



# Tewin School PTA Annual General Meeting

## Tuesday 17<sup>th</sup> September 7.15pm

### Tewin Cowper School

## Meeting Minutes:

### **Present:**

Kelly Fairhall (Headteacher), Kay Adam-Smith, Katie Florez, Kez Yahya, Sinead McNamara-Turner, Gina Wallace, Keeley Will, Luke Hammond, Phil Pedlar, Amilia Arnold, Jayne Evans, Lulu Green, Liz Pantellis, Charlotte London, Katie Murphy, Claudia Cowap-Whiskin, Cat Ruddick, Leah Hill.

### **Apologies From:**

Cody Wedge (co-treasurer)

### **Review of AGM meeting minutes from Sept 2023 and actions arising:**

- Look into backing up the receipts data: **Ongoing action**
- Check final accounts: **Done**
- File accounts: **Done**
- Get PTA registered with Gift Aid: **Ongoing**
- Agree number of huts and location: **Done, but now need bolting into place**
- Panto coming to school: **Done and re-booked for 2024**
- Go back to Setter Limited and ask for playground amendments: **Done**
- Look into a grant for playground: **Action cancelled - not applicable to area**
- Write to the Lochlands Trust: **Ongoing**
- Feedback on parent's fundraiser ideas: **Done**

### **Chairperson's Report**

*“Welcome everyone and thank you for coming to this evening's AGM. What a great turnout!”*

*For those of you new to the school, the objective of our PTA is to enrich our children's days at school. We do this by donating funds to the school for items such as new Chromebooks, playground & sports equipment, whole school trips, class workshops, and new books. These funds are raised via fun events both in and outside of school for the children, adults, and the community as a whole. It's fantastic that as Teachers, Parents, and Carers of children at the school, that you are here tonight to support their journey.*

*We are run by a committee elected each year at the AGM. This AGM meeting is the only formal meeting of the year and deals with the formalities of*



*committee elections, financial reviews, and plans for the future. A copy of the Constitution is available on request.*

*Before I launch into these formalities, I would like to take a moment to acknowledge and thank the current serving PTA committee:*

- Chair - Kay Adam-Smith*
- Vice Chair - Katie Florez*
- Treasurers - Cody Wedge and Katie Florez*
- Secretary - Keeley Will*
- Committee Members, Catherine Ruddick*

*Through hard work, dedication, and commitment to the PTA, we have continued to accomplish our goals and improve upon already fantastic achievements - so thank you, as you guys really do "make it happen".*

*I am also very grateful for the support and guidance provided by our previous Deputy Head Teacher and now Head Teacher, Kelly Fairhall, who provides invaluable support to the team. A big thank you also goes to our Class Reps for sharing all the news and announcements with their relevant classes.*

*Other Committee Members include staff and parents and I would especially like to thank Nicola Wood for co-running the Colour Run with me, and to Becky Sherman for taking the lead on the fabulous Braids & Bubbles event. Also a thanks to Alex Larke for being our superstar DJ at so many events again, as well as the whole Committee who helped us achieve our objectives, and organise - as well as attend - fundraising events where possible.*

*Now to summarise the 2023/2024 academic year. It was most definitely a successful year when it came to fundraising, exceeding our target yet again with a massive £16,500 raised! Katie and Cody have detailed the breakdown of the income events in the Treasurer's Report, but I also just want to mention our top fundraising events from last year:*

*Our first major event of the year was the return of the Colour Run in September. This was held on the school field this year and was certainly a hit with the kids - and the teachers and parents who got to throw powder all over the kids! Hopefully, this will return again next summer, if Nic is free to organise!*

*The ever-popular Bonfire Night - one for all the family and community - was held in November. As always, this proved to be a fun-filled evening, enjoyed by all and over 500 attended last year. This is an annual event and I look*



*forward to the fireworks night again this November. Thanks go to our new member, Gina Wallace, for offering to run it this year and give me a year off!*

*The Xmas Disco came next - a favourite with the kids! The Memorial Hall was packed with kids and parents dancing and having fun, playing games, enjoying the tuck shop, and a great profit was raised for the school. An excellent event and special thanks to Cody Wedge for bringing The Polar Express and Santa to Tewin! This event is a firm fixture in the calendar and one that we all look forward to. We are looking forward to seeing what our year 2 parent, Sam Hoskings, has in store for us as she has kindly volunteered to lead it again this year.*

*The Easter Trail arrived in the Spring, taking place just before the Easter Holidays, and was well attended, even in the unseasonable gales and hail stones, with over 200 kids coming along to solve the Easter clues, find the mini eggs, and collect their full-sized eggs at the end, in the Plume of Feathers pub this year. Thanks to my Vice Chair and partner in crime, Katie Florez, for helping me to organise this event and for raising around £2k. Our new mum, Claudia Cowap, has kindly agreed to take over the reins for the Easter event this year.*

*And to finish the year with a bang, we tried out a new event - our sponsored bounce-a-thon! This was a hit with the kids and raised an impressive £1,700!*

*Finally, I would like to finish the Chair's report by offering a word of appreciation to everyone involved in the PTA this year. Your commitment and willingness to contribute have been incredible, as have your efforts to ensure that the PTA continues to go from strength to strength. I look forward to the coming year!"*

*Kay Adam-Smith  
Chair  
Tewin Cowper PTA*

**Thank you to Kay:** A Big thank you from Miss Fairhall for Kay's relentless efforts and hard work over the years in her role within the PTA. All events are well organised and lots of wonderful memories were made. Thank you from the school for providing lots of fantastic events that we wouldn't otherwise be able to financially support.



## Treasurer's Financial Updates

- Total income from 2023-2024: £23,608.20
- Total expenditure from 2023-2024: £28,594.71
- Loss from 2023-2024: £4,986.51

“We have managed to spend £5k more than we raised this year, this ‘loss’ is actually good news as we have been building up funds for some years, but we have always said we aim to spend quickly so that the children of those who have contributed get to benefit. Last year we also managed to spend a lot with only a £1200 profit from a £25k overall raise - previous year we had nearly £3.5k ‘profit’”.

### Summary of how was the money spent:

- £1,500 for the Simpson Huts
- Over £13,000 for the new playground & repairs (children voted for the design)
- £700 for the all-school panto (re-booked for this year)
- £265 for a gift (book) for each child at Christmas
- £1,400 for the class trips to support learning e.g class trips or workshops
- £1,400 for class pots to support learning e.g extra items to make lessons fun
- £1,000 on new books for the library (all voted for by the children)
- £540 for kids' magazine subscriptions
- £858 deep swim lesson contribution for Yr 5
- £400 for the end-of-year ice cream van treat
- Range of smaller items - glockenspiels, outside clock, yr 6 pizzas, trampoline

Having reviewed accounts it doesn't appear that the £1,400 committed to school for trips has been paid - so this will be transferred for this year.

**Recording of Receipts:** Agreed to use WhatsApp to keep receipts electronically, money can't be reimbursed without receipt & needs double signature to authorise a



refund. Explored how we can formalise this process and back up receipts. Need dynamic and communicative processes. Ideas included specific PTA finance email address, have a Google doc that has a spreadsheet within it – this allows you to share the spreadsheet.

**SOS Fund:** Monies donated to SOS have reduced considerably from £282 p/month in Sept 2022 to £200 p/month in Aug 2023 to £85 p/month in Aug 2024. Explored how we can promote the SOS without being too pushy, especially given the current financial climate – agreed that WhatsApp Class Reps are to drop a monthly reminder.

**Ideas for Future Spending**

Current balance = approx. £18k. We explored some ideas for how we plan to spend this money for the current school year. Ideas included: School Panto, Deep Swim, Class trips, Science Week, and class pots. *Agreed to keep a reserve of £5,000 for emergency funds.*

**Wish list from Head & Staff**

- Parts of the playground apparatus require repairs and are currently out of use. Kelly to acquire quotes from Setter for repairs.
- Interactive whiteboards for Yr 3 & 5 not fully functioning and require replacement. Approx £1,700 each.
- Class atlases x 30
- Y4 children requested bean bags for a cosy reading corner.
- £60 - Whole school French café
- Whole school theatre trip - MK, Hertford, WGC, Stevenage
- Science Week
- Blender for cooking
- £40-50 for new cooking utensils and equipment.
- Early Years – bigger outdoor bikes and ride-on vehicles
- Simpson Huts – require weatherproofing
- Kelly confirmed that the school minibus has been sold, so funding not needed.

**Planned events for 2024-25 fundraising discussed:**

Major Events	Minor events
● Fireworks night	● Break the rules day
● Xmas disco	● Doughnut sale
● Adult quiz night	● Non-uniform day
● Easter trail	● Penny wars
● Colour run	● Xmas wreath night

**Potential new funding ideas to explore:**



- Book nooks / sponsored reading event
- Poetry slam
- Bingo
- Murder mystery night
- Open-air cinema
- Bollywood-style dinner and dance
- Barn Dancing for adults and kids
- “Buy your child a chair/brick” idea

### **Election of PTA Officers**

Everyone stepped down from their role and the following were re-elected: Kay Adam-Smith (Chair), Katie Florez (Vice Chair), Cody Wedge (Co-Treasurer), Cat Ruddick (Committee Member) were re-elected. A big thank you to Keeley Will for her role as secretary. New members elected Sinead McNamara-Turner (Co-Treasurer) and Kez Yahya (Secretary).

**Non-committee PTA team - Gina, Claudia, Jayne, Keely, Charlotte, Leah, Lulu. Miss Fairhall is happy to remain as school link, and Katie Murphy stepping in as teacher rep, following Keeley Will's stepping down.**

### **Class Reps:**

- Reception: Gina Wallace & Jayne Evans
- Yr 1 - Cody Wedge & Katie Florez
- Yr 2 – Sam Hoskings
- Yr 3 – Katie Florez & Kay Adam-Smith
- Yr 4 – Tasha Bedford & Cat Ruddick
- Yr 5 – Ana Sousa
- Y6 - Kay Adam-Smith & Amy Muir

### **General business**

Fireworks night & recruitment of volunteers were discussed and identified. Further help is needed for setting up and tidying up.

**First PTA social** – proposed date of 22<sup>nd</sup> Nov 2024. Claudia to arrange.

**Date of next meeting** – **Tues 21<sup>st</sup> January at 7:30pm at the Plume of Feathers Pub, Tewin.**



New Actions	Action By
Formalise the process of backing up and processing receipts	Sinead and Claudia
WhatsApp Class Reps to drop a reminder about SOS	Class Reps
Register PTA for Gift Aid	Cody Wedge
Recruit more volunteers for fireworks night	Gina Wallace
PTA WhatsApp group to be set up for PTA volunteers and committee	Kay Adam-Smith
Source/appeal for bean bags	Kay Adam-Smith
Write to the Lochlands Trust	Kay Adam-Smith
Secure Simpson huts as a matter of health and safety	Katie Florez
Find out a quote for repairing playground apparatus	Kelly Fairhall
Contact supermarkets about donations towards cooking trolley	Kez Yahya
Contact local councillors for any Grants	Sinead M-T



**REGISTERED CHARITY NO: 1096173**