

**Minutes of the meeting of St. Lawrence School PTA Annual General Meeting held at
St. Lawrence School on Friday 11th September 2020 at 5pm**

Attendees:

Amory Charlesworth (Head Teacher) (AC)
Emma Bacon (Committee Chair) (EB)
Rhiannon Patel (Committee Vice Chair) (RP)
Kaye Nicholson-Horn (Committee Secretary) (KNH)
Pip Carpenter (Committee Treasurer) (PC)
Tai Rawlin (TR)
Karina Ward (KW)
Lizzie Gardiner (LG)
Janicke Michel (JM)
George Crowell (GC)
Natalie Standen (NS)
Astrid Fansen (AF)
Shauna Raine (SR)
Carolyn McCartney (CmC)
Kim Banks (KB)

Matters arising:

1. Headteacher's report and welcome

The Headteacher's report is attached hereto and forms part of these minutes.

AC welcomed everyone to the meeting. He commented that the school had worked closely with families during the Covid-19 pandemic and had made decisions about remote learning and child protection during this time. He acknowledged that parents also had a balance to strike, teaching their children whilst working from home. It is a testament to all that those months have been navigated with minimal disruption to the children's learning.

AC acknowledged the importance of the support of the PTA and noted that financial resources had been given to purchase iPads and equipment to the children who needed it, which would not have been possible without the legacy of financial support of the PTA.

It was regretful that the Yr 6 French residency could not go ahead, however the PTA paid for leavers' gifts which was much appreciated.

AC noted that the PTA goes beyond fundraising and acts as a link between the school, families and the community – as such, it is fundamental to providing a well-rounded experience for the pupils.

The PTA have funded a new payment and sign in system, which parents shall benefit from in the autumn term.

Breakfast, after-school and sports clubs are now back up and running and AC commented that work will continue with the PTA to enrich the offers to the children this year.

2. Chair's welcome

EB presented the Chair report to the meeting, a copy of which is attached hereto and forms part of these minutes.

EB noted that this has been a strange and difficult year and we are all mentally re-adjusting to the "new normal". The previous 'hands on' approach to fundraising needs to be adjusted in order to keep raising funds in this new environment, however EB is sure that virtual and non-contact fund raisers can be successful with the support of parents.

3. Financial Summary

PC presented to the meeting the Financial Summary and Treasurer's report, copies of which are attached hereto and form part of these minutes.

PC highlighted the profitable activities which include the 100 Club, Hot Dog day, school disco and movie night. Wooden Christmas decorations also proved popular and there is still a supply of these which will be used again this year.

Although the impact of Covid and lockdown meant the PTA were unable to undertake further fundraising, significant donations have been received from the Co-Op, HSBC and Saltgate, thanks to the parents who facilitated these.

There is a balance held of £12,546.15 and the PTA hopes to move forward with the purchase of the A Frame to complete the trim trail as soon as possible.

4. SIM payment system and parent booking system

KW advised the meeting that the parent booking system will be set up and used for parent/teacher telephone meetings at the end of October, which will be useful to both parents and teachers.

The SIMS payment system is now set up with 4 bank accounts attached (namely the school fund, nursery fund, travel fund and PTA account). The registration will be rolled out to parents shortly and each time a new event is raised, KW can direct to the relevant bank account. Breakfast Club and then the Nursery Fund will be used as the first roll out.

There is a sign-in system which hasn't yet been bought as there is an extra cost to this, which KW will discuss further with AC. The intention is to purchase this system, but the extra costs were confirmed at the end of February just prior to lockdown. KW hasn't pushed further on this matter at present given low visitor numbers, however she believes this is worth having this set up when there are more people allowed on site. As the system logs visitors and is available at the click of a button, it will be very beneficial from a health and safety/fire register perspective.

5. Appointment of Officers and Class Representatives

The meeting approved the following re-appointments of the PTA Officers:

Chair – Emma Bacon (proposed by RP, seconded by AS)

Vice Chair – Rhiannon Patel (proposed by EB, seconded by LG)

Treasurer – Pip Carpenter (proposed by JM, seconded by EB)

Secretary – Kaye Nicholson-Horn (proposed by EB, seconded by LG)

The new Class Representatives/committee members were noted as follows:

Nursery – Natasha Dorey and Rhiannon Patel

Reception – Natalie Standen

Year 1 – Liz Gardiner and Kirsty Moseley

Year 2 – Emilie Douglas and Marije Van der Woude-Briscoe

Year 3 – George Crowell and Nicky Wilson

Year 4 – Janicke Michel, Karina Ward and Red Nash

Year 5 – Andrea Sturgess

Year 6 – Tai Rawlin, Louise Simmons and Shauna Raine

6. Appointment of Independent Reviewer

It was proposed and approved that Guy Marks be re-appointed as the Independent Reviewer of the PTA accounts for the 2020/2021 financial year.

7. Any Other Business

It was proposed and agreed that the next PTA meeting will be held on Monday 21st September at 7pm.

There being no further business, the meeting was declared closed.

Emma Bacon
Chair