

# **Rode Heath Primary School Parent's Association Annual General Meeting – Minutes**

Meeting held on Thursday 04 October 2022 at Rode Heath Primary School, Rode Heath.

## **Attendees:**

Carl Leech (Head of Rode Heath Primary School)  
Nick Heath (Chair of Parents Association)  
Kay Nevitt (Treasurer)  
Lynda Pepper (Secretary)  
Jo Cribbin (Vice Secretary)  
Claire Kemp (Ordinary member)  
Caroline Clark (Ordinary member)  
Jill Margett (Book Club Coordinator)

## **Apologies:**

Vikki Nicklin (Ordinary Member)  
Rachel Singleton (Ordinary member)

## **1. Chair's report**

We're really proud of having pulled together as a small team to navigate the post-Covid environment and the impact this has had on fundraising opportunities – well done 'Team PA!'

## **2. Treasurer's report**

Kay Nevitt presented the financial report to September 2022.

Our standout event (and our only face-to-face event since Covid in 2020) was the July Summer Fair which raised an amazing £4,654.45! Minus stock costs of £1,283.39 this leaves £3,371.06 profit into the PA funds.

Current PA fund level is therefore £6,678.

Depending on volunteers, Kay recommends we should aim to focus on events which raise the most funds for the least effort and investment. Priority spending should be to fully fund the Teacher's Wish List, and invest in the Christmas and Summer fairs.

Kay recommends we retain a minimum 'slush fund' of £2,500 in the PA account to ensure we can fund school emergency/unforeseen requests and to ensure we can facilitate fairs and activities we have traditionally funded or contributed to, such as kids Christmas lunch, pantomime, Santa's visit and Year 6 leavers.

The PA accounts year ending Aug 2021 were audited by Independent Financial Examiner, John Davies (Chapel Lane), who has been reappointed to also audit accounts year ending Aug 2022.

Kay has experienced difficulties adding Nick and Jo as signatories to Natwest and requests another volunteer. Claire Kemp volunteered.

Action: Kay and Claire to complete NatWest sign-up forms and proof of ID.

### 3. Committed funding

- £3,000 new school iPads (plus £1,000 kind anonymous donation from local business/parent which was also specifically contributed to iPads).
  - £1,000 Hydroponics system (3 for delivery Spring Term)
  - £215 Digital camera for residential trips (including case)
  - £150 Reception Teacher Wish List
  - £100 Year 1 Teacher Wish List
  - £700 Christmas panto 8<sup>th</sup> December (incl. insurance)
  - £230 Selection boxes for panto – Mr Frankland to source dairy-free and non-religious gifts; Claire to source and wrap 232 selection boxes (214 pupils main school + 17 preschool)
  - £?? Christmas crackers for Christmas dinner
  - £17 Books for preschool – Claire to source from Works and wrap
- TOTAL £2,850 (£2,150 would be left in slush fund)

### 4. Calendar of events

Mr Leech requests we continue to run Fairs in Summer and Christmas, aim to reintroduce half-term discos (an anti-valentines?), MyChildsArt, Non-uniform Day (Christmas panto, Chocolate tombola), Easter Egg Bingo. Then depending on volunteer support/PA capacity we could include additional events/initiatives.

Mr Leech encourages PA to use the school text message service to send reminders of events and AGM to parents.

- **Thu 20<sup>th</sup> Halloween Disco** – Vikki Nicklin and Des Margett disco; stock required includes hair feathers/tinsel, tattoos, glo-sticks, poppits, sweets, etc.
- **Thu 24<sup>th</sup> November - Choc Tombola donations deadline**
- **Fri 18<sup>th</sup> Nov Non-uniform day** (and teddy tombola donations)
- **Fri 25<sup>th</sup> Nov Christmas Fair** - 6-8pm includes Choir, games, stalls, Donations to Gifts for Parents stall

**Action:** Caroline Clark to bring £50 donation (or equivalent stock) from Asda

**Action:** Claire Kemp to facilitate BritVic donations and Barclays Match-funding from Y1 parents.

**Action:** all PA members try to source gifts for Christmas Raffle prizes

**Action:** Jo/Kay/Jill investigate Sum-up reader for Christmas and Summer fairs (Jo Cribbin and Kay to look into T&Cs/charges) but stick to cash for discos as the children aren't always supervised by a parent to pay for them.

### 5. School Christmas lunch

Christmas crackers for every child are traditionally funded and provided by the PA for the school lunch. This year it take's place on last Tuesday of winter term. Tuesday 13<sup>th</sup> December

**Action:** PA to arrange crackers or alternative fun novelties

### 6. Pantomime

9<sup>th</sup> December Panto and Christmas Jumper Day for the whole school (selection boxes see above)

## 7. Santa visit December 2022

Date to be determined by School. Santa will give each Pre-schooler a book and Cadbury selection box (alternatives for those with dietary or religious restrictions). This year 17 of each are required from the PA.

**Action:** Claire has volunteered to source and wrap books (The Works) and selection boxes for Christmas lunch.

**Action:** Mr Leech will notify the PA as soon as a date has been confirmed. Thursday 15<sup>th</sup> December.

## 8. Regular fund-raisers

- a. Amazon smile and the School Lottery are constant fundraising opportunities and we need to again remind parents via Facebook that using both help us raise funds to help our kids at school.
- b. Local businesses and organisations such as the Congleton Young Persons Trust give grants or find ways to help bring in funds to the PA and this needs to be rekindled. Match funding from employer for employees helping out at school events.
- c. Clothing Bins on school premises and in Rode Heath are managed by Mr Andrew Barrett (parent of RH pupils) and historically these have raised a high proportion of non-event related funds and we should encourage more parents to clear out unwanted clothing and donate to the bins.
- d. Book Club – Jill to reinstate Book Club after Oct half term.

**Action:** PA members to post reminders and information on Facebook (one campaign each month) and encourage Year group Admins to repost/share.

## 9. Election of Officers and Trustees of the Committee

PA members present cast majority votes for those volunteering for existing, or new, PA roles as follows:

- (Chair) – Mrs Lynda Pepper volunteered, all voted in favour
- Vacant (Vice chair)
- Mrs Kay Nevitt (Treasurer)
- Claire Kemp (Vice Treasurer)
- (Secretary) Mrs Jo Cribbin
- Caroline (Vice Secretary)
- (Ordinary Committee member)

Nick Heath (Chair) resigned his role on the PA as his other commitments need all his time. The PA group and teachers thanked Nick for his hard work on the PA – he will be missed.

Claire Kemp volunteered to be Vice Treasurer to aid with financial accounting for 2022-2023.

Volunteers are invited from parents and community members either for roles or to support the various event planning teams.

## 10. Next PA meeting

**Action:** Lynda to schedule and promote on Facebook and Twitter inviting parents and prompting Class Reps to repost.