place on Fridays, KB explained that it is really good for the school community and she brings toys for toddlers to play with. On parent comes and uses the session to help her learn English. There is a real benefit to this. PH asked whether we could make this more of a toddler group, for people outside Mandeville parents to encourage people to apply to Mandeville Nursery and School. Agreed this would be a good idea, especially as less Toddler groups are happening at the Children's Centre.		

	CL explained how successful KB has been in her role as PTA Chair (as has her son Fin).		
5. Financial Summary	ES went through the finances. The PTA made a profit of £11,839 during the year 2022 to 2023. The year before (2021-2022) the profit was £10,192.78 so there has been an increase of £1,646.22. A breakdown of where money has been made was provided. The main fundraisers were Summer Fair (£3,080.44 profit), Winter Fair (£2,036.48), Easy Fundraising (£1,420.55) and Neon Disco (£1,380.15). It was discussed that Easy Fundraising is a very good way to raise money with minimal effort. This is thanks to Alex Parrott for pushing this and the people who regularly use it. SP did not know how it worked and so this was explained. It was discussed that this may be a common problem so maybe how it should be used can be explained in class WhatsApp groups. CL- A big thanks to ES for completing the process of changing banks. ES confirmed that the PTA has an account with Metro Bank and the HSBC account is now closed. This means less fees going forward. PH- Another Card machine is needed. ES stated this was about £100 and it was agreed this was a good use of money. Cheaper versions were discussed, but it was agreed that the one the PTA has currently is better as can print receipts and does not need a phone.	Outline of what easy fundraiser is and distribute to class WhatsApp groups. Order a new card machine	Alex Parrott/ Class reps ES
6. Election of Officers and	**Chair-** KB stated that she will not be re-standing as Chair.		

Committee Members	No one else stood forward for this role. It was discussed that a Chair was legally needed for the PTA to continue. **Treasurer**- ES stated she would re stand. ES was nominated by KB and seconded by PH. **Secretary-** Outgoing Treasure Dean Grimshawe sent an email confirmation that he was willing to re-stand if no one else wanted to complete the role. CL explained the role of the Secretary; taking minutes, general support to the PTA and ideally writing a weekly PTA section for the school's newsletter. Sam Squire stated she was willing to take on this role if also provided with support if health meant she could not undertake all duties. SS was nominated by ES and seconded by KB. **Chair**- The role of Chair was raised again as a vital role. No one within the meeting felt able to take on this role, so KB kindly stated she would do this role again for a year with support. **Vice Chair**- It was felt that a vice Chair could support KB in her role. SP agreed to take this role. SP was nominated by CL and seconded by KB.		
7. Events and fundraising calendar for 2023-24	**MacMillan Coffee Morning-** 6th October 2023 (chosen so it didn't clash with other McMillian Coffee Mornings) **Harvest-** School Organises, year 1 involved.		

	Neon Disco- 2nd November 2023 **Winter Fair with Santa-** 3rd December 2023 **Other ideas** SH raised about a Willy Wonka Golden Ticket fundraiser as some of the new Willy Wonker film was filmed in St Albans. Idea to ask local cinemas to donate tickets as prizes. CL suggested asking if they could do a screening of the film for KS2 as they have done this previously. CL agreed 'free' prizes can be used e.g. extended play time.	Contact Odyssey regarding free tickets and/or screening.	SH & KB
8. Date of next meeting	TBC		
9. AOB	N/A		