**ST. JOHN’S GREEN PTA**

**MINUTES OF ANNUAL GENERAL MEETING**

**12 OCTOBER 2021**

**LOCATION – ABBEY FIELDS SITE**

**Attendance**

Claire Bate(Chair),Rachel Tilbury(Vice-Chair) , Jan Taylor(Treasurer), Caroline Scaife(Secretary) , Stefanie Livett, Lucy Pinner, Lizzy Harper, Kirsty Wiggins (Teacher Representative), Neveen Allen-Tate , Emma Chaplin,

**Apologies**

Rebecca Hall, Catherine Hooker, Nikki Thurston, Catherine Hurley, Nikki Sanderson, Ezra Collins

**Minutes**

1. Chairs report
   1. Challenging year, but we proved to be extremely versatile and resourceful in rolling with the circumstances safely. We adapted our usual offering, and were flexible in our approach, providing fun events for the children and opportunities to be outside safely, socially distanced, while still creating community spirit and at the same time fundraising for the school. Everyone worked extremely hard in generating ideas that we could adapt, and everyone had the children’s best interests and mental health in mind. The PTA as a whole, did a fantastic job and one which we should all be extremely proud of. There have been lots of positive comments and feedback from parents, staff and governors alike in how we managed the past year. Well done to everyone, fantastic work.
   2. **What we achieved**
   3. Welcome packs to foundation parents
   4. Halloween trail was a brilliant success – huge thanks to Stef and Andy for putting this together.
   5. The addition of the online payment system was a real asset and proved to work well – payments were made so much easier, reducing the need for cash and also helping with social distancing. Again, thanks to Stef for setting up and managing.
   6. Worked with elements of the Christmas fair as best we could, doing what could be done virtually, or socially distanced
      1. Elfridges catalogue – Thanks to Neveen for keeping track of the stock, using her house as the hub and putting catalogue together, and the Elfridges team as a whole for buying and wrapping.
      2. Raffle – thanks to all involved for gathering donations.
      3. Santa
      4. Christmas crafts, including air dry clay
      5. Christmas cards – thanks to Rachel
      6. Christmas DVD – Lee
      7. Christmas light trail – with thanks to Stef and Andy again.
   7. Weekly lego competitions provided entertainment for the children, and our special guest judge at the end was a bonus. Thanks to Rachel for organising the prizes.
   8. Recycling schemes
      1. Clothing bin
      2. Ink cartridge
   9. Fundraising websites – thank you to Lizzy for maintaining them
      1. Amazon
      2. Stamptastic
      3. Easy fundraising
   10. Scentsy event
   11. Easter activities
       1. Scavenger hunt – great feedback from families. Thanks to Caroline and Emma for putting together
       2. Pancake toss
       3. Easter Trail – once again, thank you Stef and Andy!
       4. Guess the baby competition
   12. Uniform donations – so successful, with huge thanks to Emma for managing.
   13. Break The Rules day
   14. Tote bags – Thanks to Rachel for managing
   15. End of term ice-creams and magician
   16. Bingo 2021
   17. Things we considered / in the pipeline
   18. Mask design competition
   19. Sponsored walk
   20. School cook book
   21. School lotto
   22. Time Capsule
   23. Future events
   24. Halloween trail
   25. Outdoor Christmas market
   26. Elfridges 2021
   27. Once again, thank you to everyone who put in so much effort this past year to ensure the PTA performed as best as we could. This ranged from hand delivering prizes, to setting up teams meetings, waiting in the cold on any of the trails and so much more. Everyone’s efforts are greatly appreciated, and I really think these events made such a difference in helping provide some happy moments in a tough year.
2. Minutes of 2020 AGM Minutes
   1. Minutes of the previous meeting approved.
   2. Outstanding action to update signatories to Claire Bate and Caroline Scaife (Action with Claire and Jan). Note from 2019 AGM minutes for reference:
      1. *Approval of deletion and addition of signatories for the bank account agreed.*
      2. *Current signatories to remain:*
         1. *Rebecca Hall*
         2. *Simon Billings*
         3. *Sarah Shuttlewood*
      3. *Current signatories to be deleted:*
         1. *Naife Hart*
         2. *Sam Feasey*
         3. *Jo Horgan*
         4. *Dan Bates*
      4. *Signatories to be added:*
         1. *Claire Bate (Chair)*
         2. *Caroline Scaife (Secretary)*
3. Treasurer’s Report – See attached.
   1. All transactions agreed and approved.
   2. Current balance £8,609.99
   3. Jan expressed her thanks to the PTA for their enthusiasm and commitment.
4. Election of officers
   1. Chair: Claire Bate was re-elected to stand as Chair until the next AGM in 2022
   2. Vice-Chair: Rachel Tilbury was re-elected to stand as Vice-Chair until next AGM in 2022
   3. Secretary: Caroline Scaife was re-elected to stand as Secretary until the next AGM in 2022
   4. Treasurer: Jan Taylor was re-elected to stand as Treasurer until next AGM in 2022
   5. David Kent has agreed to be Auditor until the next AGM in 2022.
   6. Additional Committee members were agreed:
      1. Neveen Allen-Tate
      2. Stefanie Livett
      3. Two other committees required and to be agreed post meeting by committee.
5. Next Annual General Meeting:
   1. October 2022



