



COOKHAM DEAN PRIMARY SCHOOL PTA MINUTES

of the AGM meeting held on Tuesday 22nd October, 2024 at 7.30pm

ATTENDEES:

Pippa Jeans [PJ] 2
Michelle Patiar [MP] R/2
Tessa Allanson [TA] 6
Marie Hepworth [MH] R/4
Mrs Reekie [FR]
Sophie Bird [SB] 1
Katy Bowen [KB] 1/3
Vicci-Lee Pearson [VP] 4
Maddi Parkinson [MP] R
Ozge Bayraktar [OB] R
Claire Greenwood [CG] 5

Rachelle Cornel [RC] R
Vanisha Kneafsey [VK] R
Sylvia Rai [SR] 1/3
Peter Hasler [PH] 2
Rebecca Dawes [RD] 3/5
Holly Jenkins [HJ] 2
Abbe Oxley [AO] 5
Tori Dixon [TD] 4/6
Jacqueline Abel [JA] 6
Isadora Bennett [IB] 4

1. WELCOME

PJ welcomed everyone to the AGM meeting for the 2023/2024 school year and thanked them for coming. She said it was wonderful to see so many people and extended a special welcome to those new to the school and attending their first meeting. Apologies were received from Dan Pearson, Sammy Atkinson, Tracy Baker, Kim Milne, Lucy Leddington Wright, Nina Griffith and Nicola Studer. PJ explained she would be running through the objectives from last year, and then looking ahead to the objectives for this year.

2. CHAIR'S REPORT

PJ presented the Chair's Report for 2023/2024. She ran through each of the objectives set last October, as follows:

Objective 1: Raise in excess of £20,000 to provide ongoing financial support to the school whilst increasing our focus on sustainability at events and healthy eating choices.

We raised over £29,000, which was amazing! PJ said we had held six new test events, all of which we think we can take forward in some way, namely: the Christmas Tree Pick Up Party, Movie Nights, the mulled wine at Copas event, Legoland tickets, wine tasting (parent social) and Child Choice Day.

Regarding healthy eating, we removed the sweet treats from the summer disco and had watermelon instead, we didn't hold lots of cake sales and removed the biscuits from Storytelling Night. These were subtle differences, but took us in the right direction, and were balanced by events like the fete. Regarding sustainability, the fete let us down on this, and it was agreed we really need to focus on this for the 2025 fete.

Objective 2: Utilise free software to enhance our administrative processes where possible, we wish to simplify tasks for volunteers and enhance accessibility for parents and donors.

We realised that free versions of software aren't really designed for our purposes, but lots of improvements have been made. We used Square to take the Christmas Tree sales online

– thank you to MP for all her work on this. We have also moved all of the second-hand uniform sales online – thank you to HJ and MP for their hard work. We also invested in Jotform towards the end of the year, which will greatly reduce the admin involved in events like the discos and selling tickets for Legoland or the Windsor pantomime. It will make things easier both for the people running the events and for parents buying tickets.

Objective 3: Increase awareness of the PTA's initiatives and wish list to foster a collective sense of purpose within school and the local community.

PJ said this one is difficult to measure, but since Megan set up the Instagram account this time last year, engagement has been growing and businesses have been contacting us. We also had a donation from the Cherry Pickers for the garden as a result of a social media post.

Objective 4: Continue to involve and serve the local community, and strengthen our ties where possible.

We have worked closely with the village hall team, and it has become more of a two way street. PJ has attended their meetings and we supported the Village Fete and Bonfire Night as usual. We also ran the bar at two Food Fests at the village hall – thank you to AO and JA in particular for their work here. We have also stepped up the relationship with Copas by selling mulled wine at their turkey collection day.

PJ thanked everyone for their support and generosity over the year, especially all the class reps, Janine, TA, MP, TD and HJ. Thank you to IB and AO for all their work on refreshments, which has made events so much easier. And thank you to Helen for taking on the 50:50 club – numbers have increased and we've had to buy more balls!

The report was reviewed by those present and PJ proposed that it be committed to the minutes as final. A full copy of the report can be obtained from the PTA Chair.

3. TREASURER'S REPORT

MP presented the Treasurer's Financial Report for the year ending 31 August 2024. The balance of the PTA account was £25,000 at the end of the year, which is the same as 2023. MP said that it was another successful year of fundraising, thank you to everyone involved. It was largely the new events that accounted for the uplift in the total amount raised (£28,776 this year, compared with £24,840 last year).

Headline events for Terms 1 and 2 were the Gravity Grand Prix, generating money from sponsorship donations as well as the café (£1,300). The Christmas Tree Sale and Christmas Raffle were also significant money makers (£3,500 total). We also had £572 from the tea towels and £1,300 from the Copas event. Terms 3 and 4 are usually quieter, but we raised £1,586 from the Swimathon, which was up on last year, and also £642 from the new Movie Nights, plus we had smaller events like the Easter Trail, Child Choice Day and Storytelling Night, which together gave us a significantly stronger result for this term. In Terms 5 and 6 the fete is the key event, and this raised £9,000 (A&J sponsorship money will go into next year). The cricket match raised £1,153 which was excellent. We also had Legoland and the parent quiz, amongst others.

MP explained that this year we started allocating the costs for refreshments to general PTA expenses, rather than each individual event, as IB and AO have been buying in bulk and overseeing the stock, which is more cost effective. This means the events are showing more

profit, but it is too difficult to separate out the costs so it makes sense to report it this way.

Second-hand uniform sales did very well this year, raising £1,066, and we also received £580 through the 50:50 Club and £763 from Running Club. Thank you very much to the Running Club for generously donating this money! We also earnt £500 in interest from the higher interest bank account.

Payments into the VCF account totalled c.£7,600 for the year (compared to c£11,000 in 2022-23). School withdrew £13,000. The bank balance in this account is consistently going down. This money is used to balance the school budget as we have 28 rather than 30 children per class.

Our expenditure this year was lower than last year, at £30,000. £9,000 of this was curriculum spend, which was the same as last year. FR explained that this money is used to pay for curriculum resources (we had a new curriculum last year), subscriptions, books and SEND. We spent £17,000 on new projects, including £6,500 on the new air con and £4,400 on the climbing wall. We gave £600 to the Year 6 leavers' events. PTA expenses were £1,200 – this is higher than usual because of the stock for refreshments, plus the film licence, PTA insurance and investment in Jotform.

MP then talked about the outlook for the coming year. Of the £25,000 in the bank, £9,000 is already ringfenced for the curriculum spend, £540 is to be transferred to the VCF account from match funding, £670 to be transferred for VCF donations, £170 is set aside for neurodiversity resources and £10,000 is set aside for the outdoor classroom. This leaves approximately £4,000 that can be spent. MP said that the balance in the VCF account continues to decline and we need to be mindful of this, as school continues to withdraw £13,000 per year, but contributions are falling well short of this.

We then had a discussion about the VCF, as not all present were aware of it, or had understood its significance. FR said there is no back up for the shortfall. She explained that it is a Voluntary Contribution Fund that parents can donate an amount of their choosing to every month. It is all confidential. The money is held by the PTA because of its charity status, but it is separate from PTA fundraising. FR explained that by having 28 children per class rather than 30, the school loses £8,000 in funding per class. The school budget pays for important things such as teachers' salaries, and the current cost of living situation means the budget is increasingly stretched as everything becomes more expensive. She said the VCF money is crucial and the school really relies on it. Some of those present said that it was good to have it clearly explained, as although they had seen it in the welcome pack, it had not stood out as being vital. SR asked when it last raised £13,000 in a year. This wasn't known, but basically contributions from parents who have now left the school have not been replaced by new parents. HJ asked if the school will have to go to 30 children per class and FR said yes, if nothing changes then probably in a couple of years they would need to do this. Everyone agreed having smaller classes is one of the school's USPs, and that the VCF should be promoted more. We should also again explore match funding.

The report was reviewed by those present and MP proposed that it be committed to the minutes as final. All attending approved. A full copy of the report can be obtained from the PTA Chair.

4. PTA COMMITTEE 2024/2025

- PJ stepped down as Chair but advised she was happy to continue for 2024/25. IB nominated PJ and this was seconded by TD. PJ was unanimously re-elected as Chair.
- MP stepped down as Treasurer but advised she was happy to continue for 2024/25. TD nominated MP and this was seconded by SR. MP was unanimously re-elected as Treasurer.
- TA advised that she was stepping down as Secretary as this will be her last year at the school. PJ nominated MH and this was seconded by SR. MH was unanimously voted in as Secretary.
- No one volunteered to take on the role of Co-Chair.
- The Charities Commission will need to be updated with the details of the new trustees. **ACTION: MP.**

5. OBJECTIVES FOR 2024/2025

PJ proposed the following objectives for this year. She said that when deciding on the fundraising target we had considered the fact that school budgets are getting tighter and tighter and we need to bridge that gap, but at the same time we have to have realistic expectations!

Objective 1: Raise in excess of £26,500 to provide ongoing financial support to the school and continue our support of the healthy eating choices.

Objective 2: Increase our focus on sustainability.

Objective 3: Utilise all possible avenues to further increase our ties to local businesses and the volunteer community.

Objective 4: Ensure the good we are doing is seen by all parents and teachers.

PJ said we are already looking at the fete for next year with regard to sustainability. With regard to objective 3, we have events (e.g. the silent auction, fete, mulled wine) businesses can sponsor and are very open to ideas on how to expand our community. IB said she would love ideas of businesses to approach. We really want to get across that money raised genuinely does benefit and make a difference to every child.

6. 2024/2025 AGM DATE

The PTA AGM for the 2024/2025 school year should be held at the same time next year – October 2025. This allows all to settle back into school and set objectives for the coming year. Actual date to be confirmed.

7. ANY OTHER BUSINESS / CLOSE

There were no additional items of business and the meeting closed.