



Horsell Schools PTA AGM minutes 2022/23

9th November 2023

Attendees

Sima Huddy (Acting Chair)	Katherine Edwards (Treasurer)
Emma Machin (Acting Treasurer)	Jennifer Dutfield (Acting Secretary)
Jane Reeve (Headteacher – HVS)	Celia Wand (Headteacher – HJS)
Ana Santos	Helene Opsahl Gordon
Anna Bourne	Christine Young
Aneke de Sousa Caiers	Andy Johnson
Alex Aira	Emma Hooper
Julia Schinkel	Gemma Rooks
Mary Sutton	Daniel Varga
Dawn Fear	Sarah Taylor

Apologies

Dee Bamra	Louise Ellis (Secretary)
Emma Coldrey	Rachel Lockwood
Lucy French (Chair)	Kirsty Loudon
Becky Scholes	Emma Burdette Steward
Sophie Howorth	

1. Welcome & Apologies

SH opened the meeting by welcoming attendees, highlighted health & safety requirements, signposted fire exits and asked all attendees to ensure they had registered.

2. Ratification of New Trustees

HO discussed current trustee status; stepping down of Lucy French (Chair), Katherine Edwards (Treasurer) and Louise Ellis (Secretary) and the need for ratification of the proposed new trustees; Sima Huddy (Chair), Emma Machin (Treasurer) and Jennifer Dutfield (Secretary).

17 members raised their hands in support of the new appointments, which exceeded the minimum quorum of 9 required to satisfy the Charity's Model Constitution.

3. Treasurer's Report

3.1 Net Income

Net income for the PTA financial year 1st September 2022 to 31st August 2023 was £20,348. These funds were raised through execution of a number of events and initiatives, notably; Summer Fair £8,925, Christmas Event £5,701, Fireworks £3,041, School Discos £3,018.

3.2 Previous Funding Spent

Schools benefitted this year to date in a number of areas, notably for the Junior School the development of the new OPAL Play Shed (approx. £5k), which supports a programme of activity to improve opportunities for physical activity, socialisation, co-operation, coordination, resilience, creativity, imagination and enjoyment through improved play.

Horsell Village School benefitted mostly from a suite of new books (approx. £6k), helping to quickly plug a gap spotted by OFSTED in their recent review.

The schools also benefitted from a visit from an Author, a Pantomime, Lifebase visit and contribution towards Christmas dinner.

3.3 Funds Remaining

Considering funds in the pot carried over from the previous financial year, plus newly added funds for (time period), current funds in the pot for the schools to spend to date is;

- Junior School - £26,464
- Village School - £14,527

4. Chairperson's Report

4.1 Goal for year ahead

As the incoming Chairperson, SH discussed plans for how the Charity aims to raise £25k over the next year which will contribute towards the following projects for the schools;

Horsell Junior School:

- Chromebooks
- Noticeboards
- Electric Keyboard
- Playground Toys
- Sandpit
- Field Drainage

Horsell Village School:

- Wellbeing Pod
- Landscaped Gardening
- Extending the 'Water Zone'

This will be achieved through continuation of the PTA calendar of events and other supporting initiatives.

4.2 Managing Volunteer Resources

Efforts have already been made by the new team to attract more volunteers to help run the charity and deliver the calendar of events and initiatives. A new volunteer engagement structure was devised and successfully rolled out introducing; 1) defined roles to those PTA members who already formed the Committee and recruitment of new members in defined roles to the Committee, 2) introduction of the 'PTA Volunteer WhatsApp Group' for people who cannot commit to a Committee role but would still like to help out regularly where they can, 3) encouragement of creative contributions for volunteers who have their own fundraising ideas.

4.3 Driving Efficiencies – A year for testing

Focus has been given to driving efficiencies within PTA operations. A number of initiatives will be tested this year including; 1) electronic ticket scanning which helps to move crowds quickly, improve reporting and eliminate manual name checking at large scale events, 2) moving raffles online to reach a wider audience and eliminate manual recording of purchaser's details 3) alternative volunteer recruitment system to SignUp Genius, 3) increased pre-sales to attract more people to events and to avoid queues.

5. A Message From Mrs Wand

Mrs Wand began with a heartfelt thanks to the PTA members past and present for their exceptional efforts in raising so much for the schools. Junior School budget was discussed; 80% spent on staff, 20% on everything else including utility bills. Mrs Wand explained how without the PTAs funds the junior school simply wouldn't be able to offer valuable initiatives that are so important to the development of our children.

Recent PTA funding has enabled HJS to become an OPAL school. Mrs Wand explained how childhood has changed, and we can no longer assume that any child is able to experience full and rich play opportunities outside of school. Play teaches children all of the things that need to be learnt but cannot be taught. The PTA have funded OPAL play equipment to support this initiative.

6. A Message From Miss Reeve

Mrs Reeve expressed her gratitude to all of the PTA volunteers past and present and explained how HVS has benefitted over the years, most recently bolstering the reading material at the school in response to an OFSTED recommendation.

Next year the Village School is keen to create a wellbeing hub and sensory area log cabin with landscape garden and planting area. This will be a centre for wellbeing, therapy and music sessions for children to nurture their mental health.

7. AOB

AJ asked if kick-back systems have been considered. PTA involvement with 'Give As You Live' and 'MyNameTags' was discussed. Action taken to promote this again.

CY Asked what skill sets does the PTA need to support their work. Action taken to consider skill sets and engage the parent community to source such help.

ST suggested the PTA comms/ engagement plan is reviewed. SH acknowledged that there are a lot of messages trying to reach parents from both the schools and the PTA using the same channels. Action was taken to consider how this can be streamlined.

A request was made for the PTA to offer zoom connection to the AGM and/or any other important PTA volunteer meetings in order to engage a wider audience. Action taken to offer Zoom connection at next significant meeting.

A parent asked if there is a list of items the school needs that could be publicised. Action taken to find out if the Amazon wish list is up to date and to publicise this, plus any other school requests when it is.

AJ asked for clarity on the functionality of the PTA WhatsApp group. It was quickly found that there are classes who don't have a rep. Action taken to check all classes have a rep who understands their responsibilities including updating the description section with PTA dates.

AJ asked about how small businesses might be able to use the PTA platform to advertise themselves. Action taken to review what paid opportunities are available on the PTA-events website.