



PTA AGM 2024 Minutes

Christ Church New Malden Primary School

Parent Teacher Association

Registered Charity No. 1027483

ANNUAL GENERAL MEETING

Wednesday 2nd October 2023

Attendees

Cat Beston (Co-chair), Becks Reid (Co-chair), Glyn Hooper (Treasurer), Neil Meehan, Sarah Geer, Lucas Roberts, Jason Fernandes, Qing Wu, Rose Hamman, Angie Palmer, Kendra Hayes-Pang, Robert Shrimpton, Ms Saeed, Sarah Saeed, Jenny Dyson.

Apologies

Helen Hughes, Cath Vivian

Welcome

Cat Beston (Co-Chair) opened the meeting with a welcome and thank you to those in attendance and gave a brief overview of what the PTA and AGM are all about.

Robert Shrimpton (Chair of Governors) spoke of the value of the legacy the PTA's work has and an encouragement to get involved. (thank you Rob!)

Introduction

Glyn Hooper introduced the content of the meeting



A warm welcome from your PTA

What we do

We support the school by raising as much money as we can to enhance, enrich and improve learning experiences for the children.

Who we are

We are volunteers and parents of children at the school, just like you.

How you can help

Get involved! Donating your time is as important as donating your money. Lots of people doing a little, rather than a few people doing a lot, is the key to event success!



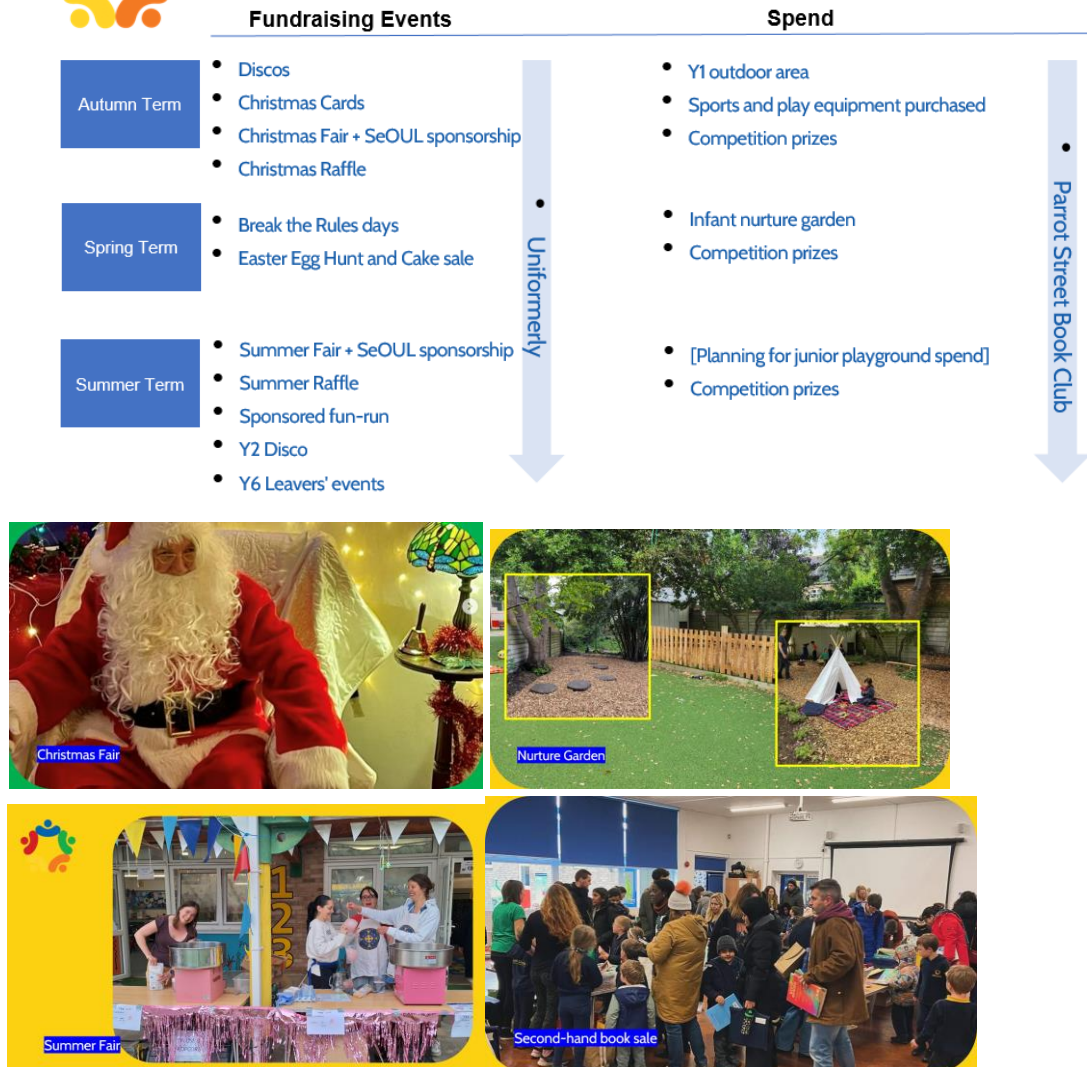
 Christ Church Primary PTA  @christchurchprimarypta  Join our WhatsApp Group

2023/24 Highlights

We looked over a range of pictures and charts that outlined the wide range of events and spend that happened across this last academic year 2023/24.



Another busy year...



Summary of all the events of the year.

- Christmas Fair and Summer fair – a whole team effort and our main fundraising events that the children love and provide a huge boost to the PTA budget.
- Children's Christmas cards – continued thanks to **Jo Hamblett** for organising and running this lovely festive fundraiser.
- Christmas and Summer Raffles – thanks to SeOUL Residential for providing the star prize in both raffles and many other generous parents and businesses who donated prizes and bought tickets and to **Sarah Geer** for organising these over the years.
- Break the Rules days – popular with children and great for raising some money.
- Discos – Really popular with the children. Thanks again to **Louise Wilson** and **Natasha Longhurst** for organising the last few.
- Uniformly – This has gone from strength to strength this year, allowing parents to replenish their uniform stocks as and when they need – continued thanks to **Vicky D'Sylva** for organising and running it. NB: It was mentioned that

new storage facilities need to be considered moving forward.

- Easter Egg Hunt – Thank you so much **Laura Stinton** for having organised this for the last 5 years. Despite some unpredictable weather last year, this event raised a record amount, over £900! – thank you too to those whose strung letters outside their houses and to all the helpers on the day, especially **Alison Williamson** for organising and hosting refreshments and for **Clarissa Freeman** and **Sasha Svensson** for taking donations for the Woodland Garden project.
- Doughnut Sales – These after school sales, mostly run by year 6 parents, helped raise funds for the Y6 leavers celebrations.
- Ice pop sales – Always popular in the summer months and an easy way for parents to get involved.

Spending highlights include:

- Parrot Street Book Club subscription
- Y1 outdoor area
- Sports and play equipment
- Infant nurture Garden – Thank you again to the whole team of volunteers who gave up their weekends and helped transform this old pig pen into a lovely nature space. Special thanks to **Clarissa** and **Sasha** for design and sourcing free plants.
- Reading corners
- Class Prizes
- Prize for Christmas poster competition

2023/24 Financials

Thanks to the hard work of the whole team up and down the school, we increased our overall balance by £21,667.89. This is now earmarked to contribute towards the Junior Playground project and support of the OPAL scheme (more on OPAL below)



2023/24 Financials

Net Profit for 2023/2024

£21,667.89

Balance at 31st August 2024

£60,143.94

Fundraising Highlights

Christmas Fair	£8,579
Summer Fair	£9,818
Raffles	£3,296
Y6 Leavers	£3,626
Egg Hunts / BTR / Ice Pops	£1,500+
Uniformerly	£780

Spending Highlights

Parrot Street Book Club
Y1 outdoor area
Sports and play equipment
Infant nurture Garden
Reading corner
Class Prizes

2024/25 Spending Proposals

1. Junior and Infant Playgrounds

Sarah Geer described last year's Junior Playground project, including the plans that were in place (MUGA, pull-up bars, artificial grass, performance area), the condemning of the climbaround at the very end of the Summer '24 term, and the fact that the project had to be put on hold as a result.

Although this delay is frustrating, the new 18 month consultation with OPAL which kicked off a few weeks ago (combined with the healthy PTA bank balance), presents a great opportunity to review the whole Playground at both Juniors and Infants and make sure that our precious funds are being used in the most effective way possible.

On Monday 30th September the school, members of the PTA and Governor and parent representatives met with our OPAL Consultant on a walk around both playgrounds to identify opportunities for improvement.

Plans are in place to remove the climb-around over half term and the PTA can support the school in its replacement with some more interesting and age-appropriate equipment to challenge core and upper body strength. We hope that a MUGA (Multi-Use-Games-Area) will still be on the agenda too, to provide a safer and more inviting surface for ball sports and allow the school to host some fixtures.

Next, Mr Meehan gave more of a flavour of OPAL and their vision for "play for **all** children". We watched [an introductory video "this video of an OPAL school, Morningside Primary"](#) Note – Mr Meehan pointed out that the boy seen @ 2.41 in the video scaling an unsupported wooden beam is part of the playing training children for to take "calculated risk" in their play.

Opal Consulting will bring changes to both the infant and junior playgrounds and the PTA is in a position to support some of the spend required to make this happen.

2. Front of the Infant School

Mr Meehan explained that plans for adding a more secure fence at the front of the Infants has been rejected by the Council a number of times but he is hopefully that the current submission is compliant to requested amendments. The new fence will allow children to use the front of the school as an additional learning / play area, as well as providing much needed security.

Once the fence is in place, the school is keen to relandscape the front area and may request some funding assistance from the PTA to help with this.

Note from Mr Meehan about the School Field as the topic came up:
School is still pursuing Kingston Council, trying to get clarity on how to move forward in improving our playing field surface. This is still a frustratingly slow process and at present there is no news to share. Once there is, School will update the parent community.

3. Participation prizes (added post-meeting)

It worked well on a couple of occasions last year (writing week, World Book Day) to offer prizes for children 'sponsored by the PTA' and we'd like to continue to do this.

Description	Estimated cost	Time Scale	Notes
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Fund participation & competition prizes	TBC	Across the year	School to advise on competitions that could be run this next academic year
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Committee change for 2024/25

Cat (Beston) spoke about all the areas of the PTA that could benefit from 'leads' or 'managers' and how much of a success implementing this has been over the last 2 years. Ideally, 1 person takes the lead on each specific area/stall at events and is only required to do so either once or twice a year. These leads are supported by the wider PTA but also a small team of class parents that are allocated to help run at each Fair (via the help of the class reps) A lot of people doing a little, rather than a few doing a lot, makes a huge difference to the success of events and ultimately how much can be raised.

Both **Catherine Beston** (Cat) and **Rebecca Reid** (Becks) stepped down from their core committee roles as Co-Chairs after two years and we thank them for their tireless hard work in this time.

Sarah Geer, as a long-standing core committee member, steps back and hands her role of sponsorship and raffle organising over. She will continue to assist the School regarding the Junior playground project.

Sasha Svensson steps down from core committee, with huge thanks for all her help in various areas of the PTA.

Glyn Hooper stays on Treasurer.

A big welcome to new committee members!

Thank you to all those here who have volunteered to take on lead roles:

New Core Committee

***Jason Fernandes** will take a Co-Chair role.

***Sarah Saeed** volunteered to be second Co-Chair. Sarah is studying at the moment and so we are in discussion with her to ensure the fit between her studies and the PTA is suitable. **A third Co Chair would be ideal if there is anyone that could volunteer?**

***Qing Wu** became deputy treasurer and will assist Glyn.

***The core committee has been without a secretary this last year and this is a role that is strongly needed. Please step forward if that could be you. You will be given plenty of help and support if you want it.**

PTA Leads

Names were confirmed as follows, across the meeting and in follow-up talks:

***Angie Palmer** – Angie will be taking over Raffle prize acquisition and SeOUL Sponsorship relationship, taking over from Sarah Geer.

***Rose Hamman & Helen Hughes** - are going to take the lead on organising the Discos.

***Jenny Dyson** - has volunteered to run Craft stall at the Fairs.

***Kendra Hayes-Pang** – Is taking on running Games at the Fairs.

***Kina** - has offered to lead on the secret wrapping room at the Christmas Fair.

***Jungeun Mun** – Continues to offer to lead on the highly popular Korean food stall. *If there is anyone that can help her and the incredible team, please let her or us know.*

***Becky Berry** – has volunteered to help with social media, supported by Cat Beston.

***Ling** – has volunteered to be an informal PTA photographer at events.

Continued gratitude to all our PTA leads in no particular order:

Christian Conroy – Bar

Andre Rickaby & Emery D'Sylva- BBQ

Alison Williamson - Tea Rooms and event refreshments.

Kate Shrimpton – Candy Floss & Popcorn

Victoria D'Sylva - Second hand uniform

Jo Hamblett – Children's Christmas Cards

Anna Larkin – PTA Poster Design

And all the amazing class REPS!

Other roles that need filling:

Quite a lot of the brilliant teams that ran the **face painting, beauty parlour and Santa's Grotto have left the school. These areas of the Christmas fair are extremely popular and make the event extra special. Specific classes will be allocated to all these areas during the fair preparations, but if there is anyone that can take the lead on these please do let us know!*

**Secretary (as stated above)*

**SeOUL liaison (as stated above)*

**Sound technician – To support Lucy Bond at events with set up, music and sound. Training can be organised.*

**Leads on other stall areas such as Tombola's, inflatables etc. would be ideal.*

Any other business:

Friday 11th October- Break the Rules Day!

A favourite day amongst the children as for one day only they can break some rules! Pay a 50p 'fine' for every rule broken. PTA volunteers will be at the doors of both sites with buckets to collect the fines.

Saturday 30th November - Christmas Fair

8 weeks to go!

More communication about this to follow in next few weeks.

Angie (Palmer) stated that a PTA leaflet with core committee information and faces/photos would be nice to provide parents with.

Supporting documentation on PTA roles on the next page.

Support Christ Church PTA – Volunteering Roles (UPDATES IN BLUE)

The key responsibilities of each PTA role are outlined below. Any role can be shared with another volunteer if necessary (many hands make light work!) and remember that parents from each class are allocated to help run fair stalls. Here, we are looking for leaders in each area to make sure these volunteers have everything they need. Being involved in the PTA is a great way to contribute towards the children's positive outlook on school life and is an opportunity to meet other parents and have fun whilst fundraising.

PTA Chairperson(s): Usually 2 share this role.

- Attend and chair PTA meetings (open and manage agenda)
- Delegate organisation of events such as School Fairs, ensuring there is a lead to run these events (thus not having to run all events yourself!)
- Foster new event ideas within the parent community
- Point of contact for queries from parents and external bodies
- Named on Charity Commission record for Christ Church PTA
- Bank signatory for payments

JASON FERNANDES & SARAH SAEED (3rd NEEDED?)

PTA Secretary:

- Organise meetings, inc agenda (liaising with the office on booking school halls for events and meetings, setting up zoom calls etc)
- Attend meetings
- Look after and manage the PTA email inbox
- Communications - taking meeting minutes, liaising with school on sending out pta emails via school/Arbor.
- Bank signatory
- Named on Charity Commission record for Christchurch PTA

NEEDED

PTA Treasurer:

- Pay in monies from events like cake sales etc
- Maintain accounts (spreadsheet)
- Prepare accounts for the charity commission annually
- Organise float and money for the fairs
- Manage and pay expenses (online transfers)

- Manage and pay invoices
- Bank signatory
- Attend meetings

GLYN HOOPER LEADING, QING WU DEPUTY TREASURER

Social Media:

- Updating PTA Instagram and Facebook page (usually only necessary on one as posting is synced)
- Sharing PTA information on other online forums.
- Contacting local nurseries and playgroups to advertise the PTA events coming up (fairs, Easter egg hunt etc)
- Encourage school parents to attend meetings and get involved.
- Designing simple PTA posters and notices (not essential but can make life easier!)
- Taking photos at fundraising events to share via socials.

BECKY BERRY & CAT BESTON

Raffle organiser:

- Acquire prizes by liaising with local businesses and parents with prizes to donate.
- Manage comms and ticket sales with school via Arbor and prize distribution to lucky winners.
- Ideally take over raffle website design (but not essential)

ANGIE PALMER LEADING

Advertising boards coordinator:

- Liaising with local estate agents (particularly SeOUL) for main events such as the fairs.
- Arranging sponsorship for PTA events
- Collecting details of addresses for temporary house boards (twice a year for fairs)

NEEDED

Other voluntary roles we are looking to fill are leads on the following Christmas and Summer Fair stalls. It would be helpful if all leads attended the Fair(s) Zoom planning meeting(s) twice a year, usually via zoom.

SOUND TECH – We are very keen to find someone who can to help with sound for music at both fairs and occasional special events. This includes supporting choir leaders Mrs Bond and Mrs Burrowes with setting up speakers and microphones before events. The school have access to equipment for this. We can organise training for you for this if you need it.

WANTED

GAMES – To be lead on making sure 3 + separate games run smoothly at both fairs, checking stall volunteers know how to run them. Check that the game parts are in good condition and whether they need fixing/cleaning. Chance to be creative and suggest new, fun and exciting games that could be run. It's often good to get the year 6 team leaders to help run these on the day.

KENDRA LEADING

CRAFT TABLE – A popular, creative stall that gives children the opportunity to make something festive for, or with, their adults. This can be anything from making decorations for Christmas, Easter themed craft for the hunt or summer themed bracelets, sock puppets, loom bands or anything that entails low cost but high enjoyment!

JENNY DYSON LEADING

SECRET WRAPPING ROOM – This is a special stall/room we run once a year, at the Christmas Fair. The lead on this, as well as the designated class volunteers (this can include pupils from year 6 if they want to help join) set out all the gifts that are donated on tables of different budgets. Aside from the adult/year 6 volunteers running this room, only children are allowed to enter! The volunteers help wrap and write labels (if necessary) for the children. This stall leader will need to make sure there is enough donations of bags, wrapping paper, labels and ribbon. Pens, Sellotape and scissors can be loaned from the office, though the PTA also have a stock of these.

KINA LEADING

GROTTO – We need a new lead for the wonderful Father Christmas' grotto at the Christmas Fair. This is required once a year. The grotto team, who have been doing it for years, have now left so we are hoping to find a team of willing elves that will be able to dress up the grotto with drapes and fairy lights, chairs and wrapped boxes to make it look as magical as it can, fit for a special visit to meet the big man! (We are always looking for anyone willing to be our Father Christmas, so do ask your relatives and friends! No experience necessary. Rosy cheeks, facial hair and costume can be provided)

NEEDED

GENERAL FESTIVE DECORATORS – It would be awesome to set up a specific *DECOR* team for fairs and events. This team would be responsible for making the Juniors look festive including decorating the Christmas tree and other parts of the school with fairy lights and signs etc. Decorating the infants for the summer fair and Easter egg hunt with bunting and signs. We have decorations and signs and bunting and school can help with ladders etc

WANTED

TOMBOLA – It would be great to have a lead on overseeing the set up and running of the tombolas. All ideas welcome. We have tons of raffle ticket books. It helps if sorting donations happens ahead of the fair day but this can also be done on the morning set up with the help of the class volunteers.

WANTED

INFLATABLE (once a year) – Kids go mad for the inflatable at the summer fair. The lead on this would ideally book the inflatable and liaise with Mr Allum (the caretaker) on where to place it. On the day of the fair, the lead will take the set-up volunteers through the running system. Usually, 10 kids on at a time, for 5 mins, for £3. We have in the past used a sticker system to avoid kids jumping/ staying on past their slot.

WANTED

Other team leaders ideally needed to run events throughout the year:

DISCOS AND PUPIL MOVIE AFTERNOONS –

Discos can run once or twice a year (or more!) Lead on this would liaise with the office on booking tickets through arbor and with the PTA secretary on wording for parent emails. The role includes sorting a suitable date with school, booking the DJ, buying drinks and snacks and ordering food (if required) making sure all children are signed in and out using class lists. This is a ticketed/paid for event by parents of children attending.

NB: The PTA pay for/gift year 6 and year 2 leavers discos (for those leaving the school and moving up to juniors) once a year. The PTA will help organise these, but parents of these years are expected to run them.

We have in the past held Movie afternoons which proved popular. Think popcorn and ‘hot’ chocolates and onesies! We would love to be able to provide this kind of event again, so please do let us know if you could help run one.

HELEN HUGHES & ROSE HAMMAN LEADING DISCOS

SPECIAL FUNDRAISING EVENTS SUCH AS ADULT QUIZZES

Our Adult Quiz is a really fun night! And a great opportunity to meet other parents and teachers. To lead on this, you would need to check suitable date with school, check the Bar team can be available, and get questions and games sorted as well as snacks and tables and chairs put out. If you are interested in helping to run one, please speak to any member of the committee. Perhaps you have an idea for a special fundraising event? Get in touch!

WANTED

POP UP SALES – After school sales of ice pops, doughnuts and second hand books etc. Organise small teams to help at both sites. Usually this can be sorted via WhatsApp groups.

OTHER WAYS TO GET INVOLVED

There are lots of other ways to get involved of course. Join the PTA whatsapp chats, volunteer to be your child's classroom REP, bake a cake, donate money or items, help decorate, grab a paintbrush, help with planting, help with building structures, hold a bucket, sell second hand books, attend meetings and give ideas, spread PTA positivity, the list is endless. 😊

