



## **SYTCHAMPTON ENDOWED PRIMARY SCHOOL - PARENT TEACHERS ASSOCIATION**

**Formal Annual General Meeting  
Registered Charity number: 1139052**

**7<sup>th</sup> October 2020**

- 1. Welcome and Introductions**
- 2. Previous AGM Minutes**
- 3. Head Teachers Report**
- 4. Report from Chair**
- 5. Treasures Report**
- 6. Lottery**
- 7. Voting of members and committee**

The meeting, held via Zoom conference all facility was called to order by Amy Smith at 19.30pm.

**In Attendance:-** Amanda Richards (Head teacher) , Amy Smith (Chair), Elaine Ball (Chair) Amanda Fischer-Lee ( Secretary ), Sue Symonds (Vice secretary ), Maria Craze ( Key Committee Member), Emma Hurst, (Treasurer & Community Champion), Jenna White, Steven Hopcutt, Laura Harper

**Apologies:-** Bethan Houston, Claire Kneebone, Claire Allport, Navneet Bhogal, Joyti Dubrey, Deborah Holbeche, Natalie Parker, Belinda Sinfield, Kate Green & Kate Pullen.

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**1.0 Welcome and Introductions** – everyone present at the meeting introduced themselves to open proceedings.

**2.0 Previous AGM Minutes** – agreed that the minutes are correct.

**3.0 Head Teachers Report** – Full report available

Mrs Richards thanked everyone for such a warm welcome to the school in the most unusual times. There have been a few new introductions to school including:

### **3.1 Updates and new additions**

- Our new school mascot Barnabee
- New library (Beehive) – funded by the PTA  
Creation of a new reading nook
- Re-decorating of school corridors
- Seesaw – this educational app is still being used to communicate with pupils and parents and was instrumental during lockdown. This was funded by the PTA.
- Facebook Page – currently 122 followers, which includes a virtual tour of the school, possibly looked at by new parents.

### **3.2 Covid Recovery Strategy**

The school Covid Recovery strategy has been shared on the school website.

A recent survey, returned by 34 parents, confirmed that they felt that our children had settled back into school well and were well supported.

### **3.3 Priorities for 2020-2021**

Further future improvements:

- The use of acoustic materials to reduce reverberation in classrooms, making a better learning environment for children with hearing impairment.
- The further development of reading corners in each classroom to encourage an interest in reading for fun.
- Technology – it is intended that each class will have a set of iPads & even potentially the use of VR Headsets for an immersive learning environment & has the potential to aid with outdoor learning.
- Remote learning tools such as letter join, which works best with iPads. Uses touch screen technology to form letters.
- The school continue to use Spelling shed.

### **3.4 Portacabin Replacement**

It is the intention to replace the current, worn out temporary classrooms, when finances permit. These funds are to be raised from various sources. The PTA feel strongly that this should be a priority for our major project and our efforts are being focused on this.

Possible other funding source - Condition Improvement Fund bid (currently with school and plans are being reviewed. Property Management Company supporting school, who currently receiving an annual management fee.

### **4.0 Chairman's Report – Full report available**

**4.1** Formal thanks to Sharon Williams for her dedication to Sytchampton, such a pity that our farewell celebrations were curtailed by Covid-19 and the closure of the school before the fabulous event we had planned.

### **4.2 Overview of Events 2019-2020**

The PTA continues to subsidise transport for school trips, Parentkind membership & insurance.

### **4.3 School Lottery**

The lottery is drawn every half term and the profit goes to subsidise transport for school trips. This year this money has been saved as school trips have been cancelled due to Covid Restrictions,

### **4.4 Events overview (year cut short due to COVID-19)**

- Wreath Making Evening, Run by Jan Hurst this event was a success and enjoyed by all attendees.
- Summer Art Auction– this new event helped us raise over £400

- Parents Meal was a new concept as a fundraiser, and this worked well, raising over £150 through a raffle.

Planned events, dependant upon Covid Restrictions.

- Action Required - Apply for Waitrose Community matters
- Halloween Disco - 22<sup>nd</sup> October
- Balloon Race 2<sup>nd</sup>-5<sup>th</sup> Nov (current funds of £164.)
- Xmas Fair 11<sup>th</sup> Dec – Online Auction planned. Sincere thanks to Emma Hurst for gathering together some amazing prizes again this year.

## 5.0 Treasures Report – Full report available

### Expenditure

The PTA spent **£4266.31**

### Income

Events	£5090.75
Non evens	£1891.21
<b>Total</b>	<b>£6981.96</b>

**Net Income      £2715.65**

N.B – Reserves policy is £3000 total funds.

### Funds as of 31/08/20

Community Account	£ 8,729.57
Lottery Account	£ 1,819.81
<b>Total</b>	<b><u>£10,549.38</u></b>

## 6.0 Lottery Accounts – year ended 31/08/19

### **Bank reconciliation**

Opening Balance @ 01/09/2018	£4,491.09
Receipts from members	£1,966.00
Interest	£ 7.12
Transfer to main acct	£3,650.00

**Closing Balance @ 31/08/19      £2,814.21**

### Summary of income and expenditure

#### **Income:**

Receipts from members	£ 2008.00
Interest	£ 3.56
<b>Total</b>	<b>£ 2011.56</b>

Expenses (Paid out from PTA Community account)

<b>Prizes</b>	£ 303.60
Gambling Licence	£ 40.00
Transport Autumn Term	£ 165.65
Spring Term	£ 168.50
Summer Term	£ Nil
<b>Total Expenditure</b>	<b>£ 677.75</b>

**Net Income (lottery)                      £1,333.81**

#### **Lottery Current Position**

27 current members, 19 are parents, 8 are staff/friends including 3 former parent members.  
2 parent members joined in September, 1 former parent left, net increase of 1.  
Currently 90 numbers allocated. (2018: 80 numbers.)

#### **7.0 Resignation and signing of new members:**

**Chair** - Amy Smith has advised that this will be her last year as Chair, She and Elaine will continue to work in partnership until July 2021. Both proposed by Mrs Richards and seconded by Laura Harper.

**Treasurer** – Emma Hurst, proposed by Steve Hopcutt, seconded by Maria Craze.

**Secretary** – Amanda Fischer-Lee stood down to become Vice secretary this year, proposed by Elaine Ball and seconded by Mrs Richards. Sue Symonds to replace Amanda Fischer as Secretary, proposed by Amy Smith, seconded by Maria Craze.

Laura Harper was proposed as class rep for Brambles by Mrs Richards, seconded by Elaine Ball.

**Key committee member** – Maria Craze proposed by Amy Smith & seconded by Laura Harper.

**Media Officer** – Claire Allport. (No vote taken on this role)

#### **Class Reps nominated & agreed:**

Reception Brambles – Laura Harper

Year 1 Oak – Jenna White

Year 2 Oak – Maria Craze

Year 3 Willow – Elaine Ball

Year 4 Willow– Carly Caddick

Year 5 Elm - Claire Allport

Year 6 Elm – Belinda Sinfield

**Next Meeting to be advised due to ongoing Covid Restrictions.**