

**St Mary's Hampton CE Primary School, Hampton PTFA**  
**Minutes of the Annual General Meeting of the Trustees held via Zoom Video Conference**  
**on Thursday, 13 January 2022 at 8.00 p.m.**

**Present:** Mrs Sarah Taylor Murrell (Chair)  
Mrs Victoria Hale (Secretary)  
Mrs Terri Goodwin  
Ms Liz Weiss (Treasurer)

**In attendance:** Mrs Hayley Geering  
Mrs Kelly Gurney  
Mr Anthony U-D  
Mrs Ruth McCann  
Mrs Jennifer Walker  
Mrs Lucy Murphy  
Mrs Tracy Willmot  
Mrs Alison Heywood  
Kirsty

Mrs Helen Vernon on behalf of St Mary's Hampton CE Primary School

**Apologies:** Hannah Mitchell (Vice Chair)

**Action**

**1. Introduction**

The Chair noted that a quorum was present, welcomed all to the meeting and accordingly declared the meeting duly convened and constituted.

**2. Minutes of the Previous Meeting and Matters Arising**

The minutes of the previous Annual General Meeting held on Wednesday, 24 March 2021 were approved.

It was noted that all matters arising had been either dealt with or placed on hold pending the ongoing Covid-19 pandemic.

**3. Allocation of Funding**

It was noted that the PTFA had at the schools request, funded the following items during 2021:

Christmas 2020 and Easter 2021 Class Wish Lists which had included additional ELSA resources	£2,374.79
Teacher Thank You	£66.70
Phase one of the Sensory Garden	£1,616.51
Year 6 Leavers Donation	£1,000.00
Lost Property Storage Box	£119.95
Levelling of School Field	£995.00

**Total Funded** **£6,172.95**

School Playground

The Committee discussed ideas to make the school playground a more interactive experience for the children. It was noted despite the completion of phase one of the sensory garden at present the children were unable to use the space due to the muddy surface.

Following due and careful consideration it was agreed that a working group would be established consisting of parents and representatives of the school to identify a strategy to create a stimulative creative outside space that would benefit each child. A piece of unused land adjacent to the bike sheds had been identified for potential use as a 'woodland' nature area together with a number of other themed areas throughout the school grounds.

It was further agreed that the group would present a strategy to build a creative outdoor space for the school to the Trustees in due course with consideration given to the application for a grant, which would require a clear plan addressing all children's needs across the school.

It was noted that the following points that had been raised during the meeting would be considered by the newly established group:

- i. The Sensory Garden would require the addition of bark chipping to allow children to utilise the space in all weather, consideration would also be given to a structured shelter and stepping stones from the tarmac to the entrance;
- ii. Further sensory activities throughout the playground;
- iii. The inclusion of boot scrapers to assist in keeping classroom carpets clean;
- iv. Maintenance of the pavilion;
- v. Consideration of including some playground markings; and
- vi. The establishment of a budget for 'play equipment' for the children to use during breaktimes.

Following due and careful consideration the Trustees approved the allocation of PTFA funds for the project, such amounts to be agreed upon the presentation of the final strategy documentation.

In order to raise awareness with parents of the simple ways of raising funds through Your School Lottery, Amazon Smile and Easy Fundraising it was agreed that details of how to join would be included on the school's PTFA webpage and on the PTFA's Facebook page.

TG

#### Year Six Leavers Contribution

It was acknowledged that over the past two years, the PTFA had contributed towards the year six leavers fund primarily due to restrictions imposed by the ongoing pandemic. It was noted that the 2022 leavers would start to fundraise with consideration being given to a contribution by the PTFA at a later date.

#### **4. Chair's Report**

The Chair presented her Report (as appended to the minutes).

Despite another difficult year of imposed Covid-19 restrictions, the PTFA managed to raise £12,222.60 of funds, most of which had been generated by the Happy Circus event, and Your School Lottery.

It was noted that the bag2schools incentive had generated lower funding than in previous years due to a reduction in the price of clothes per kilo.

The Chair placed on record her appreciation to Mrs McCann and Mrs Tattam, who had this year taken on the Christmas fundraising events; Christmas cards designed in class by the children, the sale of Christmas Trees and a wreath making evening event. Due to social distancing restrictions, secret Santa and the Christmas shopping evening had not taken place.

#### Future items for fundraising

Following due and careful consideration it was agreed that the following items be approved for funding:

- i. Phase two of the Sensory Garden subject to confirmation of costs and viability of the project;
- ii. £500 to provide the school library with new books, predominantly for the older readers, where there was a shortfall; and
- iii. £300 for the purchase of resources for the ELSA programme.

The Chair thanked the members of the PTFA and its many helpers for all of their time that they had dedicated to raising funds for the school during her tenure as Chair. The Treasurer echoed these sentiments and thanked the Chair for her commitment to the role since her appointment.

Save for the above the contents of the report were noted.

## 5. Treasurer's Report

Mrs Weiss presented the Treasurers Report as at 13 January 2022 (as appended to the minutes). She placed on record her thanks on behalf of the PTFA to all those who had volunteered their time or donated during the year to raise funds for the school.

It was noted that the PTFA's bank account currently held a balance of £18,186.78.

Save for the above the contents of the report were noted.

## 6. PTFA Constitution

It was noted that the Committee currently consisted of a Chair, a Vice Chair, a Secretary and a Treasurer and one additional Trustee. There were also Committee Members, made up from parent members.

As announced in the December 2021 newsletter , the Chair confirmed that she would retire at the conclusion of the Annual General Meeting, together with the Secretary and Trustee Hannah Mitchell.

It was acknowledged that in accordance with the Charity's constitution a new Chair and Secretary were required to be appointed to enable the entity to continue in existence. It was noted that so far volunteers for these positions together with a Vice Chair had yet to be identified.

Following due and careful consideration it was resolved that:

- i. Mrs Sarah Taylor-Murrell and Mrs Hannah Mitchell will resign as Trustees with effect from the conclusion of the Annual General Meeting and that the Secretary and Treasurer be instructed to make the requisite filings with the Charity Commission and Lloyds Bank;
- ii. That Mrs Terri Goodwin be and is hereby appointed as interim Chair with effect from the conclusion of the meeting until such time as the vacancy is fulfilled; and
- iii. That Mrs Victoria Hale remain in the position of Secretary until such time as the vacancy is fulfilled.

It was agreed that an explanatory note detailing the positions that were required to be filled together with the consequences of being unable to adhere to the Charity's constitutional documentation be circulated to all parents.

**TG**

Any potential volunteers would be put to the Committee for consideration at a meeting to be held in approximately two weeks' time.

## 7. Any Other Business

### Date of the next meeting

It was agreed that the next meeting would be held on Thursday, 27 January 2022 at 8.00 p.m.

There being no further business the meeting was closed.

## Appendix I Chair's Report for 2021



### St Mary's Hampton CE Primary School PTFA Annual Report for the AGM

13<sup>th</sup> January 2022

Welcome everyone, thanks for attending this remote AGM.

Personally, I was glad to see the back of 2021. Not quite as bad as 2020 for most, but still very unpredictable and arduous. Another year of uncertainty, cancellations, and postponements. Despite all this, the community of St Mary's Hampton Primary School PTFA have once again, managed to pull together and run a few profitable events and fundraising apps and activities.

In doing so, a phenomenal sum of **£12,222.60** has been raised to help with the PTFA's objectives; which are to advance the education of the pupils by providing and assisting in the provision of facilities for education at the school, to foster more extended relationships between the staff, parents, pupils, governors, and others associated with the school; and engage in activities which support the school and advance the education of the pupils attending it.

Full details of the funds raised can be found on Liz's Treasurer's Report. I would just like to give a little more detail of the activities and give a shout out to the key volunteers:

#### PTFA Fundraising Activities

- **Preloved Uniform Sales** – were managed by Sophie Fenwick and Tammie Van Der Merwe, who have done a great job and raised a lovely profit in the process.
- **Bag2School Clothes Collection** – the amount raised was down on last year, but the price paid per kilo was reduced, and this is still a relatively easy way to bring in some cash and I feel worth doing again this year.
- **Easyfundraising** – we gained an additional 6 supporters this year with a total of 86 supporters signed up to raise money whilst shopping online using this organisation. More work is needed to get supporters signing up and using this fundraising tool. It's such an easy way to raise money and just takes a few minutes' education to get people using it.
- **Amazon Smile** – is a new fundraising venture for the PTFA. A donation for every Amazon purchase made by anyone who has registered. Efforts need to be made to get supporters to sign up as it's another easy way to fundraise with little effort.
- **School Lottery** – has been very worthwhile but could still be much better. We currently have just 32 supporters who buy 55 tickets and the weekly prize fund stands at £16.50. As the supporters go up so does the prize amount and of course the donation to the PTFA. Since last year's AGM we raised nearly £1700 which could be tripled very easily. The £25k national, weekly lottery is yet to be won by St Mary's!
- **Happy's Circus** – the PTFA's second ambitious undertaking took place in September 2021. This time there were not one but two shows and twice as much fun! We clearly learned a lot from our first Circus event, as we managed to double profits and sell out all 800 tickets! The feedback was glowing, and it was felt that the evening was very entertaining and hugely lifted the children's spirits. Ruth McCann designed a fabulous programme, Terri Goodwin pulled together a very profitable raffle and we managed to sell over £700 of advertising to local businesses and some of the St Mary's parents, including Natalie Bainborough, Jo Sinnott, David Aldrich and Brian Hurst. A big thank you to all

parents who helped us with sponsorship, supermarket donations and raffle prizes and to all who volunteered their time and pulled together to deliver another remarkable event to raise funds for the PTFA and create a buzz in the school and the Hampton community. Also, a big thank you to all our sponsors, especially the ongoing support from Birdie Bikes and Tredinnick and Bower plus year 2 Dad to Daniel, David Aldrich who donated generously. We ran two shows, Sharon Tattam sold out of the 800 available tickets, John Barry cooked 600 hot dogs and together we made an incredible **£6996.17 profit!**

- **Christmas Fundraising** – a big thank you to Ruth McCann and Sharon Tattam who saved Christmas by single-handedly running all the activities!
  - Ruth McCann organised the children's **Christmas Card** designs again with a new and improved supplier and the children created some gorgeous designs with the help of some helpful parents. She also ran a brilliant **Wreath Making Night** which brought in a nice profit and a good sprinkling of festive cheer!
  - Sharon Tattam ran the **Xmas Tree Sale** for the 5th year and made almost double on last year. We're hoping that Sharon will run this again next year as we've been spoiled with her excellent trees at great prices!

Sadly, we didn't manage a **Christmas Shopping Night** or **Secret Santa** but hope to be able to run additional events this Christmas.

- **Match Funding** – the fabulous Liz Weiss is not only the PTFA Treasurer but also works for Lloyds Bank in her spare time! She applied for Match Funding through her employer for the hours she has put in volunteering for the PTFA and raised £192 for her efforts – thanks Liz and Lloyds Bank plc! Do any other St Mary's parents or carers work for organisations that would contribute in this way?

Unfortunately, we didn't manage to hold our annual **Family Fun Day** or **Spring or Autumn Fairs** this year. **Ice Cream, Lolly and Cake Sales** were also put on hold as were **Mother's Day and Father's Day Activities, Discos, Toy and Book Sales and Movie and Quiz Nights**. We are hoping to resume some of these activities in the coming year.

The money raised by the PTFA over the last year has been used to fund the following:

#### **Donations to School**

- Stage 2 of the Levelling of the School Playing Field
- Christmas and Easter Wish List Gifts for all years to source additional classroom and mental health resources
- Phase 1 of the Sensory Garden
- £1,000 2021 Year 6 Leavers' Donation (agreed due to them not being able to fundraise themselves)
- Lost Property Storage Box for items to be left in a secure, dry place

NB. There is a large balance as per the Treasurer's Report. It was agreed that Phase 2 of the Sensory Garden would be funded – the exact costs are yet to be finalised. There has also been talk about funding a trim trail for the school playground and the possibility of developing the 'forest' area between the path and playground. The PTFA is awaiting confirmation of costs and viability of both projects so they may be taken to the committee for discussion.

£500 has been set aside to provide the school library with new books, predominantly for the older readers, where there is a shortfall.

£300 has been earmarked for the purchase of resources for the ELSA programme.

#### **Farewell**

As announced in the PTFA Newsletter in December 2021, I am standing down as Chair, with immediate effect.

I would like to say a big, personal thank you to everyone who has supported me and the PTFA committee over the past 7.5 years. I am extremely proud to say that during my time as Chair of the PTFA the committee has raised a whopping **£76,197.04!** We have funded an outdoor classroom, levelled the playing field, tarmacked a very muddy area outside classrooms 1-4, resurfaced the tennis courts, installed a playframe, funded lots of books, wet weather chests, classroom equipment, gardening equipment, paid for pantomimes, music equipment and keyboards amongst many, many other ad-hoc items.

We have put on Spring Fairs (including one in the snow!), a Petting Zoo, Summer Fairs, an Autumn Fair, two Circuses, Family Fun Days, Quiz and Curry Nights, stalls at the Church and Village Fairs, Cake, Ice Lolly, Crisps and Hot Chocolate Sales, Mother's and Father's Day activities, loads of Christmas events; Secret Santas, Parties, Discos, Movie Nights, Christmas Cards, Wreath Making, Christmas Tree Sales, Craft Sale and Christmas Shopping Evenings... Not to mention the raffles, Bottle Tombolas, 10 in a Bag, Toys, Books and Bric a Brac Sales...

I've made some amazing friends, learned many pleading, negotiating and begging skills and above all else (mostly) had a blast!

I very much hope that volunteers for the Chair, Vice Chair and Secretary positions come forward at the AGM and that the next committee have as much fun with it as we have.

I also hope that the PTFA will continue to be supported by the whole St Mary's community and that everyone signs up to Easyfundraising, Your School Lottery and Amazon Smile!

A big farewell and thank you to Victoria Hale who, over the past 3 years, has brilliantly managed both Treasurer and more recently Secretary roles whilst holding down a very busy and stressful job. Her position of Secretary is now vacant.

I'd also like to say a special thank you to Hannah Mitchell, Terri Goodwin, Victoria Hale, Liz Weiss and Sharon Tattam who have put up with my late-night phone calls and endless meeting requests and have been sent on crazy missions to beg, borrow and heave slabs of bottles and cans at all times of day and night! You're all amazing and Liz thank you for staying on to help the PTFA thrive with a new committee.

There have been many, many other volunteers who have given so generously of their time, money and skills. You know who you are but Ruth McCann especially springs to mind – always smiling, ever giving, and never saying no. Thank you, Ruth, you are a super-star!

## **2022 PTFA Planning**

The committee consists of a Chair, a Vice Chair, a Secretary and a Treasurer. There are also committee members, made up from parent, grandparent and carers and there is a vacancy for a Teacher Representative and a Friend of the PTFA. Roles can be shared if preferred.

If a committee is elected, it is proposed that monthly PTFA evening meetings lasting no more than 90 minutes are continued. Appointed PTFA members should meet to plan events during the year, come up with ideas, delegate duties where appropriate and publish regular newsletters to the St Mary's Hampton School community to keep everyone informed.

A handover will be arranged by myself if a new Chair is elected to hand over to.

There is a full Treasurer's Report to accompany this report.

I wish everyone a highly successful 2022 and I hope to see you all at a St Mary's School Fair soon!



Sarah Taylor-Murrell

St Mary's Hampton CE Primary School PTFA Chair 2014-2021

## Appendix II – Treasurer’s Report



### St Mary's Hampton CE Primary School PTFA Treasurer's Report 2021

Submitted by Elizabeth Weiss

<b>Balance as of 31<sup>st</sup> January 2021<sup>1</sup></b>		<b>£12,429.17</b>
<b>Fundraising Event</b>	<b>Profit</b>	<b>Cost</b>
Uniform Sales	£500.50	
Happy's Circus <sup>2</sup>	£6,996.17	
Christmas Cards <sup>3</sup>	£517.46	
Christmas Trees	£1,505.74	
Christmas Wreath Making	£326.34	
Your School Lottery	£1,696.80	
Easy Fundraising	£366.97	
Amazon Smile	£45.62	
Anglo Recycling – bag2school	£75.00	
Lloyds Bank Foundation	£192.00	
<b>Total Raised in 2021</b>	<b><u>£12,222.60</u></b>	
		<b>£24,651.77</b>
<b>Miscellaneous</b>		
Deposit	£50.00	
		<b>£24,701.77</b>
<b>Funded in 2021</b>		
Christmas 2020 and Easter		£2,374.79
2021 Class Wish Lists		
Teacher Thank You		£66.70
Sensory Garden (Phase 1)		£1,616.51
Year 6 Leavers Donation		£1,000.00
Lost Property Storage Box		£119.95
Levelling of School Field <sup>4</sup>		£995.00
<b>Total Funded in 2021</b>		<b><u>£6,172.95</u></b>
		<b>£18,528.82</b>
<b>Expenses</b>		
Parentkind		£111.00
Stripe payments Account		£40.77
Card readers		£134.40
Ticket Scanners		£55.87
		<b><u>£342.04</u></b>
<b>Balance on as of 13<sup>th</sup> January 2022<sup>5</sup></b>		<b>£18,186.78</b>

Float in School Safe £50 plus £10 Uniform Float

*Additional Assets: Items in PTFA Sheds/box*

#### **Treasurer's Comments**

*Due to Covid Pandemic limited fundraising has been possible in 2021.*

#### **Footnotes**

1. 2020 treasurers report completed up and inclusive of 31<sup>st</sup> January 2021. Balance included cash of £670.00 which had not been paid into account in 2020 due to the Covid pandemic.
2. Circus profit Includes £300 sponsorship from Tredinick and Bower.
3. Includes £279.50 carried over from Christmas 2020 that had not been accounted for prior to 31<sup>st</sup> January 2021.
4. Final payment for previous playing field levelling
5. Treasurers Report completed ahead of 31<sup>st</sup> January due to early AGM triggered by resignation of Chair and Secretary.