

**Beauclerc Infant and Nursery School  
Parent Teacher Association**

**ANNUAL GENERAL MEETING**

**11<sup>th</sup> February 2020**

**To be held at Sunbury Cricket Club at 8pm**

**AGENDA**

**Ordinary Business**

- 1] Apologies for absence – Jan McLaren, Steve Small
  - 2] Chair's Report for 2019/2020 – see attached
  - 3] Treasurer's Report for the year ending January 2020 – see attached
  - 4] Discussion of Election of Committee members
    - Chair
    - Secretary
    - Treasurer
    - Other Committee members
- It was highlighted that the current committee members will be standing down ASAP. To date we have had no *formal* expressions of interest for new members. The current committee have been generous in saying they can oversee an extended transition period but all will need to handover over by the end of the school year at the very latest. If no volunteers have come forward by then, the PTA will have to be suspended in September until a new committee is formed.
  - We discussed developing a myth busting/FAQ type document so that everyone can understand the role a little more and answer any questions and queries people may have – CP to action by the start of next half term.
  - We also discussed the idea of expanding the core committee with a number of other roles (communication officers, buyers, creative officers, sponsorship officers, engagement officers etc.) as they have done at Chennestone. This will broaden the committee and spread the load more so that people don't feel they have to sign up for a big commitment. CP to draft by the start of next half term.
  - Finally we discussed about trying to form an "event group" for the summer fair and BBQ so that people can have a taste of being more active in the PTA with the support of the existing committee. Current committee to get communication out at the start of next term to form an event committee.

## Special Business

5] Review of last year, what has worked well, new ideas...

### Communication:

- It was felt that the website has worked well with over 100 parents already signed up. It was suggested that we need to do a promotion of the website at the start of each half term and weekly in the newsletter for new parents and for those who have still not signed up.
- It was felt that communication channels have been exhausted (WhatsApp, website emails, texts, Facebook, newsletter and notice board) but that we could do more at the start of the year for reception parents. CP to look into with new committee ready for July/September.
- It was suggested that we need to reinstate PTA meetings and get dates in the diary early. We have tried to do meetings at different times of the day but none have been well attended. We will therefore get a new schedule of evening meetings into the diary ASAP. It was suggested that class reps should try and come to PTA meetings so that they can bring opinions and ideas from the class along and also feedback to improve communication further.
- We need much more timely feedback of money raised and what it will be spent on. Current committee to take on board. It would also be useful to know what classes will be spending their cake/film sale money on before the event.
- The current committee will also undertake a Facebook "cull" of parents who are no longer at the school and at the end of the year any blue/orange class parent leaving the school will also be removed from the website.

### Events

- The Easter bouncathon was a huge hit and should be done again this year; however we should keep hold of the bouncy castle and continue the fundraising after school with an additional event – committee to arrange at the start of next half term.
- The film nights have been a huge success and should continue. CP will check with Mrs. Brown to see if Purple want to host one and if so maybe a series of shorter films might be better for the smaller children. CP to confirm.
- Current committee to explore with the teachers the film night proceeds going to a class voted activity/workshop/equipment and cake sale money funding day to day items.
- It was suggested we explore hosting the Christmas fair on a Saturday to prevent the mad preparation rush after school on a Friday – new committee to explore with parent feedback.
- We may also explore hosting the summer fair earlier in the year (a May fair) to spread the workload a little better.
- Mother's and Father's day gifting activity was suggested as another fundraiser – current committee to explore ideas.

## Any Other Business

6] Other business – Mr. Macgill leaving at the end of the school year.

- CP explained that she would be meeting Mr. Macgill at the start of next half term to tie up all business before his departure and discuss how best the PTA can support the transition period.
- I was agreed that the PTA would coordinate a collection (one central PayPal pool account) for Beauclerc parents to show our appreciation.