

PTA AGM 2022 Minutes
Christ Church New Malden Primary School
Parent Teacher Association
Registered Charity No. 1027483
ANNUAL GENERAL MEETING
13th October 2022
Meeting Minutes

Attendees

Jenny Dyson (Co-chair), Clare James (Co-chair), Tom Brown (Treasurer), Sarah Geer (Secretary), Kate Gordon (Social Media), Neil Meehan, Jason Brown, Angela Palmer, Nicola Wilde, Clarissa Freeman, Cat Beston, Neil McCarthy, Qing Li, Andy Chung, Cath Wild, Vicky Boa, Louise Wilson, Laura Stinton, Becks Reid, Caroline Barnes, Emma Pretty, Arabella Milne, Alison Williamson, Ros Green, Aysem Diker Vanberg, Alexandra Coxon, Nick Coxon

2021/22 Highlights

Fundraising events

Thank you so much to everyone who volunteered over the last year for the PTA! We've had a fantastic year, providing fun events and activities for the children and lots of money-making opportunities, including:

- **Summer Celebration** – kicked off the 2021/22 academic year and provided a great opportunity to come together again after Lockdown.
- **Children's Christmas cards** – thanks to Jo H for continuing to organise this.
- **Secret Wrapping Room** – thanks to Emma P and all volunteers who helped with this.
- **Christmas Hamper Raffle** – a heart-warming event led by reps, each assembling a hamper for their class, which then became the prizes in the raffle.
- **Christmas Markets at the Christmas Carol Concert** – this turned out to be a lovely event in lieu of a fair, held after school one Thursday in the Junior Playground. We were lucky that the weather was favourable although there were a few issues with not being able to see children in the dark. Because it was a shorter and smaller scale event and no one from the infants was performing, less money was made than for a full fair. This has fed into our decision to go back to a Saturday Fair this year.
- **New Year Quiz** – thanks to Lauren, Mike and Glyn for organising this.
- **Easter Egg Hunt** – a lovely Spring-time event with an Easter Egg hunt around local streets and some craft and refreshment stalls at the Infants – thanks to Laura and Tom for organising it!
- **Summer Raffle** – thanks to SeOUL Residential and Farley Wood for star prizes that they donated.
- **Summer Fair** – raised lots of money and also included a goodbye tribute for Miss White.
- **Break the Rules days** – popular with children and great at raising money. We would like to do more of these in the coming year.
- **Y2, Y3 & 4 and Y6 discos** – funded by the PTA to celebrate moving up to the juniors, to make up for missed discos and to celebrate the last day of Y6, respectively. Thanks to Lori and Anna E for organising them!
- **Set up of Uniformerly** for online uniform sales – thanks so much to Vicky DS, who uploaded all of the uniform onto the website and now manages the ongoing stock rotation and sales fulfilment process. Second hand uniform is now much easier to sell and buy whenever it is needed.

PTA Spend

Over the last few years, the PTA has funded significant improvements around the school, including the new play area at the Infants, the Nursery climbing frame and the climb around at the Juniors.

In 2021/22, the PTA funded: a new school-wide book collection; a whole assortment of new play equipment at both sites; an upgrade to the "muddy patch" at the Juniors; shade sails at the Juniors; new plants for the planters at the Juniors.

Upgrades to the Junior playground



2021/22 Financials

Fundraising bounced back in 2021/22, after the previous "Covid" year. We raised £38k in total across 2021/22, which translated into £29k net income after expenses.

The biggest contributions to our fundraising in 2021/22 were the Summer Celebration (~£8k raised) and Summer Fair (~£7k raised) showing the importance of whole-school events to PTA funds raised.

Our current bank balance is a very healthy £34k, leaving lots of potential for exciting spending plans this year!



Christchurch New Malden Primary School PTA
Statement of Income and Expenditure
for the Period 01/09/2021 to 31/08/2022

Event	Income	Expense	Net Income	Notes
Summer Celebration	£9,083	£(1,038)	£8,044	Sept 2021 event
Summer Fair	£9,817	£(2,916)	£6,901	June 2022 event
Raffle	£5,878	£0	£5,878	Raffles across the year
Break the Rules	£1,841	£0	£1,841	
Donation	£1,654	£0	£1,654	includes one-off request Sept 2021
Christmas Carols	£2,028	£(499)	£1,529	
Summer Term Sales	£1,352	£0	£1,352	Cakes, ice-pops, etc
Xmas Cards	£3,253	£(2,386)	£866	
Hunts	£573	£(60)	£512	
Rainbow Day	£413	£0	£413	
Uniform	£295	£0	£295	
Shows	£236	£0	£236	Refreshments at plays etc
On-line Quizzes	£220	£0	£220	
Xmas Wrapping Room	£39	£0	£39	
Giving Machine	£16	£0	£16	
Lunchbowl	£0	£(234)	£(234)	Donation and chocolate for kids at Xmas
Leavers	£2,048	£(2,388)	£(340)	Leavers 2022 and some costs for 2021 as well
	£38,745	£(9,468)	£29,277	

Spend	Income	Expense	Net Income
Playground	£0	£(9,904)	£(9,904)
Infants Shade	£0	£(3,654)	£(3,654)
School Planting	£0	£(201)	£(201)
Defibrillators	£0	£(167)	£(167)
Fees	£0	£(164)	£(164)
	£0	£0	£(14,090)

NET INCOME 2021-22 **£15,157**
Current bank balance @ 31/08/2022 **£34,115**

Accounts - Academic Year 2021-2022

Fundraising bounced back in 2021/22 after the Covid year.

£38k raised in total, with £29k net income from fundraising activities after expenses were paid. Previous academic year we raised £16k, with a net income of £12k.

Running two summer events in the same academic year was the main difference this shows the importance of allschool events to PTA fundraising.

Some material spend through the year, mostly on improving the playgrounds.

A further £2.8k had already been paid to the school in the 2020/21 academic year...

... and there is still a lot of money in the account to invest in improving the school's facilities for the kids!

2022/23 Spending Proposals

Mr Meehan thanked the PTA and congratulated them on their fundraising efforts last year. He presented a list of spending priorities for the year that he has developed in consultation with the SLT. He was keen to emphasise that all spending plans and cost estimates are rough initial estimates and will be subject to revision as they are further developed. Those present at the meeting were supportive of these plans and we hope that sufficient funds can be raised throughout the year to achieve them.

Summary

Project	Est. Cost	Time scale
2022/23 Academic Year		
Early Years and Key Stage 1 phonics books	£2,500	Dec 2022
Infant Playground Development incl Gazebo	£8,000	by Jan 2023 (gazebo) Jul 2023 (other considerations)
Writing Week and Competition Prizes	£750	Feb/ Mar 2023 by July 2023 (other competitions)
Junior Playground play areas and play equipment	£4,000	by May 2023
Enriching the Year 6 experience and supporting transition	£6,000	by May 2023
Redesigning the front of the Infant site	£5,500 (contribution)	by Jul 2023
Our Classroom Reflective Areas and creating a school 'Prayer Space'	£2,000	July 2023
Field and pavilion project	£5,000 (contribution)	Saved in 2022/23
2023/24 Academic Year		
Field and pavilion project	£5,000 (contribution)	2023/24
TOTAL	£38,750	

Detailed View

Project	Detail	Est. Cost	Time scale	Notes
Early Years and Key Stage 1 phonics books	We want to expand our supplies and range of newly-published decodable books that support our Floppy's Phonics scheme.	£2,500	Dec 2022	This is necessary purchasing to support the roll out of our new phonics scheme to ensure we are well resourced in ensuring we have a plentiful supply of scheme-specific decodable books to support phonics learning.
Infant Playground Development incl Gazebo	We will be refreshing the infant playground with a new gazebo to play in and provide extra shade, and other refurbishments, and exploring other ways in which we can add improvements to the infant playground.	£8,000	by Jan 2023 (gazebo) Jul 2023 (other considerations)	Removal of existing old construction ready for installation of gazebo by the new year. Consideration of further improvements that could be made, through talking to staff and children, later in the year.
Writing Week and Competition Prizes	We are planning to hold a special 'writing week' in the Spring term to promote children writing for a purpose and for enjoyment, to include a school wide writing competition and visits from authors, etc. We also may hold other curriculum competitions over the year, and part of this spend could be to fund prizes, so PTA are "sponsoring" competitions.	£750	Feb/ Mar 2023 by July 2023 (other competitions)	This funding will enable us to offer competition prizes and buy in visits from authors and practitioners to make the week very exciting for the children.
Junior Playground play areas and play equipment	We will be exploring how we can improve the junior playground, possibly creating a quiet area and/or an Astro-turfed area. Additionally, expanding our resourcing and storage of play equipment.	£4,000	by May 2023	This is also a good project to involve our pupil leadership team and/or our sports leaders.
Enriching the Year 6 experience and supporting transition	We are aware our Year 6 pupils have had a disrupted time in the junior school, due to the recent pandemic and we therefore are keen to support them in their final year at CCNM. This could become an annual thing for each year 6 cohort.	£6,000	by May 2023	This funding would enable us to provide further support for those who need it most, as well as supporting the whole cohort with extra enrichment activities to support transition to secondary school. This would also include the funding of hoodies and the year books.
Redesigning the front of the Infant site	We are planning to redesign the front of the infant site with more secure fencing, better	£5,500 (contribution)	by Jul 2023	The PTA contribution could add to this project, enabling us to fund things like attractive bedding areas, hiding the bins

	defined entrance point(s) and attractive areas at the front of the school.			away behind fencing and adding colourful benches or signage, for example.
Our Classroom Reflective Areas and creating a school 'Prayer Space'	We are raising the profile of our classroom 'reflective areas' to make these very special areas in our classrooms, supporting our Christian ethos. Additionally, we would like to create a school 'prayer space' which can be a quiet area for the children to pray and reflect.	£2,000	July 2023	This could be a project to also get our prayer leaders involved.
Field and pavilion project	We will be kick-starting the project to improve our field facilities, with a new working party to raise funds for development and completion within the next two years.	£10,000 (contr. over 2 years)	by Summer 2024	Working party to begin meeting Autumn term 2022; joint working between school leadership, governors, PTA and parents.
Total		£38,750		

School Playing Field Update

Neil McCarthy updated the PTA on his work over the last year looking into how to get the school playing field into a useable state, aiming for 10 months of the year of useability. Currently, the field is unusable for the majority of the year, due to a very uneven surface and extremely poor drainage. This is an issue dating from when a temporary school was built on the site during the Elm Rd building works. When the temporary site was removed by the council, the soil was left in a very poor state, which has created the drainage problems that we currently have.

The Council has now taken responsibility for leaving the soil in such a poor state and have agreed to finance a proper drainage survey. Drainage experts will visit the field at the end of October to conduct the survey and provide a quote for making good the surface.

We are then hoping that we can apply to the Council to access the "Community Levy" to help to fund the work to provide proper drainage and make the surface useable again. The decision on the Community Levy is likely to be made in April.

Things that we will be looking into and questions that we will be asking:

- How much useable field do we need vs how much should we leave as wilderness?
- What type of changing rooms should we have? Would container changing rooms (possible cost of £15k) be allowed without a further planning permission application? (School is looking into this). A few years ago we had a very high quote (£100k) for the building of a pavilion but we don't think that cost is necessarily justified.
- How much will the field be used in practice and therefore how much money should we invest?
- What about access, parking, considerations of residents? Could we add a car park as part of the project?

Mr Meehan has organised a meeting in a couple of weeks to discuss the way forward.

Thank you so much to Neil McCarthy and the rest of the field liaison team for all your hard work and progressing everything so well.

Election of a New Committee

Becks Reid and Cat Beston offered to Co-Chair and were voted in – thank you!

Aysem Diker Vanberg offered to take over as secretary and was voted in – thank you!

Arabella Milne offered to take on the Social Media role *[but has since left the committee, as her son has left the school. We are still looking for someone to fill the Social Media role on the committee]*.

During the AGM we were unable to fill the Treasurer position *[Subsequently filled by Glyn Hooper- thank you!]*.

The outgoing committee were thanked for all their hard work.

Upcoming Events This Term

Already Organised

- Christmas cards – thank you Jo
- Non uniform day on 14th Oct
- Discos on 14th Oct – thank you Lori

To Be Organised

- Christmas Hamper Raffle
- Christmas Fair (Sat 26th November)
- “A Break the Rules Day” towards the end of term *[date now set for 14th Nov]*

Plans for the Christmas Hamper Raffle and Christmas Fair will be developed over the next couple of weeks.

AOB

Thanks so much to the new committee, the old committee and all those who attended the meeting!