



PTA Annual General Meeting

Tuesday 11th May 2021

Attendees: Ms Devine (Head Teacher), Sandra Browne (PTA Chair), Nik Doshi (Treasurer), Anh Liu (Social Media & Communications Officer), Georgia Vouraki (Parent), Jo Reale (Parent), Caroline John (Parent), Alice Parsloe (Parent), Viki Veskokoukis (Parent)

Members of the PTA:

Nik Doshi confirmed he will be stepping down as Treasurer of the PTA. Nik will work with Sandra to craft a job description which will be circulated via ParentPay. The ideal candidate will have a financial or compliance background and be competent at Excel. Sandra commended Nik for his work over the past 2 years on setting up reporting tools which will make it easier in the future to track profits of fundraising initiatives.

Anh Liu has agreed to take on the role of Social Media & Communications Officer and will support Sandra with parent communications across ParentPay, Class Rep. groups and Facebook. The challenge is increasing parental engagement on social media.

Parental engagement

Reception parents now receive welcome packs from the PTA. Only one or two volunteer forms are completed by reception parents. Ms Devine suggested a buddy system for new parents interested in joining the PTA – partnering with an existing PTA member to feel more comfortable.

The number of new families in Reception varies every year but is generally quite low given the high sibling intake.

Real Estates partnership

The key contact at Real Estates has changed and the sponsorship agreement is now being managed by Stephen Barnet (owner). The PTA are yet to determine if this will affect the existing relationship.

Real Estates may want St. Andrew's families to advertise boards on a more regular basis. The number of family addresses that are used is very low (approx. 12 houses) due to the wide catchment of St. Andrew's families.

Moving forward Sandra will be considering the following additions to the existing sponsorship agreement:

- Sandra to liaise with the office to understand if the ParentPay system will allow PTA emails to include RE logo as a standard signature.
- Sandra to ask RE for more support including branded gazebos, bunting etc. for events.
- Sandra to explore sponsorship of sports kits.
- Increase parental awareness of the house sale incentive.



St. Andrew's C of E Primary School PTA

PTA spending

The PTA would like to regain the trust of parents by being more open with spending and not holding so much money in the account (£50k+). Some parents have queries how PTA money has been spent despite receiving regular updates when purchases are made. This relates to items agreed to be funded by the PTA but not purchased e.g School Awnings, which has been delayed due to a lack of progress on the revamp of the School playground.

Nick suggested a formal, termly meeting between the School and PTA to discuss, document and update written spending plans. The PTA will not communicate any spending plans until the school have confirmed the cost and date of purchase.

Ms Devine commented on the donations analysis in the financials – stating that the reason there were no PTA donations to the school in 2018/19 was due to the purchase of awnings being delayed due to the delay on the school playground refurbishment.

Ms Devine provided insight into a number of areas that may require PTA funding during this financial year:

- Purchase of new Early Years books as the early years reading curriculum has changed (c. £6k)
- Upgrading of the School wifi (c. £9k)
- Playground upgrades and fencing (costs TBC)
- Awnings in the playground
- Tech updates – changing over laptops to Chromebooks which will support Google Classroom (c. £9k)
- Providing teaching materials across all curriculum subjects following a review (TBC).

Ms Devine is unable to confirm how the above will be purchased at this stage. Some elements may be covered by grants, funds from Governors as well as the PTA.

Sandra highlighted the benefits in being able to illustrate how PTA funds can be spent on large items and projects as well as smaller resources that benefit the children.

Nik agreed to create a donation plan spreadsheet with the items detailed above, which can be monitored on a termly basis.

Sandra concluded the meeting with recognition and thanks to those that have supported the PTA over the past 2 years.