



Field Lane
Oldswinford
Stourbridge
DY8 2JQ

Oldswinford C of E Primary School PTA



Registered
Charity No:
1096139
UK

Meeting: PTA AGM Meeting Minutes

Date: 08/11/23

Venue: Oldswinford C of E Primary School

1. Welcome, Attendees and Introductions

Mrs Game, Mrs Wooldridge, David May, Zara Elliott, Sara Walker, Lucy Schike, Emma Carling, Holly Haigh, Julie Rushton, Kate Butler, Kate Moore, Andrea Hopkins

2. Appointing New Committee

The following appointments were upheld:

Co-chairperson - Kate Moore (put forward by Andrea Hopkins, seconded by Mrs Game)

Co-chairperson - Andrea Hopkins (put forward by Zara Elliott, seconded by Mrs Wooldridge)

Vice chair (continuing present role) - Hannah Mann

Treasurer (continuing present role) - David May

Secretary - Andrea Hopkins will continue to cover these responsibilities until an interested party comes forward

Trustees - Nat Hannam (continuing present role), Zara Elliott (put forward by Andrea Hopkins, seconded by Holly Haigh)

Comms Officer - Lucy Schike (put forward by Andrea Hopkins, seconded by Julie Rushton)

Kate Moore and Andrea Hopkins proposed an updated governance document. The draft of this new document was shared through Parentmail and PTA social media on 17/10/23. A hard copy has been available in the school office for review. All present upheld the proposal. This will form the constitution and working practice for the PTA going forward.

3. Fundraising Update

David reported:

- Summer Fayre raised £4,234.29

- Current account balance is £4,833.93

There are minimal agreed financial commitments other than Forest School (termly invoice)

Mrs Game and Mrs Wooldridge confirmed that there are currently no new requests for funding from school but there may be adhoc requests to follow i.e. class Christmas parties, etc



4. Planning

The following event dates are confirmed:

- **Disco: 21/11/23** (and another to follow) – Whatsapp group set up and planning underway (Andrea)
- **Christmas Fayre: 08/12/23 (17.30-19.30)** – Whatsapp group to be set up (Andrea) and notices to go out.

Mrs Game suggested collecting unwanted gifts so children could buy a gift (£1, £2) – PTA to supply wrapping paper and Sellotape. Mrs Game offered to send out letter.

Andrea to supply stall list to Mrs Wooldridge for teacher volunteers.

Kate Butler offered to help with raffle prizes.

- **Christmas Carols: 21/12/23 (11.45)** – PTA to serve mulled wine, hot chocolate, and mince pies
- **Pre-loved Jumpers** - jumper exchange to be set up in office foyer (Andrea)

5. Planning (to be revisited in new year)

- **Film Nights (x2):** Dates to be confirmed (Wednesdays preferred due to hall availability)
- **Summer Fayre: 14/07/23 (13.30-15.30)**
- **Race Night:** Mrs Wooldridge to run idea past Rev. John
- **Parents Quiz Night:** Mrs Wooldridge to ask Mr Ramsay if this is something he'd be interested in hosting. On confirmation, set a date for a Friday evening (possibly end January). No children. Hannah is happy to organise the foods. PTA to organise bar.
- **Break the Rules Day:** The school will run this themselves in January
- **Parent Disco:** Andrea to confirm availability with Disco Daddy
- We discussed several events including off-site wine/gin tasting, summer ball, and band night. In the past, similar events have been poorly attended. Andrea to collate ballpark costs and run a poll (on Parentmail and/or Whatsapp) to gauge interest.
- **Barn Dance:** TBC – Kate Moore to collate details
- **Fashion Show:** TBC – Kate Moore to collate details
- **Easter Cellophane Hamper:** Kate Moore suggested we could use Donate National Funding app

6. 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.

Zara will be attending the First Aid course before Christmas Fayre.

Volunteers to please take valid First Aid certificates and ID to Mrs Wooldridge so they can be kept on file.