

# Ubley School PTA AGM

## Meeting Minutes

Thursday 5<sup>th</sup> December 2019, 7pm Ubley Village Hall

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**Attendees:** Rachele Snowden (Chair), Lulu Batten (Secretary), Jeff Croot (Treasurer), Kate Corcoran (Governor), Sara English, Sophie Williams, Jan Gibbs (Governor).

**Apologies:** Jane Bailey (Head teacher)

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### Minutes:

#### 1. REVIEW OF LAST YEARS' MINUTES

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RS ran through last year's minutes, reflecting on the fantastic fund raising the PTA have achieved over the last year. Copies of the minutes were distributed to the meeting attendees who were asked to look over them briefly for approval. Kate Corcoran noticed that she was named as a Governor on the 2018 AGM minutes when in fact she didn't become a governor until January 2019. There were no other comments or disputes with the minutes taken from last year and were thus approved.

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#### 2. CHAIRS REPORT

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RS reviewed the years' events in relation to the PTA's position last year. Rachele thanked all the event runners for doing such a great job. We now have event runners in place for every event.

A few events were discussed in more detail:

**Disco** – Lee Walsh (parent) has expressed an interest in DJing for next years kids disco to help keep costs down. It was mentioned to EH PTA that we perhaps look to combine with them for the disco but they were not keen.

**Craft Fair** – Note from Sarah Isom:

*"It was a lovely event as usual. On a slightly smaller scale this year but I think after expenses*

*the profits will still be in the region of £750 to be split between the PTA and hall. The kitchen did a fab job so please thank the team very much. Of course I am not on the committee any more so you will have to make sure the money filters over to you!"*

**Leavers Play Refreshments** – this is not on our list of events for this year yet but all agreed it is a good opportunity for fund raising. Helen McNare organised it last time so perhaps would be keen to do it again?

**Film night** – A suggestion to combine this with a Family Ubley Publey night was received well. We already have the licence (purchased last year and runs for 3 years) so we won't have that additional cost. Running the film night at the hall will also overcome the problem of clashing with afterschool club.

**Glastonbury** – A fantastic fundraiser. Sophie Williams has confirmed the organisers want her and the team back for 2020. Sophie is keen to double the size of the team to 40 - she feels it is doable and will of course increase the money raised but there was some reservation. Kate Corcoran is to investigate doing some 'one-nighters' as the security team at Glastonbury indicated there could be some other fundraising opportunities.

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### 3. TREASURERS' REPORT

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See attached document.

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### 4. RESIGNATIONS AND NOMINATIONS

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Amanda Crawford resigned as secretary in July and Lulu Batten filled the position. Rachele Snowden resigned as PTA Chair and Sara English was nominated by Lulu Batten and seconded by Saskia Aucott by means of a completed form submitted prior to this meeting.

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### 5. Upcoming events

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**Christmas presents** – Same format as last year except this year any left-over presents will be available for parents to buy after school along with a mince pie/cake sale.

**Christmas tea towels** – Tea towels should be a bigger earner than the cards we did last year. The cards made £150 profit. If we sell all of the towels the profit could be as much

as £650. All agreed that we can't do tea towels every year though. Kate Corcoran managing this.

**Quiz** – date set for 29<sup>th</sup> February 2020. Sara Evans is running this event.

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## 6. AOB

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- **Suggested allocation of funds – email from Jane Bailey:**

*“A huge thank you to everyone who has been involved in the PTA and everyone who has supported their events, activities and fundraisers. For such a small school, there is an enormous amount of hard work & generosity shown to support the children and your primary school and we are very appreciative of this as a school team.*

*You cannot fail to have heard that funding for all schools is woefully inadequate and despite funding being high priority in the current political climate - all schools but especially small schools are under a huge amount of pressure to make cuts & savings wherever possible. I am currently having to review all spending across both schools to ensure our budgets are as sustainable as practicably possible as setting a deficit budget for 20.21 must be avoided. As a result, the requests that I make to you as our PTA, are because we simply do not have the ability to fund these things from the school finances.*

*Further to our conversation the other day, I just wanted to confirm what support the school & children would really benefit from this year (19.20 academic Year). We have talked this over and we felt a large project, medium request, a whole school event & continued support for class curriculum resources would be fantastic help.*

- 1. Our EYFS outdoors area - we have received a couple of quotes and are in the process of reviewing these - we are estimating around £15,000 and can be completed in stages however once we have more a fixed idea, we'll let you know.*
- 2. Our English curriculum has changed and as a result we need to resource the each class with quality teaching texts to support the children's learning - £1,000*
- 3. A whole school event such as a trip out to the ski centre - £1,000 ??*
- 4. Class help as per last year plus transport costs for specific trips - these continue to be hugely valuable*

*Once again, many thanks for everything that you do & I hope this will be helpful at the AGM. Obviously the large project can be spread over a couple of years so please don't panic! Also can I say another great big thank you to Rachele, for her tireless support and enthusiasm that she has shown in her role as Chair - amazing work!!”*

The attendees discussed the requested support:

- **EYFS outdoor area** – Jeff will take the lead on this and liaise with the school team to find out what exactly is required. Is there any potential for a ‘dads network’ to carry out some of the work to reduce costs?

- **Teaching texts for the new English curriculum** – £1000 agreed.
  - **Whole school trip** – All agreed a whole school trip is a great idea in principle but there are a couple of ideas of what the trip should be – ski centre activities/theatre. How do we decide? Perhaps the school should make the decision? Further discussion required. All agreed £15 per child from PTA.
  - **Class help** - Jeff confirmed Jane's 4<sup>th</sup> request (Class help as per last year...) was £100 for each class towards golden time and £15 per child for trips. All agreed this should be provided again this year.
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- **Xmas Drinks** - 6<sup>th</sup> December Ubley Publey  
Actions: PTA to advertise on Facebook and message to parents from school.
  - **Updating website** – The Lighthouse Trust is looking to re-do the entire website. There was general agreement that the PTA pages should be updated asap anyway. Rachele to look at this and is happy to be involved going forwards.
  - **Are we really a PTA or PA?** – What is the underlying purpose of the charity? Why do so few parents come to the meetings? Would a class rep be useful? There is a need to clarify the purpose of the PTA and communicate more clearly to parents. A round up of each event on the website was suggested.
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## 6. Date of Next Meeting

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**Late January – exact date to be decided when we know Jane Bailey's availability.**