



St Peter and St Paul Catholic Primary Academy

PTA

*Promoting high quality education, love, care and forgiveness of others
as taught to us by Jesus and our Patron Saints.*

Headteacher: Miss K Everson

PTA ANNUAL GENERAL MEETING

Friday 6th October 2022

MINUTES

Present: John Powell (Chair), Melissa Olivier (Secretary), Tasos Angelopoulos, (Treasurer), Helen Hobson McDonagh, Miss K. Everson (Academy), Jo Shorthouse, Ti George, Louise Smith, Alan Smith, Grace Bonse, Toyin Bode, Mana Adebisi, Mario Mazzantini, Candy Ganzon, Timothy Boholst, Hayley Michael, Elena Dragos Tuta, Lyn Drury, Amy Diamond, Rebecca Sum, Zoey Ward-Erqun, Demi Retallick, Ose Masaya, Yemisi Oyedele, Foyin Adeosun, Durga Dahal, Niraj Saha, Ademyi Bode.

1. **Welcome**

The Chair, John Powell, thanked those in attendance and apologies were presented from Charlotte Rush.

2. **Minutes from last AGM**

No comments or amendments received.

3. **Chair Report for 21/22**

Copies given to attendees to be read at their leisure. The document is a comprehensive review of initiatives held during the previous year and the engagement of the Executive Committee. The Chair gave thanks to all parents and carers who supported the events during the last Academic year. The Book Nook has been a great addition to the Academy for the children's enjoyment – special thanks to Jo Shorthouse for working on this project during the summer and David Hobson McDonagh for his handy skills. The **Outdoor Reading Room** remains the main fundraising target with a cost estimate of £8-£10K. The Chair thanked the Secretary, Treasurer and Executive Committee members Jo Shorthouse, Louise Smith, Alan Smith, Helen Hobson, Charlotte Rush, Grace Bonse, Kate Johnston, Jasmine James and Rebecca Sum for their support and assistance.

The Secretary thanked Miss Everson for her help and support the past Academic year.

4. **Treasurer's Report for 21/22**

Copies given to attendees. The Treasurer read out the financials and explained the accounts were independently audited. Approximately £5K profit made leaving a current balance of just under £8K. The Secretary requested clarity on what the "Sponsorship" credit items were for. Action for Treasurer to seek information from auditor and update accounting report. A question was raised about Easy Fundraising - new parents aren't aware of the initiative. Action for Secretary to



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send comms to remind parents including NameTags. Miss Everson explained such initiatives are advertised in the newsletter however not all parents/carers are reading the newsletters. The PTA distributes flyers on occasion.

5. Elections

a. Chair

Melissa Olivier explained to the attendees that elections were required as the PTA is a registered charity. All parents are automatically part of the PTA. However, the Executive Committee requires formal voting. Melissa Olivier recapped that John Powell was the PTA Chair for the previous Academic year. She thanked John for doing a formidable job as Chair. Despite being diagnosed with a congenital heart defect, John has continued managing second hand uniform which is a mammoth task including collecting, washing, sorting and taking enquiries. He runs the Tuck shop and Mini-Olympics all of which take a great deal of time and effort. His unfailing support and eagerness to enrich the experience of the children has been appreciated and thanks was given on behalf of the Treasurer, Committee and the Academy.

Melissa Olivier asked for nominees to come forward for the position. None presented so all attendees were asked to vote for the Chair position of 22-23. 1st proposer for John Powell to remain as Chair was Melissa Olivier followed by 2nd proposer of Jo Shorthouse. He was then voted in unanimously.

b. Treasurer

Tasos Angelopoulou has been Treasurer since the 2021 AGM. He was thanked by the Chair for his efforts in ensuring the PTA account is properly managed and for his vital support on the Committee and at events. The Chair asked if he was willing to stand again to which Tasos agreed.

The Chair asked if anyone wished to stand as Treasurer. None presented so all attendees asked to vote. 1st proposer was the Chair, second proposer was Rebecca Sum. The attendees were asked to vote in favour of Tasos continuing resulting in Tasos being voted in unanimously.

c. Secretary

The Chair recapped that Melissa Olivier was voted in as Secretary in the 2018 AGM. He thanked Melissa for her doing a fantastic job throughout the previous 12 months. He explained the Secretary position does require support especially for events due to her full time job.

The Chair asked if anyone wished to stand as Secretary. None presented so all attendees asked to vote. Alan Smith was 1st proposer to nominate followed by a 2nd proposer of Helen Hobson. The attendees were asked to vote in favour of Melissa continuing resulting in Melissa being voted in unanimously.



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d. Committee

The Chair explained that constitutionally we do not have to elect members. He asked attendees that if they wish to get involved, they'd be invited to a couple of meetings a year. An additional three or four members would be ideal and to approach him at the end of AGM or at any time.

6. PTA Constitution

Suggested changes were handed out to attendees and each change was explained.

The Chair asked for proposal that all changes are accepted. 1st proposer Alan Smith, 2nd proposer Jo Shorthouse. The Chair asked for those in favour to raise hands to which majority raised and no-one came forward as against.

7. Events

a. Mini Olympics

The Chair explained that Mini Olympics continues however his charity Met-Track is unable to sponsor the coach due to funding constraints so profit margin will decrease from £500-£600 to approx. £110. As it's an immensely enjoyable activity and won't cost the PTA money, he'd like to see it continue going.

b. Pantomime

The Chair explained that a small premium was added to the cost of tickets to raise funds. 86 tickets sold out with a mark-up of £5.

c. Christmas Raffle

The Chair explained the challenge of the Christmas raffle of getting prizes, printing and distributing tickets in a short time period. We need a minimum of 10 decent prizes for the tickets to be printed which Cray Wanderers usually sponsor. The Chair pleaded to all attendees to consider asking companies and local businesses to sponsor prizes. The Secretary expressed her concern about the cost of living and financial strains on families and whether it was a good time to hold a raffle. She explained that the PTA's aim is to create fun for the children and to raise money for the Academy to enhance their experience however we don't want to pressure parents unnecessarily. Miss Everson suggested we ask the attendees who would buy raffle tickets if it were to go ahead. A parent asked why we need a raffle due to current balance of accounts. Miss Everson explained that we don't have enough yet for the Reading Room and the Chair explained that to hold events and sponsor initiatives such as Year 6 leavers vouchers etc, the PTA needs a bank balance of £1.5K in order to operate. The Secretary asked who was in favour of holding a Christmas raffle – majority raised hands. 1st November deadline agreed with top 10 prizes with the focus on finding a company to sponsor the top prize – for example of a monetary donation to buy an experience voucher. Companies receive tax relief on charitable donations and free advertising on 3,000 tickets, in newsletter and flyers.



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d. Christmas Fair

The Chair explained that he is likely going to be unavailable for several weeks when his heart surgery occurs in the next couple of months. Enterprise Fair scheduled for 9th December. PTA usually hold fair alongside. It is doable if volunteers come forward to manage stalls. Two per stall ideal for breaks to walk around with children. Secretary confirmed blueprint for previous Christmas Fair, table cloths and signs can be used. Decision required on external stall holders - £20 per table. Jo Shorthouse mentioned feedback on the cost of items sold at Summer Fair by external stalls was expensive which the Executive Committee agreed. Suggestion made that we increase external stalls hire fee – Secretary to contact other PTA Secretaries to find out hire price. Decent Christmas gifts and Avon, Body Shop suggested. Voluntary 10% donation on takings. Secretary confirmed she is happy to plan the Christmas Fair in John's absence however she needs 4-5 helpers for the planning.

Louise Smith asked if the grotto would be going ahead. Miss Everson said if it does, it should happen during the fair. Hosting it during school hours was only due to Covid restrictions. The Chair said volunteers would be needed as it's a separate project – timed slots required to avoid long queue. Cost of tickets to be discussed.

A meeting will be scheduled early November and communicated appropriately.

e. Ideas for other events / initiatives

A parent expressed concern over field next to main entrance due to the length of grass and it being unsafe for children to play in. The Secretary explained that it is land belonging to Bromley Council so we would need to write to the council. The parent suggested the PTA fund the cutting of the grass. Rebecca Sum explained that there are reasons why certain meadows aren't mowed. There is a need to increase population in certain species of insects and bees etc. The Secretary said it is best children don't play there if parents see it as unsafe.

Miss Everson said that social events for parents could be considered which she is willing to have hosted at the school. The Secretary explained that a Summer Ball was under discussion and would like to formally thank Kate Johnston for her efforts in speaking to Chislehurst Golf Club.

A parent suggested country dancing and The Chair mentioned Bake at Home Pizza Kits. St Peter and St Paul's Got Talent discussed – usually hosted in school hours which the children enjoy. Miss Everson said we could host it as a PTA event and other schools host festivals. Tickets can be sold and refreshments provided. Nice way for children to show off their talents.

8. AOB

The Chair thanked everyone in attendance and noted the excellent turn out.

The meeting concluded at 10am.