



## PTA AGM Minutes Thursday 9<sup>th</sup> June 2022

The meeting was held at School at 9:00am

<b>Attendance</b>	<p>Jenny Colvin Mell Smith Clare Barnes Michelle Ablett Amanda Wood Amanda Loud Bonnie Newrick Jane Read Lindsay Melton Lucy Smith Sam Plumley</p> <p>Mrs S Downie – Business Manager / School Link Mr A Crossland – Head Teacher</p>
<b>Apologies</b>	<p>Lucy James Jo Ganther Kristina McKiernan Kelly Smith Melissa King Mrs D Baldwin – Teacher Link</p>
<b><u>Introduction</u></b>	<p>This meeting is the first meeting since February 2020, due to the Worldwide Pandemic of Covid-19. Within this time Rachel Schamp has stepped down as Chairperson and Jay Butcher has stepped down as Treasurer.</p> <p>Mell Smith shared without a core committee and the following roles of Chair/ Deputy Chair / Treasurer/ Secretary and Trustees x2 we are unable to run under charity status and our insurance is void.</p> <p>Conversation held around the roles and input required. Unanimous vote moving forward would see the Friends chaired by 3 members.</p>
<b><u>Election of Committee Members 2022/2023</u></b>	<p><b><u>Chair</u></b> – Jenny Colvin / Michelle Ablett / Amanda Wood <b><u>Duty Chair</u></b>- Samantha Plumley <b><u>Treasurer</u></b>- Mell Smith <b><u>Secretary</u></b>- Amanda Loud <b><u>Charity Trustee's</u></b> – Mell Smith &amp; Clare Barnes</p> <p>All roles were unanimously voted and agreed within the meeting. No objections were shared.</p>
<b><u>Treasurers Report</u></b>	<p>Bank Balance (06-06-2022) - Current Account £5,604.90</p>

	<p>- Saving's Account Forest School Grant funding - £3,149.97</p> <p>Action- There is currently no petty cash, therefore £100 to be withdrawn and used as petty cash.</p> <p>Action- Mell Smith &amp; Clare Barnes to contact Jay Butcher to change signatures of bank account.</p>
<u>Charity return</u>	<p>This needs to be completed and returned online, to change Trustee's. This is a legal requirement and must be completed by 30<sup>th</sup> June.</p> <p>Action- Mell Smith &amp; Clare Barnes to complete.</p>
<u>Safeguarding</u>	<p>Mr Crossland spoke about Safeguarding and our duty of care of all children. The Designated Safeguarding Leads are as follows.</p> <p>Miss Smith – Designated Safeguarding Lead.</p> <p>Mr Crossland- Alternative Safeguarding Lead</p> <p>Mrs Hood – Alternative Safeguarding Lead</p> <p>Mrs Cooper- Alternative Safeguarding Lead.</p> <p>One of these members of staff are always on school site.</p> <p>All members of the committee should seek advice and share any information with a team member as soon as possibly safe to do so and should not leave school site until information has been shared.</p> <p>Safeguarding is everyone's responsibility. If at all unsure seek advice. Compulsory Safeguarding training for all committee members will be required. Mrs Hood will hold this within school.</p>
<u>DBS</u>	<p>All Committee members regardless of status or previous checks outside of school. A check will be required. There is no charge for this.</p> <p>All members will need to arrange with Suzanne in the office.</p> <p>Actions- All members who require to see Suzanne.</p>
<u>Aims &amp; Hopes for 2022-2023</u>	<p>Conversation held around the cost of transport. The transport cost to visit even free local historical landmarks is high. The school are unable to budget for this. In the current time when the cost of living is so high and rising it is unfair to put families in this situation.</p> <p>Mr Crossland shared this could be something the friends fundraise for moving forward.</p>
<u>Fundraising Ideas</u>	<p>Videos on Class Dojo</p> <p>Friends Newsletter</p> <p>Cake Sale</p> <p>End of Term Ice-lolly sale.</p>
<u>A.O.B</u>	
<u>Sports Day</u>	<p>Agreed to run refreshment and uniform sale at sports day.</p> <p>Volunteers</p> <p><b>Am</b></p> <p>Michelle</p> <p>Lindsay</p> <p>Bonnie</p> <p>Jane Read</p> <p>Amanda Wood</p> <p>Amanda Loud</p>

	<p>Sam Plumley Kelly Smith</p> <p><b><u>PM</u></b> Jenny Lindsay Jo Bonnie Mel King – after 1pm Lucy</p> <p>Action- Amanda L to design poster for uniform donations. Action- Uniform to be sorted, washed, ironed, labelled with age.</p>
<a href="#"><u>Africa Alive</u></a>	<p>Suzanne asked for Volunteers to support the school trip. Agreed to support.</p> <p><b><u>Volunteers</u></b> Mell Smith Amanda Wood Jenny Colvin Sam Plumley</p>
<a href="#"><u>School Lottery</u></a>	<p>We are still playing “your school lottery”. Every week someone from school wins the weekly draw. The more tickets sold the bigger the weekly prize. For every £1 ticket 40p will be donated to the school. 36p goes towards the prize.</p> <p>There are also opportunities to win the jackpot and other weekly prizes.</p> <p>Action: Michelle to share paperwork with school Action: Advertisement to be shared on notice board/class dojo and around school. Action: Everyone to spread word with friends and family. <a href="http://www.yourschoollottery.co.uk/lottery/school/kessingland-primary-academy">www.yourschoollottery.co.uk/lottery/school/kessingland-primary-academy</a></p>
<a href="#"><u>Asda – Green Token Giving</u></a>	<p>Action: Bonnie to explore.</p>
<a href="#"><u>Fundraising Ideas</u></a>	<p>Videos on Class Dojo Friends Newsletter Cake Sale End of Term Ice-lolly sale.</p>
<a href="#"><u>Next Meeting Date</u></a>	<p>It was agreed by all that due to so many work and family commitments. Meetings will take place every 6 weeks, working through the days of weeks. This is to ensure the committee is diverse, fair and accessible for as many of possible.</p> <p><b><u>Next Meeting Friday 15<sup>th</sup> July 2022 at 9am.</u></b></p>