



Field Lane
Oldswinford
Stourbridge
DY8 2JQ

Oldswinford C of E Primary School PTA



Registered
Charity No:
1096139
UK

Meeting: PTA AGM Meeting Minutes Date: 13/11/24

Venue: Oldswinford C of E Primary School

1. Attendees:

Mrs Ellie Game (OCEPS Head Teacher), Mrs Fran Wooldridge (OCEPS Business Manager), Jacqui Edwards (teams link), Zara Elliot, Kate Moore (Co-Chair), Andrea Hopkins (Co-Chair), David May (Treasurer), Lucy Schike (teams link), Emma Bailey, Emma Carling, Holly Haigh, Nicola Higgitt

2. Sustaining/Appointing Committee

The following appointments have been requested to be upheld:

Co-chairperson - Kate Moore

Co-chairperson - Andrea Hopkins

Vice chair (continuing present role) - Hannah Mann

Treasurer (continuing present role) - David May

Secretary - TBC

Trustees - Nat Hannam, Zara Elliott

Comms Officer - TBC Jacqui and Andrea to cover until role filled (Lucy Schike will be standing down as comms officer. We'd like to take this opportunity to thank Lucy for all her hard work and support).

3. Fundraising Update

- David May (supported with content from Jacqui Edwards) – see visuals
- Asda Cashpots: £117.87 but £50 of that came from Asda for joining up. We need everyone to register to get £1/person – ParentMail to go out.
- School to look at NEW PA system, more toilets stickers

4. Fundraising Ideas

- Flyer to advertise what it is and how parents can contribute and what each payment could help towards.
- Comms to be issued to each year group WhatsApp rep ahead of their turn
- Will send out to parents as they move into new year groups as well
- Look at having sum up available for parents after Y1 and Y2 Christmas concerts
- David to look into adding 'sum up' to school office ipad for permanent donations
- Match funding – Jacqui has a list of companies that support this – to send out

5. Recruitment Ideas

We need more support. Do a 'this is your PTA' one pager to introduce us all and make us 'real' rather than just being 'The PTA'?

6. Planning

The following 2024 event dates are confirmed:

- **Quiz (22/11/24) – updated from Kate**
 - Mrs Games Quiz master
 - Sold 36 tickets so far – need 60 to make even
 - No volunteers have come forward as yet
 - Raffle prizes still working on this but getting harder to get prizes now but we will start gathering them constantly through the year and spread them across the events
 - Food – Oldswinford Fish and Chips
- **Christmas Fayre (06/12/24) – update from Andrea and Jacqui**
 - No helpers as yet
 - Consider tokens for cash
 - Buddy system for volunteers
 - Include present grotto
 - Y6 incentivise volunteering
 - Sum up machines mean we can sell raffle tickets on the playground
- **Carols and Mince Pies on the Playground (19/12/24)**

7. Planning (to be revisited in new year)

- World Book Day (06/03/25)
 - Wonka bars
- Summer Fayre (Sunday 13th July)
- 2025 plans to be looked at after Christmas

8. Housekeeping

- **DBS and First Aid**
 - Anyone requiring an updated DBS to contact Mrs Wooldridge.
 - Valid Dudley Borough DBSs are accepted by the school, please take original and ID to Mrs Wooldridge so they can be kept on file.
 - Volunteers to please take valid First Aid certificates and ID to Mrs Wooldridge so they can be kept on file.
- **Preloved Uniform**
 - PTA used to do this, but the office has taken this on and also the sewing group have been a big help here.
 - Office is happy to keep ownership of this and Sewing group can come to them. We can also pull it out at events, so parents have the option to purchase then.
 - Lucy to continue with Sewing Group
- **Comms**
 - Use of alternative social media platforms - looking at if using Instagram would appeal to more parents (Jacqui and Andrea)
 - How can we increase engagement with the Facebook page – competition?
- **Date of next PTA Meeting** – 29/01/24
- **Timing of next AGM** – would rather do this in September going forwards

9. AOB

- **Profitability** – how can we look at ensuring we make more than we cover the cost for

- Could look at sponsorships
- David looking at grant support – Kate to help
- Happy Birthday to Kate!!

OPEN ACTIONS 2024 - 2025

Actions	Owner(s)	Deadline	Next Steps
Quiz night plan	Kate	15 th October	Need volunteers
Visual to show how much money raised from each event last school year and how this was spent – to be shared with parents	David/Jacqui		
Use of Instagram to be explored	Jacqui/Andrea	Ongoing	View other PTA sites usage & discuss what we would use it for. If we go for it, we should do a big launch to get increased interactions
Facebook use – possible competition to increase audience	Andrea/Jacqui	Ongoing	Discuss what we could do at a separate meeting
Forrest school comms – can look at taking a snapshot of what Fran creates above and re-issue to the respective year groups through the comms reps, ahead of their year groups turn to use it		Ongoing based on above piece	
Need to see if there are any sporting events on start of July 2025	All	ASAP	Once agreed can be added to school year dates
Jacqui to add Celebration medals and Reading journals to how the money has been spent	Jacqui	ASAP	
Need volunteers for Christmas Fayre			
David to support people to be able to use the Sum up machines for the Christmas shows – could use it in the office?	David		
Need to arrange sub meeting to plan Christmas Fayre	Andrea/Jacqui		
Final push on Asda Cashpots	Fran/Jacqui		
Match funding – send out the list to parents	Jacqui		
Baubles – we have a printer now – get these out to classes			