

St Mary's Hampton CE Primary School, Hampton PTFA
Minutes of the Committee Meeting held
on Wednesday, 25th January 2023 at 8.00 p.m.

Present: Ayisha Hitchcock (Chairperson)
Liz Weiss (Treasurer and Year 2)
Lucy Murphy (Secretary and Year 3 – *resigned*)
Laura Court (Vice-Chairperson and reception class rep)

In attendance: Elizabeth Kearns (Year 6)
Emilie Holden (Year 3 – class rep)
Emma Smith (Year 1 and Year 4)
Fiona Griffin (Year 3)
Heather Suarez (Year 1)
Helen Nealen (Year 1 and Year 5)
Jenny MCGowan (Year 1 – class rep)
Jenny Yiend (Reception and Year 3)
Kirsty Urquhart-Davies (Year 3)
Lisa Mainwaring (Year)
Louise Aldrich (Year 3)
Nicola Robinson (Year 1 and Year 3)
Rachel Wolfson (Year 1 and Year 4)
Ruth McCann (Year 6)
Vicky Botterill (Year 4 and Year 6)

1. Introduction

The Chair warmly welcomed all to the meeting in person.

2. Approval of the minutes of the meeting dated Thursday, 28th November 2022

The minutes of the meeting held on Thursday 28th November were approved by the Committee.

3. PTFA Composition

- To acknowledge the formal nomination of Ayisha Hitchcock as Chairperson
- Lisa Mainwaring was nominated for proposed shared role of secretary by Lucy Murphy and seconded by Jenny Yiend
- Heather Suarez was nominated for proposed shared role by Laura Court and seconded by Emma Smith

Lucy, Lisa and Heather would convene to share details regarding the role including all the appropriate logs.

**LMu/LMa
/HS**

4. Chairperson's update

The Chair noted that much of the annual reporting would be covered in the Treasurer's report and that as very a recently incoming Chair there was little to provide in addition. The Chair noted that she was looking forward to working with the members of the committee to deliver a varied selection of activities for children and families in support of the school.

5. Treasurer's update

Please see attached Treasurer's report appendix for financial accounts.

The Treasurer noted that 2022 was a transition year with many of the posts being held in response in effort to stop the PTFA from folding. Chairperson was going to step down, Hayley and Terri would take on the position on an interim basis with Trustees stepping into position on a governance basis.

Fundraising lighter than previous year. However, the Jubilee was a successful community event with a lot donated. Most of the other activities were small scale with ongoing input from the school lottery, amazon smile, weekly email from the school. We still had the Xmas trees, the wreath event and the payments from the Xmas Cards. We are started to reinstate the cake sales.

But we what have we funded has risen again. We've given additional funding to the outdoor space including raised beds, stage area and the willow den. We funded Christmas pantomime / science event. Points of note from the Treasurer's Report:

- Cake sales held by Years 1 and 2 between September – December 2022. Cash raised from these has not yet been banked and will reflect on 2023 accounts.

- 2nd Hand Uniform has largely been offered for free this year or on a donation basis to help families with the current cost of living situation and due to the surplus amounts 2nd uniform currently held in the PTFA shed.
- Final credit from the Christmas Cards is still awaited for to the PTFA accounts. No Christmas raffle was held this year.
- 2 collections held this year with the May event being significantly more successful.
- £6k was committed in 2022 to both the school playground and the IT upgrade project. £3k was moved with approval from the PTFA from the IT project to the playground due to delays in confirming costs required for the IT project. £1,509.48 remain unspent of these funds.
- Treasurers Report completed ahead of 31st January due to early AGM as a result of 2022 EGM being called early.

- **Balance as of 31st January 2022 £18,070.78**
- **Total Raised in 2022 £4,823.02**
- **Total Funded in 2022 £7,111.93**
- **Balance on as of 24th January 2023 £15,781.87**

6. Fundraising and school activities – planned and proposed.

The committee discussed past year's commitments and successful events. There was much interest in running another Circus event and returning to larger fairs.

Year 6 activities

The Year 6 representatives raised questions about the validity of the claim that PTFA funds could not fund or at least contribute towards Year 6 leaving activities.

The committee agreed that if each year group were supported in turn, then each would benefit from the fundraising and no one group would benefit more than another,

The committee agreed to look at this again as it seemed somewhat unfair. AH to look into this matter.

AH

The Year 6 representatives then shared their plans for fundraising which includes but is not limited to:

- Book and jewellery fair
- Cinema Night
- Football tournament
- Silent Auction
- Teddy Bear's Picnic

Plans for future events

- 10th February, Valentine's craft event in the hall, mufti day and Yr 3 bake sale. £1
- 2nd April, Easter Egg Hunt
- 13th May, Coronation event
- Rachel Wolfson agreed to take over the Christmas Wreath Event from Ruth McCann
- Laura Court will take over the Christmas cards and this activity should take place in October
- Movie Night – entry to film, popcorn and drink. Movie night for younger children. It's very important to have a teacher to keep some calm. Separate nights Recep & Year 1, Year 2 & Year 3, 4,5 & 6
- Football Tournament – AH & RMCC to talk to Max as Year 6 have approached Max with something similar. Teacher v. children Parents vs children
- Open Air Cinema

7. Next meeting time and date

Wednesday 22nd March at 8pm at the school

8. AOB