

**WILLOWBROOK PRIMARY SCHOOL  
PARENT TEACHER ASSOCIATION**

**REGISTERED CHARITY NUMBER: 1046576**

**AGM MINUTES**

**School:** Willowbrook Primary School  
**Date:** Wednesday 25<sup>th</sup> November 2020  
**Time:** 8:00 PM  
**Venue:** Via Zoom

**Committee Members**

Amy Lyddiatt (Chair) | Kim Griffin (Vice-Chair) | Kerry Rugg (Treasurer) | Liz Smith (Co-Treasurer) | Kit Cheng-Ung (Secretary) | Mrs Branton (Headteacher)

Item No.	Item
	<b>ORDINARY BUSINESS</b>
1.0	<p>All committee members in attendance.</p> <p>Miss Fenuga joined the meeting.</p>
2.0	<p><b>Chair's report</b></p> <p>Chair summarises points from the report.</p> <p>This year the PTA have had to think outside of the box and create more Covid-19 safe activities. New things we have added are doing well.</p> <ul style="list-style-type: none"> <li>• Adventure Island and Sea Life Adventure tickets have nearly sold out.</li> <li>• Eco Balloon racing has been very popular – 48 balloons have been purchased and we are near the £500 target with £471 raised so far.</li> <li>• AmazonSmile has 39 active supporters (those who have made a purchase) and over 5 sales are made each day by supporters.</li> <li>• Easyfundraising – there are 35 registered supporters, only 10 have ever made a purchase through this portal since 2015, so income from this is very low. 9p raised within past 30 days.</li> <li>• Your School Lottery launched 9<sup>th</sup> November and current total is 16 tickets purchased, with the first draw on Saturday 12<sup>th</sup> December.</li> </ul>

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	<p>Chair would like to thank the school for supporting the PTA and thanks to the parents for supporting our fundraising.</p> <p>The PTA have worked really hard this year to put all the things together and it has been a challenge.</p> <p>Mrs Branton noted that it is a really difficult time and the PTA have done an amazing job with the events, engaging parents and still managing to raise money in difficult times.</p>
3.0	<p><b>Treasurer's report</b></p> <p>Treasurer ran through the points in the report.</p> <p>There are still difficulties settling payments through the PTA bank account, this is due to the necessity of having 2 level authorisation for all payments. There are two invoices outstanding.</p> <p>The PTA accounts are healthy. Due to Covid-19 we have not been paying out the majority of items that were budgeted for 2020.</p> <p>Main notable items for the accounts are the inclusion of Adventure Island and Sea Life Adventure ticket sales. Revenue from tickets is approx. £800, cost of tickets to be deducted, we make between £4-£5 per ticket sold.</p> <p>End of year profit and loss will show whether this has been a viable venture and will look at buying tickets earlier in the new year for better prices.</p> <p>Any unsold tickets with 31<sup>st</sup> December expiry date will be honoured by Stockvale Limited for a further 12 months.</p> <p>Pre-Loved Uniform sales do not make large amounts but has been good for adding to our funds, we have raised around £100 so far.</p> <p>Other income for the festive period is coming from eco balloon racing, Christmas Fayre stalls, raffle tickets, Christmas cards and gifts. Hopefully these events will raise some income missed from holding our usual summer and Christmas fayres and bazaars.</p> <p>Budget meeting – suggest holding this in the new year when things may be clearer around the pandemic.</p> <p><i>Action: - Set budget meeting for January.</i></p>

Item No.	Item
4.0	<p><b>Appoint independent examiner of Accounts.</b></p> <ul style="list-style-type: none"> <li>✓ Motion agreed to appoint Paul Griffin as Independent Examiner of Accounts</li> </ul>
5.0	<p><b>Election / Confirmation of Officers and Trustees of the Committee</b></p> <ul style="list-style-type: none"> <li>✓ Motion agreed to join the Chair and Vice-Chair role to Co-chairs</li> <li>✓ Confirmation of officers to committee roles                             <ul style="list-style-type: none"> <li>• Co-Chairs – Amy Lyddiatt and Kim Griffin</li> <li>• Secretary – Kit Cheng-Ung</li> <li>• Treasurer – Kerry Rugg</li> <li>• Co-Treasurer – Liz Smith</li> </ul> </li> </ul>
<b>SPECIAL BUSINESS</b>	
6.0	<p><b>Changing Parent Teacher Association (PTA) to Parent Teachers and Friends Association (PTFA)</b></p> <ul style="list-style-type: none"> <li>✓ Motion agreed to change from PTA to PTFA status</li> </ul>
<b>ANY OTHER BUSINESS</b>	
7.0	<p><b>Open to members</b></p> <p>Chair raised ideas for the children’s Christmas parties with Mrs Branton. Proposed holding class parties on last day of the school term (18<sup>th</sup> December), between 1-3pm after lunch and to have non uniform Christmas dress up day.</p> <ul style="list-style-type: none"> <li>✓ Agreed with Mrs Branton</li> </ul> <p>Other suggestions included:</p> <ul style="list-style-type: none"> <li>• Reindeer food bag making</li> <li>• Pass the parcel</li> <li>• Dance party with Christmas songs</li> <li>• Tree decoration making</li> </ul> <p>Mrs Branton and Miss Fenuga suggests the arts and crafts can be done as a Christmas House morning – rebranded. Parents could be asked for a contribution as usually the items would be sold at bazaar and this could help with the cost of materials.</p>

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	<p>Mrs Branton said activities could be spread across the week, so that the children have lots to look forward to.</p> <p>PTA to provide snacks for the parties, <i>Mrs Branton will send over a list of items for PTA to buy, considering allergies within classes.</i></p> <p>Skittleman is available for the Wednesday – <i>Chair to check he is still available.</i></p> <p>Mrs Branton suggests small prizes for dance competitions.</p>
	<p>Meeting ended 20:37</p>