

Shipbourne Primary School

Parent Teacher Association Registered Charity No. 1094459

ANNUAL GENERAL MEETING MINUTES

22nd May 2024

- 1) **Welcome members present:** Holly Crowhurst (Chair), Nick Brown (Treasurer), Alison Brown (Secretary), Harry Right, Yoshi Clark, Anri Martis, Victoria Harbour, Tricia, Lorraine Walton, Brendon Walton, Mike Gibbon, Rondaa Brown, Sam Hayward, Becky Morris-Tarry
- 2) **Apologies:** Terri Daters, Juliet Martin
- 3) **Approval of the meeting minutes held on 7th February 2024:** The minutes of this meeting were approved by all present.
- 4) **Matters arising:** no matters to discuss
- 5) **Financial report**
 - **Present position; bank balance / finds generated / spending & expenses**
See Treasurer's Report 2023/24 update

Brendon suggest we have £7000 in the PTA bank account instead of Nicks proposed £5-6000 in case we need to cancel the fireworks. Nick is happy to change his proposed amount to £7000. This leave us with £8000 to spend, potentially £10 000 with money raised from the fete and other fund raisers.

- **Spending policy recap / approval of purchases**
See Treasurer's Report 2023/24 update
All present were informed of the PTA expenses and purchases approval process and agreed with the requirements.
 - **Bank account**
Nick proposed moving the PTA bank account from Alliance and Leicester to Santander for ease of access in the future. All committee members were happy with the proposal including successional treasurer Harry.
Nick proposes that this decision be signed off retrospectively at the first committee meeting of the school year.
- 6) **Head teachers wish list update:** Tinley interactive board purchased, Numberblocks recources purchased, 6 more ipads purchased, ipad trolley purchased, 2 picnic benches on order, Hampton Yoto player purchased, end of year school trip coach booked. These were all agreed at the previous AGM meeting.

7) Summer fete planning

- **Banners and posters**

10 Estate agent boards have been put up advertising the summer fete, raising £100 for the PTA.

100 posters were ordered and given to families to advertise where they can. Rondaa to distribute some posters in the local Co-op etc.

Debs to be asked to put one on Shipbourne Village board.

- **Entry fee**

The committee agreed that this year children would have free entry to the fete and adults would pay £1 entry fee. There was some concern about losing some profits by not charging children as we usually do, however the consensus was that the children would simply spend this money elsewhere at the fete.

- **External stalls / entertainment**

Last year a £200 donation was made to the reptile stall. It was agreed the same donation will be offered this year.

Brendon mentioned a slushy safety concern regarding the amount of glycerol they contain. Holly to discuss with Terri whether to continue with the sale of slushies at the fete.

It is unconfirmed whether the guess the train station stall will feature this year due to family issues.

- **PTA stalls / entertainment**

Raffle

Tea, coffee, cakes, possibly ice lollies

Kids crafts – Kastara and Faith

Face paints – Felicity, Anri, possibly Juliet Martin

Outdoor Jenga

Bric a brac

Second hand uniform

Hook a duck

Lucky dip

Guess the name of the teddy (Lorraine to donate the teddy)

Tombola

Craft station

- **BBQ and bar**

Mike heading up the BBQ. With helpers Alex, Harry, Hatib and possibly Jonty. The meat has been ordered from Haywards – 75 sausages, 75 burgers. Anri to sort veggie options. Mike to check how much coal is left in the PTA shed.

Yoshi heading up the bar. Possibly Nicky and Juliet Martin to help. Chris (Tricia's husband) will do cash on the bar. Yoshi has bought the Pimms on offer. Other drinks to be purchased from Bookers by Yoshi.

Raffle Prizes