

**PTA AGM Minutes**  
 Tuesday 19<sup>th</sup> September 2023, 7.30pm  
 in the Specialist Room at The Topsham School

<p>1. Introduction</p> <p>JO welcomed everyone to the PTA AGM.</p>	
<ul style="list-style-type: none"> <li>• Mrs Whitehead, Miss White, Mrs Wannell, Niki James, Fiona Fitzpatrick, Kate Sidaway Lee, Matt Vahiboglu, Zoe Verling, Joana Osorio, Lindsey Henderson, James Taylor, Sarah Powell, Melanie Dew, Joanna Broadhurst, Nadine MacLennan, Charlotte Moore (Quorum - minimum 10 attendees)</li> <li>• Email list to update - updated</li> </ul>	
<p>2. Apologies for absence</p> <ul style="list-style-type: none"> <li>• Sarah Musgrave, Rachel Freathy, Jill Grindrod, Hannah Waite, Jane Gravell, Ella Fynch.</li> </ul>	
<p>3. Minutes of the last AGM</p> <ul style="list-style-type: none"> <li>• Approval by PTA – no matters arising – all agreed</li> </ul>	
<p><b>4. Chair Report</b></p> <p>Purpose: remains the same to raise funds to benefit the children of the Topsham School.</p> <p><b>This year's events:</b></p> <ul style="list-style-type: none"> <li>- Cake sales for each year group, followed by Ice cream Fridays (organised by each year group)</li> <li>- Christmas cards/gifts</li> <li>- Christmas Bazaar</li> <li>- Sponsored Pancake Flip</li> <li>- Second Hand Uniform Sale (throughout the year)</li> <li>- Silent Auction + Quiz Night</li> <li>- Summer Fair (with last minute change of plans due to rain)</li> <li>- Your School Lottery</li> <li>- Topsham School PTA website</li> </ul> <p><b>Regular commitment</b> of £3600.00 fulfilled (Swimming, coach/travel trips, Y4 and Y6 residentials, Xmas lunch contribution and Xmas show)</p> <p><b>Additional funding:</b> Guy Claxton school visit, gardening tools, baking equipment, garden improvements. We have also committed to contribute for the acquisition of a Smart White Board, that it is intended to be bought during this first term.</p> <p><b>Changes to consider:</b> cost of living increases may impact on fundraising. Aim to include wider community in our open events (Quiz night, Summer Fayre)</p> <p>Grant fund application (waiting to know in October if Co-op application was successful)</p>	<p>JO</p>

<p>We offered tokens to Pupil Premium children in our school, that allowed all children to participate in Summer Fayre activities.</p> <p>The “basic” contributions agreed (£3600) may need to increase for the following years.</p> <p>This year achievements would only be possible with the support of an amazing group of people. Naming (and hoping to not forget anyone):</p> <ul style="list-style-type: none"> <li>- The “Year 4” Coalition <ul style="list-style-type: none"> <li>o Kate – always on top of our accounts and stepped up whenever was needed</li> <li>o Rachel – secretary / year rep connection. Promoting an amazing communication with the Year Rep team</li> <li>o Lindsey – always felt that my back was covered and great liaison with community organisations</li> <li>o Sarah Davies – always ready to help and volunteer! Amazing work with Pre-loved uniform sales (partnering with Kate)</li> <li>o Sarah Musgrave – secretary, communication officer (amazing PTA section in the school newsletter and starter pack creator for new parents)</li> <li>o Niki James – Bar expert and always available to volunteer</li> </ul> </li> <li>- The Year Reps SuperTeam → communication via WhatsApp, organising Cake and Ice Cream Sales, Christmas games and Summer Fair stalls.</li> <li>- Jo Broadhurst → Great posters, amazing support with website</li> <li>- Matt Vahiboglu → Setting up the website and arranged a sponsor to host it.</li> <li>- All volunteers: Bar experts → Catherine Vanrenen and Niki James, but also Hannah Waite and her team; Food Team → Lauren and Jemma (Joe Britt and Alastair); Year 6 parents (2023/23), especially Nikki Skeldon (and the amazing booze wheelbarrow that she manages to collect) and Row Freeland (always available and valuable volunteer in so many events); Marc Norris (awesome Quiz Master); Jane Gravell and Warren for the fantastic Santa’s Grotto. And everyone that have given ideas, volunteered on setting up, managing or tidying up PTA events.</li> <li>- Donors and Sponsors: Silent Auction donors, Rodney Spiller, Wilkinson Grant</li> <li>- School Staff: <ul style="list-style-type: none"> <li>o Maria White → great link between PTA and school</li> <li>o promoting the PTA events, organising the Pancake Flip Challenge and amazing support at the Summer Fair</li> <li>o Jayne and Jenny → essential support to the PTA logistics</li> </ul> </li> </ul>	
<p><b>5. Treasurer’s report</b></p> <p>Raised £2500 more than given to the school. 5k from last year in the bank for school to use – need to know school needs to invest this</p>	<p>KSL</p>

<p>money.</p> <p>School lottery made £40 more this year. Do new year groups know about it? <a href="https://www.yourschoollottery.co.uk/play">https://www.yourschoollottery.co.uk/play</a></p> <p>Bake sales and ice creams raised £800 this year compared to £760 last year. Increase in ice cream price was worth.</p> <p>Uniform sales doing better now more regularly. Set dates for these will help parents to be organised and make the best of these dates.</p> <p>Christmas fair raised over 2k – a lot more than previous year (when it was not possible to organise due to covid).</p> <p>Gifts and cards - £200 down – do we continue with these? Possibility of drawing pictures for personalised gifts in school time.</p> <p>Summer fair £400 down – considering the weather and cancelling of Bouncy Castle this was expected and very good under the circumstances.</p> <p>Pancake flip raised £405. Was less £700 than last year (explained by the novelty of the event and was the first big fundraiser that school year).</p> <p>No smarties challenge this year.</p> <p>Silent auction – less this year possibly due to the previous year having 2 years’ worth of prizes. Businesses not as generous to donate prizes with cost increases (Local businesses were really generous considering economic pressure).</p> <p>Quiz night raised £100 more than previous year.</p> <p>All approved – MW blown away by this incredible amount</p>	
<p>6. Headteacher’s report</p> <p>MW is now passing PTA duties to Mrs Whitehead.</p> <p>This last year really lovely to return to hands on fundraising events. More interactive, larger scale events – all a huge success!</p> <p>Huge thanks for flexibility and adaptability. Particularly with re planning summer fair – Joana and team turned an outdoor event into an indoor one with only 24 hours’ notice.</p> <p>Thanks for putting the joy, fun and laughter back into the school community and for so much hard work behind the scenes.</p> <p>Children look forward to events and fantastic that they can ALL be part of it. The second-hand uniform sale is going down v. well – thanks to those who organise and filter through the mountain of clothes.</p> <p>The emphasis on making and creating was successful bringing the community together.</p> <p>Coach costs were phenomenal – trips would not have been possible without PTA input.</p> <p>Joy and excitement witnessed with the new cooking and gardening equipment was fantastic.</p> <p>The school is incredibly grateful – thank you to Joana and all of PTA. Thank you so much for every single thing.</p> <p>Looking ahead:</p>	<p>MW</p>

<p>Continue to strengthen links with community.</p> <p>Enable a child link in PTA meetings. House teams, School Leaders working alongside PTA.</p> <p>Choir - fundraising with PTA working alongside.</p>	
<p>7. Election of committee members</p> <ul style="list-style-type: none"> <li>• Chair – Joana Osorio</li> <li>• Vice chair – Lindsey Henderson</li> <li>• Secretary – Rachel Freathy and Melanie Dew (back up)</li> <li>• Treasurer – Kate Sidaway Lee</li> <li>• Governors’ rep – Sharon Wannell</li> </ul> <p>Committee support Joanna Broadhurst – Designer Superstar</p> <p>Class reps</p> <ul style="list-style-type: none"> <li>○ Acorns – Mel Dew and Jill Grindrod</li> <li>○ Year 1 – Hannah Waite and James Taylor</li> <li>○ Year 2 – Ayse and ?</li> <li>○ Year 3 – Catherine and ?</li> <li>○ Year 4 – Charlotte Moore and Nadine / Mark MacLennan</li> <li>○ Year 5 – Fiona Fitzpatrick and Zoe Verling</li> <li>○ Year 6 – Rachel Freathy and Sarah Davies</li> </ul> <ul style="list-style-type: none"> <li>• Photo/Avatar image of year reps send to PTA email to upload on PTA website. Make it easier for other parents to recognise who to talk to about PTA.</li> <li>• Talk to little acorns parents about getting involved / having a year rep or remaining with Big Acorns as a group.</li> </ul>	<p>Year Reps</p>
<p>8. Spending ideas</p> <ul style="list-style-type: none"> <li>• JO What are school requests – is £3600 enough? This covers swimming lessons, coach trips, residentials, Xmas lunch, Xmas show.</li> <li>• MW Opportunities for the children or wider community. Bring community in and get children out. Care home visits– successful. Local history links. Author visits, artist visits. Sporting links. Running club subsidise outside organised running events. Science visits – Double elephant printing organisation. Music based activity. Rather than suggesting a specific amount – a repeated event fund esp for y 2,3,4 would be beneficial. Something that will provide ongoing value – activity with longevity. Kate SL – Defined one off sums are easier to process in terms of accounts. JO -Things we fund must be clearly defined.</li> </ul> <p>MW / KW to collect and organise ideas from school staff to clarify school needs and opportunities.</p> <ul style="list-style-type: none"> <li>• PTA/parent/staff ideas</li> </ul>	<p>MW / KW</p>

<p>JO – keep Xmas Bazaar, Summer fair, cake sales, pursue community grants and funds, Jill helped with community grants application for the co op, and if it is successful might motivate more applications. Go more eco friendly - eg reusable cups at summer fair (Nadine to contact Exeter Chiefs to source 500 smaller half pint sized cups)</p>	
<p>9. PTA Events</p> <ul style="list-style-type: none"> <li>• Christmas Bazaar (usually first Friday of December – 1<sup>st</sup> December 2024)</li> <li>• Cake sales</li> <li>• Pre loved Uniform Sales</li> <li>• Quiz Night or Bingo with Silent Auction</li> <li>• Summer Fayre</li> </ul>	(see attached document)
<p>10. Any other business</p> <p>Ideas</p> <ul style="list-style-type: none"> <li>- Monday 4<sup>th</sup> March Book sale</li> <li>- Joanna Broadhurst – newsletter and events sign up / link to add all events to google calendar</li> <li>- KW – Bingo or beetle drive to engage children and community. Family orientated event. Bar/ food /snacks. Winner either remains or moves. Rolling dice adding beetle parts.</li> </ul>	
<p>11. Date of next ordinary meeting</p> <p>Tuesday 17th October 7.30pm Zoom (meeting)</p>	

JO Joana Osorio  
KSL Kate Sidaway Lee  
MW Maria White, deputy headteacher  
KW Katrena Whitehead

## **Committee Members 2023/24**

Chair – Joana Osorio  
Vice chair – Lindsey Henderson  
Secretary – Rachel Freathy and Mel Dew (back up)  
Treasurer – Kate Sidaway Lee  
Governors' rep – Sharon Wannell

Committee support  
Joanna Broadhurst – Designer Superstar

### **Year Reps**

Acorns – Melanie Dew and Jill Grindrod  
Year 1 – Hannah Waite and James Taylor  
Year 2 – Ayse and ?  
Year 3 – Catherine and ?  
Year 4 – Charlotte Moore and Nadine / Mark MacLennan  
Year 5 – Fiona Fitzpatrick and Zoe Verling  
Year 6 – Rachel Freathy and Sarah Davies

DBS check – copy of passport/driving license and utility bill (less than 3 months)

## **2023/24 Events**

### **Cake sales**

Year 6	6 <sup>th</sup> October
Year 5	10 <sup>th</sup> November
Running Club	24 <sup>th</sup> November
Year 4	5 <sup>th</sup> January
Year 3	26 <sup>th</sup> Jan
Year 2	23 <sup>rd</sup> February
Year 1	15 <sup>th</sup> March
Acorns	26 <sup>th</sup> April

Then ice cream sales Year 6 7<sup>th</sup> June, Year 5 14<sup>th</sup> June , Year 4 21<sup>st</sup> June, Year 3 28<sup>th</sup> June, Year 2 5<sup>th</sup> July, Year 1 12<sup>th</sup> July.

Christmas Fair – 1<sup>st</sup> Dec (choc tombola / choc donation day for xmas jumper)

Pancake Flip – 9<sup>th</sup> Feb

Summer Fair – 5<sup>th</sup> July

Quiz and silent auction – TBC (need to arrange a quizmaster). Proposed date: 22nd March. Jan / Feb start with building up silent auction lots.

Possibility of Chocolate bingo as Easter event. One giant egg.

Choir / mulled wine / mince pies at Christmas – Collection time on 8<sup>th</sup> December

### **Pre loved Uniform Sale**

20<sup>th</sup> October Uniform sale

12<sup>th</sup> January Uniform sale

July date to join new starters welcome event KW – earlier start time to account for uniform sale

Proposed event: Second hand September next year/ vinted. Preloved. Clothing, books and toys. KW

**Personalised Christmas Cards/gifts** (before half term) Explore payment on school gateway and design in school. Explore setting up payments online. Conversation this week to confirm with school.