

PTA AGM 2023 Minutes

Christ Church New Malden Primary School Parent Teacher Association

Registered Charity No. 1027483

ANNUAL GENERAL MEETING

16th October 2023

Attendees

Cat Beston (Co-chair), Becks Reid (Co-chair), Glyn Hooper (Treasurer), Neil Meehan, Sarah Geer, Cath Wild, Vicky Boa, Emma Pretty, Alison Williamson, Rocky Sek, Cath Vivian

Apologies

Fiona Farden, Lauren Albert, Ros Green, Laura Stinton, Clare James, Jenny Dyson, Sasha Svensson, Claire Caldwell

Welcome

The PTA Committee opened the meeting with a welcome and thank you to those attending the meeting.

What we do

We support the school by raising as much money as we can to enhance, enrich and improve learning experiences for the children.

Who we are

We are volunteers and parents of children at the school, just like you

How you can help

Get involved. Donating your time is as important as donating your money.



2022/23 Highlights

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:

- **Christmas Fair** – a whole team effort, which the children love and provides a huge boost to the PTA budget
- **Children's Christmas cards** – thanks again to Jo H for continuing to organise this.
- **Christmas Hamper Raffle** – thanks to the reps for putting the hampers together and all who contributed and bought tickets.
- **Quiz Night** – thanks to Lauren, Mike and Glyn for organising this.
- **Easter Egg Hunt** – a lovely Easter Egg hunt around local streets – thanks to Laura and Tom for organising it!
- **Coronation Picnic** – brought people together and the PTA provided a prize for the Cupcake Competition.
- **Summer Fair** – our biggest Summer Term event relying on the whole school pulling together.
- **Summer Raffle** – thanks to SeOUL Residential, Beacon Lofts and Conversions and all those who donated prizes and bought tickets.
- **Class tea towels** – thanks again to Jo H for organising these!
- **Break the Rules days** – popular with children and great for raising some extra money.
- **Discos** – Really popular with the children. Thanks to Lou and Natasha for organising them.
- **Uniformerly** – This has gone from strength to strength this year, allowing parents to replenish their uniform stocks as and when they need – thanks to Vicky DS for setting it up and ongoing running of it.



Spending highlights last academic year included:

- Infant gazebo
- Infant playground markings
- Hi-Vis vests for school trips
- Reflective Areas within classrooms and communal areas at both sites
- Calm zone in the Junior Playground
- New gazebos at the juniors
- “The Ark” SEN space at the Infants – a suite of rooms called “The Lighthouse”, “The Anchor”, “The Harbour”, “The Cabin” and “The Lookout”. “The Lighthouse” is the sensory room, which is the most developed so far, with a range of sensory equipment and we are continuing to improve the range of equipment on offer.



2022/23 Financials

We raised a fantastic £24k, with the two fairs contributing a combined total of £12.6k and the two raffles raising a further £4.3k. Other notable contributors to earnings were donations, Christmas cards, Break the Rules Days and the Quiz.

Spending on improvements, equipment and learning resources totalled £19.7k, which gave a net income of £4.4k. We start the year with a healthy bank balance of £38k.

Event	Income	Expense	Net Income	Spend			
Break the Rules	£1,272	£0	£1,272	The Ark	£0	£(1,489)	£(1,489)
Cake Sales	£543	£(33)	£510	Hi Viz Vests	£0	£(503)	£(503)
Christmas Cards	£1,331	£0	£1,331	Infant Gazebo	£0	£(6,345)	£(6,345)
Christmas Fair	£8,390	£(2,341)	£6,049	Phonics Books	£0	£(2,941)	£(2,941)
Disco	£3,381	£(3,278)	£103	Playground Markings	£0	£(2,486)	£(2,486)
Donations	£2,133	£0	£2,133	Playing Shades	£0	£(2,831)	£(2,831)
Easter Egg Hunt	£629	£0	£629	Prizes	£0	£(1,000)	£(1,000)
Lunchbowl	£0	£(205)	£(205)	Reflective Areas	£0	£(884)	£(884)
Quiz	£1,397	£(23)	£1,374	Sports Gazebos	£0	£(158)	£(158)
Raffle	£4,342	£0	£4,342	Squirrel Rugs	£0	£(290)	£(290)
Summer Fair	£9,702	£(3,111)	£6,591	Fees	£0	£(773)	£(773)
Tea Towels	£1,430	£(796)	£634				
Uniformery	£144	£0	£144				
Leavers	£1,241	£(2,088)	£(847)				
	£35,934	£(11,875)	£24,059.44				

NET INCOME 2022-23	£4,360
<i>Current bank balance @ 31/08/2023</i>	<i>£38,476</i>

2023/24 Spending Proposals

Mr Meehan began by thanking the PTA for all their hard work. He commented that many hands make light work and he is really keen to draw on parent expertise to make our funds stretch as far as possible in the coming year.

Mr Meehan laid out five ambitious projects for the school this year:

1. Infant playground developments
2. Junior playground developments
3. Redesigning the front of the infant site
4. Promoting a love of reading
5. Supporting curriculum weeks and competition prizes

Project details and cost estimates

Please note some costs below are approximate and all plans and timings are flexible:

1) Infant Playground Developments

We will be exploring further improvements to the infant play spaces in three ways over the year:

Description	Estimated Cost	Time scale	Notes
A) Designing and resourcing the new Year 1 outdoor area, with fencing, furniture and play resources	£2,000	Oct 23	To support our Year 1 curriculum, which is always a transition from the Early Years curriculum in the Autumn term, we want to create and design a dedicated mini outdoor area, which can be used by both Year 1 classes, outside the year 1 area.
B) Carrying out repairs to Astroturf area to ensure safety	£1,500	by Jan 24	This PTA-resourced part of our play space is in need of attention to preserve this much-used

			area and do the necessary repairs to ensure safety.
C) Repainting external boundary brick wall and redesigning/resurfacing middle area of the playground (getting rid of the blue trim trail surface and make good the surface underneath)	£3,000	by Easter 24	Having added some newer equipment and furniture to the playground in recent years, and with the pavilion and the new playground markings over last year, it would be good to address the other areas of the playground that are looking tired and old.

2) Junior Playground Developments

We will be exploring how we can further improve the Junior Playground in three ways:

Description	Estimated Cost	Time scale	Notes
A) Resourcing the junior playground with a greater range of new sports and play equipment to make play more varied and inclusive at lunchtimes, in particular.	£1,500	Nov 23	We can involve the pupil leadership team in selecting sports/equipment that they would like to add to the 'menu' of available activities at lunchtime, and then Mr Newman/school staff to draw up a 'shopping list'.
B) Having started designing the new 'calm zone' near the front gates, we'd like to explore improving the area directly in front of it, with some kind of garden or green area and improved newer storage facilities for bikes and scooters. Additionally, re-purposing the 'bin shed' into a room that opens out on to the calm zone.	£8,000	by July 24	Building on what we have started in developing the patio area into a pleasant 'calm zone', we want to extend this area out to make it a defined area of the playground for quiet activities. We are also aware that the ageing 'bike sheds' are in need of modernising and development.
C) Looking at the possibility of resurfacing one of the main areas/pitches in the junior playground (Astroturf or Polymeric MUGA (Multi Use Games Area) Surface, a surface which can be used to accommodate various different sports including Netball, Football, Basketball and tennis)	£11,500	by Sept 24	This project will need a working party to begin looking at what could be done, and to do proper costing; this could be a mix of PTA and school staff - to begin meeting Nov 23.

3) Redesigning the front of the infant site

Description	Estimated Cost	Time Scale	Notes
We are planning to redesign the front of the infant site with more secure fencing, better defined entrance point(s) and attractive areas at the front of the school. This will allow classes to use the	£5,000	Summer 24	Planning permission for the fence was refused last year, so we are now about to enter the second stage of planning with a decision hopefully by Jan 24. As long as permission is granted, the fence could be

front area as an extra space for outdoor learning.			installed in Mar/Apr 24, enabling the redevelopment of the front of the site at the earliest in Summer term 24. However, design ideas can be worked on before this time.
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4) Promoting a love of reading

Description	Estimated Cost	Time scale	Notes
Funding the purchasing and replenishing of reading books across the school, to ensure that children have access to quality texts and materials to support their reading development.	£8,500 (based on £500 per class and £1,000 extra for author visits, other events or resources to support reading)	from Oct 23	One of our big focuses over this year will be promoting reading for pleasure and ensuring that our pupils are in good habits of reading, as it is key to success in so many other areas of the curriculum. We recognise that children are motivated by new books, quality texts and recommendations. Some of this funding will also help cover costs of any visiting authors, as we know this is also motivating for children.

5) Supporting Curriculum Weeks and Competition Prizes

Description	Estimated Cost	Time scale	Notes
It worked well on a couple of occasions last year (writing week, World Book Day, Coronation Cup Cake) to offer prizes for children 'sponsored by the PTA' and we'd like to continue to do this.	£500	ongoing - tbc	This funding will enable us to offer competition prizes, and make these competitions exciting and motivating for the children.

The total cost of all of these projects is currently estimated to be **£41,500**.

Note about the School Field:

We are still pursuing with Kingston Council trying to bring improvements for our playing field surface, but this has been frustratingly slow. In time, we hope to remedy this, and then revisit plans for some kind of pavilion on the site, and this would be a project to get the whole school behind. However, we need to find resolution in ameliorating the surface first, so this is something to consider for the longer-term future beyond this year.

Q & A with Mr Meehan

Q: *Is the PTA being asked to fund the new fence at the front of the infants, or just the landscaping?*

A: Some of the money for the fence will come from Diocese and the school may need to match it. The portion that we'll be asking the PTA to fund will be for the redesign of the front, not the fencing itself. We want it to be a learning space, green space, colourful space. As soon as we have the fence, that area has the potential to be used for outdoor learning and be a much more pleasant space.

You will also have seen the announcement that Dotty and Truffle are leaving, which opens up the area next to the field that they have been inhabiting. We would love to make the area that they are vacating into an outdoor nature area. It will need lots of thought as is very shady so limits what you can grow.

Q: *What is “the Ark”?*

A: The Ark is a new space at the Infants for SEN (Special Educational Needs) provision. It is a much-needed suite of rooms called “The Lighthouse”, “The Anchor”, “The Harbour”, “The Cabin” and “The Lookout”. “The Lighthouse” is the sensory room, which is the most developed so far of all our rooms, with a range of sensory equipment and we are continuing to improve the range of equipment on offer.

Q: *Will we end up with a similar space to the Ark at the Juniors?*

A: We focused on adding the Ark to the Infants first because the need there was greatest. We are in the process of creating an outdoor “Calm Zone” at the Juniors and there is potential to add an indoor Calm Zone too. This could be in the little shed where the bins are currently kept. We could store the bins round the other side of the school and then redesign the space. We would potentially need to move the door so that it opens onto the playground, but the room does have electricity, which makes it easier to convert.

Q: *How much do the five projects that you are proposing cost?*

A: Current estimates suggest they will be ~£41k. Costs can easily spiral once we start having to engage big companies, so the more we can harness the expertise of parents, the more we can get done. Things like repainting and making the exterior wall at the infants look nice could definitely be done by a parent team.

Q: *Can we get some better lighting in the Junior hall for performances?*

A: That’s another thing to add to the list. Mr Burkinshaw has looked into it in the past. This year we’re having more of a focus on outdoor and sport and potentially next year we could move our focus to indoors / the arts.

Q: *Can we get more use out of the playing field by putting together a parent rota to help walk classes there?*

A: That is definitely worth looking at, although the drainage is not good so that makes it hard to use in the winter. In the meantime, getting a better surface to play on in the junior playground would potentially be helpful.

Q: *Would we be able to put a circus tent on the field for events?*

A: Maybe, although we do lack all the amenities in the field to support an event.

Help Needed

Committee Positions

We currently have gaps in the committee for the following positions:

- 1) Secretary
- 2) Raffle organiser

We are also looking to identify some deputy co-chairs to shadow the chairs for a smooth transition when the chairs step down next year.

Working Parties

We are seeking volunteers to join working parties in both Infant and Junior Playgrounds

- Infant playground working party – could work on sprucing it up (e.g. re-painting the back wall)
- Junior playground working party – to scope out the optimal use of space in the junior playground for different sports and activities and look at potential new surfacing options.

Q: What do the committee roles entail?

A: See below

Q: Would it be possible to share a committee role between 2 people?

A: Absolutely!

Role descriptions

Below we have laid out the “core” activities for each role and potential additional tasks if bandwidth / time allows:

PTA Secretary:

Core activities:

- Organises and attends meetings.

- Writes the minutes from PTA meetings, including bullet point “action items” as soon after the meeting as possible and a longer form word doc, which reflects all the key points that were discussed and agreed during the meetings.

Potential extension to core role:

- Writing PTA emails to go out to parents on Arbor
- Acting as a conduit between the school and the PTA

Raffle organiser

Core activities:

- Acquires prizes by liaising with local businesses and parents with prizes to donate.
- Manages raffle comms and distributes prizes to lucky winners.

Potential extension to core role:

- Management and design of raffle website
- Take over management of relationship with SeOUL Residential

Upcoming Events

Friday 3rd November - Break the Rules Day!

A favourite day amongst the children as for one day only they can break some rules! Pay a 50p ‘fine’ for every rule broken. PTA volunteers will be at the doors of both sites with buckets to collect the fines.

A note for year 6 parents: There will be a separate bucket for all the year 6 monies, so do tell your year 6 child to look out for this as this collection will go towards their year 6 fundraising (or use below alternative)

Friday 10th November - Infant and Junior Discos in the Junior Hall

By popular demand, the Discos are back!

Years 1, 2 & 3 - 3.30-5pm

Years 4, 5 & 6 - 5.30-7pm

Tickets are £8 per child (includes 90 minute disco, snacks, drinks and a treat) and will be available to purchase at a first come first served booking system that will open at a designated time. Parent helpers will be needed please.

Friday 10th November - Non-Uniform Day!

Children will be excited to know that they can wear their own clothes to school on this day! We hope by combining this event with the discos, it enables a smooth transition without the need to change at school.

Please bring a £1 donation and give to the PTA volunteers who will be at the doors of both sites in the morning with buckets.

Saturday 25th November - Christmas Fair

Volunteers are needed for the time slots between 12pm and 5pm (including set up and tidy up) so do please consider volunteering your time for this fun festive event, the more the merrier, thank you! Donations are also needed as per recent PTA emails.

Uniformerly

Don't forget we have an online facility where second hand uniform can be purchased; please visit the [Uniformerly website here](#). Any items purchased will be delivered to the school office for collection. If you experience any problems when ordering uniform via the Uniformerly website, please email ccnmpta.uniform@gmail.com. If you wish to donate uniform in good condition to sell, please drop this at either school office in a bag marked for attention of Vicky D'Sylva, who kindly runs this.

Go Fund Me

The PTA now has its own [Go Fund Me](#) page! We know that in these somewhat cashless times it's hard to get change, let alone remember to give your child change on certain days! Please do use this link as a cashless alternative to donate whenever you are able. A QR code will be on donation buckets at PTA fundraising events to enable you to scan and donate too. Every little counts and all donations are eligible for gift aid.



AOB

Thanks so much to everyone up and down the school who has contributed to such a fantastic year of community building and fundraising.