

# Minutes

## Oxford PTFA AGM

Wednesday 20th September 2023, The Bull, Oxford High Street

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### In Attendance

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Claire Ward (Chair), Jen Waters (Secretary), Lisa Simmonds (Treasurer), Kerry Randall (Vice-Treasurer), Ebony Gill (Class Rep Liaison), Jess Edwards (Trustee), Katy Hollands (Member), Laura Acland (Member), Stacey Hardy (Member), Helen Roberts (Headteacher), Amy James (parent) and Elaine Bailey (parent)

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### Apologies

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Jennifer Heathfield-Lee (Member)

Members stepping down as of Wednesday 20th September: Stephanie DiChiara, Ellie Welsh, Shelley Hinds and Clare Ward. Jen W will update the Charity Commission website and any relevant documentation accordingly.

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### Minutes of Last Meeting - Outstanding Issues/Queries

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**Shed Roof and Window Repairs** - Stacey confirmed that herself and her husband have, very kindly, now fixed the missing window for the shed. The repairs to the felt roof still need to be done but this will need a bigger discussion, as the Committee would like to discuss the potential idea of purchasing new or extra storage for PTFA equipment this year. In the meantime, the Committee will try and patch the roof before the winter. *After the meeting, new member (Amy James) came forward to offer her husband's help in fixing the PTFA shed roof. Update on this will be given at our next PTFA meeting.*

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### Treasurer's Report & Finance

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The **Treasurer's Report** was given by Lisa Simmonds.

Lisa went through the report for the last academic year and detailed all funds raised in 2022/23 to all members. A copy of the Financial Report, submitted by Lisa, will be available on the school website. This gives a full breakdown of what was raised last year. The grand total was **£23,239**.

**The Remaining Available Balance: £32,962**

**The Remaining Arts Balance: £992**

However the following amounts have been allocated to the stated projects:

**Upgrade to the school library - £10,000 (APPROVED)**

**Class Budgets for 2022/23 - £2,800 (APPROVED)**

**The 'You Care, We Share' Donation towards the Peaceful Pod - £3,500 (APPROVED)**

In previous meetings, the PTFA also discussed keeping aside the following amounts:

**Additional donation towards the Peaceful Pod - £5,500 (PENDING APPROVAL)**

**A New White Board - up to £5,000 (price TBC) (PENDING VOTE)**

If all the above amounts are paid out this year:

**The Remaining Available Balance: £6,162**

**The Remaining Arts Balance: £992**

*Helen stated that she will ask for outstanding invoices to be sent to the Committee from the school and that she will confirm the price of the new white board.*

### **Feedback on Recent Events - Summer Fete & Sports Day**

Lisa gave brief feedback on our most recent events. The Summer Fete (including the raffle) raised £7,481. This included a very generous matched giving donation from a parent of £300. Sports day helped raise an additional £560.

**Appointment of Independent Examiner** - Lisa Corti was appointed as our Independent Examiner last year for the 2021/22 accounts. Lisa Simmonds confirmed that Lisa Corti is happy to come back and do the same for our 2022/23 accounts, which the Committee are all very grateful to her for. Lisa S has agreed to liaise with Lisa C throughout this year.

**Finance Policy** - Lisa ran through a brief reminder of the Committee's finance policy and has agreed to put another digital copy of it on the PTFA WhatsApp Group for all members, and any new members to read.

**Accounts Signatories** - Lisa notified the Committee that at least 4 signatories are needed to maintain flexibility. Lisa and Kerry will be the main two signatories. Jen W and Katy will act as back-up signatories if Lisa and Kerry are on holiday or are unavailable for any reason or if the payments that need approval are from Lisa and Kerry.

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## **Chair's Report**

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The PTFA Chair, Clare Ward, gave her report, reflecting on the previous year, the amazing amount of funds raised and she thanked everyone that was involved for all their hard work and dedication.

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## **Election of Officers and Trustees of the Committee 2023/24**

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As two members came forward to run for Chair this year, a blind vote was taken at the AGM. The Committee asked Helen to count the votes and announce the result. Ebony Gill received the majority of votes and will therefore be taking over the role of Chair this year. Clare announced to the Committee that she will now be stepping down from the PTFA Committee, effective immediately. The Committee expressed how grateful we all are to Clare, for running as Chair for the last five years and for all her hard work and dedication and also wish Ebony luck and all the best wishes in her new role. The officer roles therefore stand as thus:

- Chair - Ebony Gill - Elected
- Treasurer - Lisa Simmonds - Re-Elected
- Co-Vice-Treasurer - Kerry Randall - Re-Elected
- Co-Vice Treasurer - Amy James - (New Member) Elected
- Secretary - Jen Waters - Re-Elected
  
- Jennifer Heathfield-Lee - Re-Elected
- Jess Edwards - Re-Elected
- Katy Hollands - Re-Elected
- Laura Acland - Re-Elected
- Stacey Hardy - Elected
- Elaine Bailey - Elected

The Committee welcomed Amy James and Elaine Bailey to the team and look forward to working with them in the coming year.

**Stepping Down this year** - Stephanie DiChiara (Trustee), Ellie Welsh (Trustee), Shelley Hinds (Co-Secretary & Trustee) and Clare Ward (Chair & Trustee)

Jen W will update the Charity Commission Website and all documentation accordingly.

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## **Allocation of Committee Roles 2023/24**

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- Class Rep Liaison - Ebony Gill - Re-Elected
- Pre-Loved Uniform Coordinator - Jess Edwards & Stacey Hardy - Elected
- Social Media Coordinator - Laura Acland - Re-Elected
- Risk Assessor - Katy Hollands - Elected
- GDPR - Kerry Randall and Jen Waters - Elected
- Event Booking Website Coordinator - Laura Acland and Katy Hollands - Elected

Lisa gave a brief overview of the old constitution, which was originally put in place back in 2002. Lisa explained the difference between the old constitution and a more current, up to date version from Parent Kind. The Committee voted for the new constitution to be put in place, which Lisa will organise in the coming weeks with the Charity Commission.

Lisa also explained to the Committee that, in order to comply with the constitution rules, we will have to reduce how many members are Trustees. The Committee agreed that the officers and bank signatories should remain as Trustees and all other members can be removed as Trustees and become 'ordinary members' on the Charity Commission website.

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## **Class Reps 2023/24**

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Every class, apart from 3R and 5M, now have at least one Class Rep in place for this coming year. The Committee discussed how to organise class run events with two classes with no reps. It was decided that year 3 and year 5 will have to just run one stall at the Christmas Fete, between the whole year group this year, and hope that 3R and 5M are able to get information about PTFA events/fundraisers from our social media pages and the school SWAY newsletter.

Ebony Gill has been re-elected as Class Rep Liaison for this year and has already updated the Class Rep WhatsApp Group, to make it easier to communicate between the PTFA and the Class Reps.

We have our Class Rep Welcome Meeting on Friday 22nd September and this will be run by Jen W, Ebony and Lisa.

Jen W has prepared Event Packs for each set of Class Reps. These include all the information they will need for the year ahead and should make things nice and clear and more organised. Ebony will set up a separate WhatsApp Group for each year group, for their specific event, so that the Committee and that year group's Class Reps can plan each event together. After each event is over, these WhatsApp Groups can then be shut down.

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## **Event Plan 2023/24**

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A full event list has been put together and all dates have now been approved by Helen Roberts and put into the school calendar. Some of the dates may be subject to change as the year progresses. Each attendee at the AGM was supplied with a hard copy of this list, a copy has been included in all Class Rep Event Packs and the school office staff have a copy also. The Committee agreed that a separate meeting will need to be held in the next week or so, to fully discuss which events we think are realistic to go forward with this year. Class Reps will be kept informed of any changes made as soon as possible.

Jen W reminded the Committee about the PTFA Calendar App - TimeTree - which is free to download, and invited everyone to join if they wish.

The Cancellation of the Summer Fete - due to a lack of volunteers and support clearing up at the end of the last summer fete, the Committee have come to the conclusion that the Summer Fete may not be able to run this year. Helen has agreed to ask the office to help us set up and send out a Parent Survey about volunteering at the Christmas and Summer Fetes which will give the Committee a better idea of what is realistic to run this year. A bigger discussion will need to take place regarding this, later in the year.

The idea of an incentive for volunteers was brought forward at the meeting, after a Reception parent suggested that volunteers could win house points for their child's house, by volunteering at events. The idea being that parents would be happier to volunteer if there is an extra incentive for them which will benefit their child. Again, this will need to be discussed with Helen further in a future meeting.

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## Upcoming Events

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**Class Rep Welcome Meeting - Fri 22nd Sep** - The Intervention Room has been booked for 9am on Friday and all Class Reps have been notified of the meeting. All reps will be welcomed and given their Class Rep Event Packs which will detail what their classes will be running this year.

**Year 5 Cake Sale - Fri 22nd Sep** - First cake sale of the year this Friday. The poster has been made, sent out and displayed and social media posts have been sent out. Both year 5 classes have come forward with some volunteers to help run the morning donation table and the afternoon cake sale itself. Jen W is a Year 5 parent so will attend the cake sale and help run it. Lisa will provide a float and card reader. Jen W has provisionally booked the school hall, in case of rain.

**Macmillan Coffee Morning - Fri 29th Sep** - This is a school run event but the PTFA usually provide the supplies for hot drinks at this event. Helen will confirm the date. PTFA will supply tea bags, coffee, sugar, stirrers and mugs.

**Autumn Book Hunt - Fri 6th Oct** - This is a Year 6 Run Event this year. The poster for this event has been made, sent out and displayed and social media posts have been created by Laura. Tickets were loaded up onto the booking website and were released for sale last Friday (15th Sep). Ebony has set up a Book Hunt WhatsApp Group with the Year 6 Class Reps and will liaise with them regarding the running of this event. The question sheets have been made, printed and laminated. The booking deadline is midnight on Monday 2nd Oct. Jen W will put together the final booking list and class lists on the 3rd and 4th Oct. After school club will run their book hunt in the nursery grounds again this year, so Jen W will provide them with a separate 'class list' and their own set of question and answer sheets. Lisa/Kerry will provide the year 6 reps with a float and card reader.

Katy will do a stock check of what books are already in the PTFA shed and Helen has offered 40 spare books (mostly KS2 appropriate) which the Committee can also use at this event. Once these books have been counted, we will know how many more books may need to be ordered next week. It was agreed that more KS2 appropriate books will be needed this year as the feedback was that this was lacking last year.

Jen W will send last years Risk Assessment to our new Risk Assessor, Katy. Ebony will liaise with the Year 6 reps to ask if they need any assistance from PTFA members on the day of the event.

**School Disco - Fri 10th Nov** - This will be a PTFA run event this year. We won't be allocating this event to a year group. The PTFA will be picking their own volunteers, which can begin from now. Jen W will keep a volunteer list on Google Docs and share access with the Committee.

Laura is working on the poster and information sheet and these will be sent around and displayed before Half Term. Tickets have already been loaded onto the booking website and will be released on Monday 16th October, just before half term.

It has been decided that the PTFA will provide the children with a hot dog, with allergy options available, an optional temporary tattoo and unlimited squash/water. Children should bring in their own water bottles again as this has worked well at the last two discos and reduces waste and cost. The Committee agreed that the price for a ticket will be £5 again this year. The timings will be the same as every other year. KS1 disco will be from 15:10 - 16:30 and the KS2 disco will be from 16:45 - 18:00.

Lisa confirmed that an event licence is not necessary for this event. Helen has agreed that we can use the two Year 2 classrooms as our KS2 sign in/holding classrooms again this year. It was also decided that the closest year 2 classroom to the hall can be used as an unofficial quiet room for children who are finding the disco overwhelming. This room will need to be manned at all times, during both discos. Jen W will send last years Risk Assessment to Katy ASAP.

Helen also confirmed that the 10th November can also be an Own Clothes Day. The children can wear their own clothes in exchange for bringing in donations for the Christmas Bazaar.

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## **Fundraising Requests and Updates**

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**Christmas Pantomime (PENDING VOTE)** - Helen confirmed that the Shooting Stars theatre company have been booked again for this year. The performances will take place some time in the final week of term. Helen will confirm the date and cost. Once the cost has been confirmed, the Committee will vote upon funding this. The results of the vote will be put in the next PTFA minutes. Lisa confirmed that the final amount in the Arts Budget (£992) may be able to be put towards this event, with any additional costs coming out of the normal PTFA budget.

**White Board (PENDING VOTE)** - The funding of the new white board was bought up last year and the Committee discussed pledging up to £5,000 for this item. The new white board has been ordered and has now been installed in the old victorian building at the front of the school. Helen will confirm the total cost and send an invoice to Lisa and then the Committee can officially vote on this expenditure during the next PTFA meeting in November.

**Playground Equipment** - Helen bought forward the idea of more play equipment for the KS2 playground. This will be discussed further in future meetings.

**Class Budgets (PENDING VOTE)** - The Committee discussed the merits of class budgets being donated again this year and the amount remaining at £200 per class. The Committee also discussed the idea that Class Budgets could be handed out earlier this year, so that the current classes can benefit from the new class items sooner. Once she knows the cost of the pantomime and the white board, Lisa will go through the finances to work out roughly when the Committee will be able to afford to pay these out this year. The Committee will then need to vote on funding this. The results of this vote will be put in the next PTFA minutes.

**Matched Giving** - The Committee agreed that more information should be sent around this year about Matched Giving as well as our Just Giving page and the Easy Fundraising app.

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## **Any Other Business**

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- **PTFA Newsletter** - It was agreed that the PTFA Newsletters should be scrapped this year onwards. With not a lot of parents/carers having time to read the newsletter each quarter, it was agreed that it would be a waste of time to keep producing them. All updates can be put in the school SWAY newsletter from now on or on social media.
- **Charity Commission Member Details** - All current members and all new members were asked to update or add their details onto the Charity Commission Member Details sheets provided. Jen W will keep on file and update the Charity Commission Website ASAP.

**Next PTFA Meeting: Monday 6th November 2023**