



Brookmans Park School Parent Teacher Association

AGM Minutes - 7th October 2020

Existing Committee & PTA Members Attending (21 in total)

Mrs Aileen Davies, Natalie Noorian, Emma Ennis, Jude Paine, Lorraine Cook, Helen Wadham, Jen Emerson, Amanda Malorey, Emily Panayiotou, Carrie Amatt, Sarah Marriott, Anne Broe, Will Bouma, Ellen Bisnath, Jules Orford, Inga Brand, Laura Krantz, Martin Langton Venn, Kate Bilello, Jo Crown, Tara Avila

Apologies

Denise Proctor

1) PTA Objectives

Brookmans Park School PTA constitution states our objectives, namely:

- To advance the education of pupils in the School by:
 - o Developing effective relationships between the staff, parents and others associated with the School
 - o Engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils.
- The PTA is not to provide governance of the school.

2) New Committee Voted In

The PTA consists of 8 members, as per the ParentKind guidelines for a small charity, including one Co-opted member. These roles are legally required for the PTA to exist as a registered charity and as such are the proprietors of the charity and how it is run. Basically, to ensure that the charity is run appropriately and legally.

The people voted into the Committee (named below) have a right to this position for the next 12 months, whereby we as a group will have another public voting procedure for the following academic year.

Each year the co-opted role is put forward by the school, they do not require a voting process.

Position	Nominated	Nominated by	Seconded by
Chair	Natalie Noorian	Denise Proctor	Emma Ennis
Treasurer	Emily Panayiotou	Jen Emerson	Will Bouma
Secretary	Tara Avila	Jules Orford	Emily Panayiotou
Ordinary Member 1	Jude Paine	Tara Avila	Anne Broe
Ordinary Member 2	Jen Emerson	Emily Panayiotou	Jules Orford
Ordinary Member 3	Lorraine Cook	Jules Orford	Emma Ennis
Ordinary Member 4	Carrie Amatt	Helen Wadham	Tara Avila

Co-opted Member 1	Aileen Davies	n/a	n/a
-------------------	---------------	-----	-----

3) Treasurer's Report 2019/2020

Over the last academic year, the PTA has raised a total of £11,297.

- o £3,889 Co-op funding
- o £2,732 Quiz night
- o £1,002 Race Night
- o £990 Santa's Grotto
- o £844 Halloween disco
- o £688 Easter activities
- o £343 Christmas cards
- o £312 World Book Day
- o £497 Bags2School & Easy fundraising

o Total Raised	£11,297
-----------------------	----------------

The PTA donations to the school totalled £44,688 including:

- o £9,688 PA system;
- o £35,000 Reception playground re-development;
- o £367.50 Traffic calming cones

o Total Donated	£45,055.50
------------------------	-------------------

The balances of the PTA accounts as at 12th October 2020:

- o Current Account £5,949.04
- o Family Lotto Account £5,441.11
- o Event Account £968.50

o Total Balances	£12,358.65
-------------------------	-------------------

The accounts have been finalised and are ready to be independently reviewed and submitted to the charity commission in due course.

4) Appointment of independent examiner of accounts

Inga Brand has been appointed to independently audit the PTA's bank account(s) for this academic year.

5) AOB

Carrie Amatt is stepping down from her role as Chair and Will Bouma is stepping down as Treasurer. Both parents are remaining as dedicated members of the PTA. A big thank you to both for all their time and effort fulfilling such important roles.



Brookmans Park School Parent Teacher Association

PTA Minutes - 7th October 2020

Existing Committee & PTA Members Attending (22 in total)

Mrs Aileen Davies, Natalie Noorian, Emma Ennis, Jude Paine, Lorraine Cook, Helen Wadham, Jen Emerson, Amanda Malorey, Emily Panayiotou, Carrie Amatt, Sarah Marriott, Anne Broe, Will Bouma, Ellen Bisnath, Jules Orford, Inga Brand, Laura Krantz, Martin Langton Venn, Kerry Langton Venn, Kate Bilello, Jo Crown, Tara Avila

Apologies

None

1. Approval

No minutes approved as the summer meeting was cancelled due to the school closure/Covid-19.

2. Head's Report

- A huge thank you to the PTA for the substantial donation which enabled the critical redevelopment of the reception playground over the summer. Already the reception teaching team and children are utilising it fully.
- One of the biggest changes we need to make this year is our ability to think differently in terms of fund raising. Our environment is very different and restricted, but it doesn't mean that nothing is possible, we just need to work out what is possible.

3. Chair's Report

- Carrie Amatt (exiting) - A big thank you to the whole team for all the personal efforts made over the last two years in this ever-changing world. Remember I am stepping down as Chair (and leaving it in very capable hands) but I am not stepping away from the PTA.
- Natalie Noorian (incoming) – It's a great privilege to be nominated as Chair. I've been part of the PTA in different ways over many years and I realise that these are challenging times, but also exciting times, opportunity for change and new ways of thinking. We have a great team for the year ahead, we will still be fund raising and most importantly organising some fun activities for all our children to participate in.

4. Treasurers report

- Covered in the AGM meeting (please see AGM minutes for a more detail).

5. PTA Termly payment

- A frequent request from parents is to have a once only payment for all PTA events, rather than remembering to have to pay per event. This year we are not able to plan a year's timetable of PTA events, so the PTA has decided to trial a one-off payment for the Autumn term. This will allow parents to make a payment (online via parentmail) for all the Autumn term activities (bar Christmas cards).
- There are two main advantages, firstly convenience for parents, secondly online transactions significantly reduce additional administration and assists with any Covid restrictions in place.
- The actual amount and details of the new process for this term will be published in a separate parentmail communication.
- This is a trial for the Autumn term and will be revisited next term to assess how successful it was in all aspects.

6. Parents Class Reps

- We have all parents class reps filled across the school, they are:

Year	Class	Parent Rep(s)
N	Little Gems	Jo Crown
R	Aquamarine	Jules Orford Linda Tompkins
R	Amethyst	Kerry Langton Abby Tomlinson
Y1	Diamond	Jen Emerson Lisa Kemp
Y1/2	Emerald	Louise Nicolaides Kezi l'Anson
Y2	Garnet	Ellen Bisnath Vicki Markham
Y3	Jade	Emily Panayiotou Lorraine Cook
Y3/4	Onyx	Kate Bilello Ellie Broadhurst
Y4	Opal	Lale Stephenson Katie Grossman
Y5	Ruby	Elise Stoddart
Y5/6	Sapphire	Thila Brockwell
Y6	Topaz* (*Year 6 has additional parent reps for leaving activities but these are external to PTA reps)	Jenny Johnson Lindsay Bass

A big thank you to each parent for volunteering for this role. It is great that this year there are 11 new volunteers!!!

7. WhatsApp's Groups

- PTA will push their relevant messages via parent reps out to their classes, this will be done using the existing "Parent Reps" WhatsApp's group.
- The existing "PTA Rules OK" WhatsApp's group will be decommissioned and deleted as it is no longer representative of the PTA. Every parent is a member of the PTA by default.

8. Family Lotto

- Some parents have left the Family Lotto as their children have left the school. The current total of Lotto numbers taken for August were ~50 numbers (out of 200).
- The previous action from last year's PTA to sell Lotto balls at events to encourage parental uptake was undertaken at Race Night and Quiz Night, this was very successful. This will continue when we can have evening events.
- Family Lotto needs to be remarketed to the whole school community and particularly the Nursery & Reception years to reach out to new parents.
- Family Lotto winners were drawn live at the meeting and were as follows (winners are notified privately):

Month	1st Place	2nd Place	3rd Place	4th Place
April	132	69	4	27
May	153	50	136	42
June	22	153	113	12
July	107	7	91	3
August	33	37	11	21

9. Event calendar

- With the ever-changing restrictions, for this year the event calendar will be managed and published on a term by term basis. As activity in the school is very limited, there will be considerably less events but there will be a big emphasis on fun activities for the children, as they have missed out on several celebrations throughout the year. The current Autumn event calendar (this is may change if government rulings change) is as follows:
 - o 7th October – AGM & PTA meeting
 - o 9th October – Christmas cards
 - o 23rd October – Spooky Day
 - o 26-30th October (half term) – Village Pumpkin Hunt
 - o TBC December – Christmas activities

10. Transfer of funds from the PTA to the school

- There was a general discussion on how to transfer funds from the PTA to the school in order to maximise the funds effectiveness where it is needed most urgently. The overall feedback was the value of parents understanding what the school needed funds for. It was thought that a better understanding of where "your money goes" is something parents would appreciate.

- The PTA will work with the school on producing a “Wish List” for their critical requirements and look to see if parents can directly donate to one of these areas if desired.

11. This academic years PTA meetings

- The next meeting will be announced nearer the time and is expected to be via zoom once again.

12. AOB

- None

13. Outstanding & New Actions

- Due to the number of changes in the PTA committee and the very different year ahead the existing actions will be reassessed for relevance and updated for the next meeting.

1. Date	Action	Responsible
4 0		

Next PTA meeting TBC and expected to be via Zoom