



AGM 27th September 2018 – Infant School Hall

Attendees:

Nick Leggatt, Katrina Jenkins, Sarah Choy, Louise Kavanagh, Anna Plummer, Bex Page, Emma King, Tash Mahoney, Jacqueline Houston, Rachel Cain, Sam Crinnion, Alison Miles, Fiona Reynolds, Jane Brown, Kata Tamasi, Karen Meikle, Laura Weston.

Apologies:

Tina MacIntosh, Emma Betts, Clare Rosling, Sue Newick.

Karen welcomed all to the AGM and thanked everyone for coming.

CHAIR'S REPORT

Chair's Report Thursday 27th September 2018

Thank you to all of you for coming this evening. It has been a very successful year of fundraising which would not have been possible without the support of the parents, teachers and local businesses.

Events

Having been elected in September the new committee threw themselves into the Christmas Fair and organised this in 6 weeks. It felt like a baptism of fire and we were so grateful for the support of volunteers helping with preparation and on the day.

We were incredibly grateful to Louise and her committee organising the summer Fair. It is a huge task raising the most money as a single event across the year. Having the opportunity to see how the event was organised this year has certainly given us a solid base to build on for next year.

In addition to these two main events there were 3 junior discos, 2 cake sales, ice cream sales, a golf day, movie night, a stall at Tenterden May Fayre, refreshments at the sports day and quiz night. Laura and Fiona organised for the younger children of Key stage 1 a disco and end of year infant party. Thanks to Laura we received money from Waitrose from the green token scheme. Jackie Belt continues to run the 100 club, which we are extremely grateful for. Although the recruitment of

new members is an ongoing challenge. Thanks also to Katrina Jenkins for managing our Easy Fundraising account.

Funding Requests

Over this year money from TePTA has paid for the new reading scheme, art tables, an interactive white board, netball hoodies, multicultural week, a Christmas present for each class room to help with learning, the leavers barbeque and foundation water bottles.

Committee

A new committee was elected at the AGM in September 2017

Chair: Karen Meikle / Zoe Snazelle
Deputy Chairs: Laura Weston, Fiona Reynolds and Alison Waite
Secretary: Suzanne Wakefield (until Jan 18)
Treasurer: Kata Tamasi

The committee at the start of this academic year finds itself somewhat depleted as due to work commitment Alison has also had to step down. We will miss her enthusiasm and go get attitude especially in relation to the collection of raffle prizes.

If we are to continue to offer the range of activities, we will continue to need high levels of support from the school community. So later when it comes to the election/ re-election of the committee if anyone would be willing to join the committee they would be welcomed with opened arms. All the committee work, so we appreciate the need to fit the fundraising activities around family life & work. Although it can be challenging I think we have all found it both challenging and incredibly rewarding.

Thank you to the previous committee for leaving us a solid base to build on and thank you to the parents and staff for their support over the last 12 months.

FINANCIAL REPORT – [Final version confirmed on 04/10/2018]

| EVENTS | INCOME | EXPENSES | PROFIT |
|--|---------------|-----------------|---------------|
| | | | 9780.82 |
| cake sale | 218.40 | 12.60 | 205.80 |
| Christmas Fair | 2360.69 | 264.73 | 2095.96 |
| Christmas Disco | 689.75 | 231.85 | 457.90 |
| Movie and Disco | 561.45 | 180.00 | 381.45 |
| Easter cake sale | 384.66 | 18.98 | 365.68 |
| Easter Disco | 994.87 | 362.40 | 632.47 |
| May Fair and Quiz night | 573.30 | 100.97 | 472.33 |
| Infant Sports Day | 111.40 | 0 | 111.40 |
| Junior Sports Day | 122.63 | 0 | 122.63 |
| Summer Fair | 5378.94 | 1772.04 | 3606.90 |
| Ice cream sales | 181.36 | 0 | 181.36 |
| Junior summer disco & Infants summer party | 914.55 | 327.61 | 586.94 |
| Golf day | 700.00 | 140.00 | 560.00 |

| Donations | Income | Expenses | Profit |
|----------------------------|---------------|-----------------|-----------------|
| | | | 5570.87 |
| exTePTA Pimms 2017 | 29.00 | | 29.00 |
| Hunters | 150.00 | | 150.00 |
| Tesco | 3000.00 | | 3000.00 |
| Golf day 2017 | 700.00 | | 700.00 |
| Emma Ketteringham | 10.00 | | 10.00 |
| Waitrose | 531.00 | | 531.00 |
| Easy fundraising | 139.37 | | 139.37 |
| 100 Club | 1770.00 | 758.50 | 1011.50 |
| Accounts Balance | | | 10319.44 |
| HSBC | | | 257.28 |
| Barclays | | | 10062.16 |
| Fundings | | | 15202.49 |
| Water bottles | | 44.00 | |
| Multi-cultural week | | 320.00 | |
| Reading Scheme | | 8726.52 | |
| Christmas Presents Juniors | | 800.00 | |
| Christmas Presents Infants | | 600.00 | |
| Art room tables | | 1000.00 | |
| Interactive White Board | | 3577.45 | |
| Netball Club hoodies | | 40.00 | |
| BBQ Y6 Leavers | | 74.52 | |
| BBQ Y6 Leavers | | 20.00 | |
| Year End Balance | | | 149.20 |
| Events | | | 9780.82 |
| Donations | | | 5570.87 |
| Fundings | | | -15202.49 |

Three people in the 100 Club are still paying into the old account. This is preventing the old bank account being closed.

Due to a computer issue some of the information regarding accounts was not available at the time of the AGM. As there is a discrepancy in the current balance.

Actions

- 100 Club members to be asked again to stop their old standing orders and move these to the new account.
- Committee to review the financial report to resolve the discrepancy. (Copy above is the corrected, final version).

RE-ELECTION OF THE COMMITTEE

The following people have been put forward and seconded for this year's committee:

Chair Karen Meikle (re-elected)
Deputy Chair Laura Weston (re-elected)
 Bex Page

Treasurer Kata Tamasi (re-elected)
Secretary Fiona Reynolds (previously Deputy Chair)
100 Club Jackie Belt (re-elected)

Jackie Fontaine has kindly offered to take over the organisation of the raffles for the Christmas and Summer Fairs.

Kata explained that although she was happy to act as Treasurer for the coming year this would be the last year she would be able to act in this role.

COMMUNICATION AND GDPR –

Fiona explained that with the new legislation around GDPR TePTA have had to review the information they hold about parents and how they communicate with members. The committee have taken this opportunity to consider better ways of engaging more parents. Feedback from parents has been that it has been hard to connect with the TePTA page on Facebook. Katrina confirmed that the TePTA website also received very small amounts of traffic.

Mrs Craggs has supported with updating the TePTA page on the school website and has set up a TePTA profile on the ClassDojo. With the aim of simplifying communication and reaching more parents, TePTA communications will now be sent to all parents via the Dojo and information such as minutes of meetings will be uploaded to the school website where they can be accessed by all. The Facebook page and TePTA website will therefore be closed. Katrina offered to support with closing the website.

A privacy policy has been drawn up in relation to GDPR as information will still have to be held for the purpose of running the 100 club. This is published on the TePTA page of the school website.

Kata raised that she does not currently have access to Dojo and will need this to hear the relevant information.

ACTIONS –

- Mr Leggatt to explore how Kata can be given access to the Dojo
- Katrina to close down the website.
- Committee to look into closing the Facebook page.

SAFEGUARDING –

Ms Crinnion explained that there has been improved awareness of Safeguarding and the implications of this for TePTA volunteers and other helpers within the schools. Some TePTA volunteers have attended the safeguarding training provided by the school but there are current discussions about ensuring this is at an appropriate level for the various tasks. It is key to ensure the children are safe and that helpers are clear regarding expectations but it is acknowledged that if

training is not easy to access it is likely to put people off from helping. TePTA have been in discussions with Mrs Day who is happy to put on brief training before the forthcoming cake sale and has worked with Karen regarding designing a TePTA lanyard that sets out clearly the expectations of volunteers. A TePTA Safeguarding policy has also been drawn up.

ACTION

- Ms Crinnion to review the Safeguarding policy alongside the other safeguarding leads to consider any adjustments needed to enable its use.

PROPOSED EVENTS

Autumn cake sale – Laura to lead this event. Mrs Day to be asked to run a quick safeguarding talk around 2:20pm.

Junior school disco – Emma asked for suggestions for something new for the discos such as a lucky dip or other items for the children to buy. With the restriction on the number of sweets that children can purchase, in line with the healthy schools approach, the feedback she has received is that the enthusiasm, particularly of the older children has reduced. This will be considered for the Christmas disco and any suggestions are welcome.

Christmas Fayre – some of the preparation tasks for the fayre were discussed and attendees volunteered to assist.

Zoe to be approached for support with designing publicity materials. She has kindly already offered to do the leaflet for the cake sale.

Jackie Fontaine – offered for the raffle.

Chocolate tombola – Jane Brown

Sweetie tombola – Kata

Catering – purchasing things – Rachel

Lucky dip – Emma King

Craft – Anna and Fiona

Secret room – Katrina and Clare

Bottle tombola – Kata

Face painting – Mrs Smith

Trail – Suggestion that each class could make a picture of the animal of their class name. The trail would therefore be to find the names for each of the animals around the fayre. Ms Crinnion and Mr Leggatt to action this.

Bex Page's explained that her Mother has been making Christmas decorations and animal hats to be sold for the Christmas fayre and is happy to donate all of the money raised. Bex will man this stall.

Bex was asked to feedback a thank you to her Mother for all of her time and hard work in producing these.

Mr Leggatt to ask Mr Vincer about online booking for Santa.

Ms Crinnion to explore if there is a teacher who would be willing to support with the grotto.

There was some difficulty last year with part of the corridor being closed off as this prevented circulation easily around the building. Ms Crinnion and Mr Leggatt both agreed that the whole corridor should be opened this year. Mr Vincer has however proposed that the train travel within the building this year and children ride the train to see Santa. Committee will consider the best placement of this to enable flow of traffic. Ms Crinnion suggested that the atrium could be opened to create a cut through if this improved the access.

Fundraising aims for this year

Ms Crinnion explained that the requests are likely to be funding for curriculum resources. The money spent on the art room has made a real impact for the children. The Dementia café initiative was beneficial for both the children and the café clients. The community connections formed were also very positive.

Multi-cultural week remains an annual request at £20 per class for the food festival that ends the event.

Request from Mr Leggatt – Mr Leggatt would like to give the Junior school pupils the experience of attending the theatre. He would like to take the school to see a pantomime in Tunbridge Wells and would like support from TePTA to subsidise the cost of transport. Mr Leggatt will cost the trip and inform the committee.

Mrs Craggs has gained £19,500 from community trust for new Chrome books to improve the children's access to IT resources in their classrooms. A further £2,500 is required to provide a further 10 laptops to complete the project.

Laura raised the difficulty of continuing to request money for technology projects. Laura has applied for the Tesco tokens scheme again. She highlighted that, particularly with sources of funding such as the Tesco tokens, the public will be more supportive of what appear to be new projects. Laura queried the works that are required to make the infant playground safe. Ms Crinnion confirmed that some money was raised for this previously but there have been difficulties in securing contractors and further work is required. Mr Leggatt further explained that replacement matting is required under the trim trail at the juniors and there are plans to create an outdoor classroom. A funding aim for improving the schools outdoor spaces was therefore agreed. In addition to this the school will consider a parent volunteer day to look at some improvements around the school. Bex suggested approaching Tesco to see if staff could support this. Jane Brown advised that she may be able to support with a further quote for the required works.

AOB

Alison Miles was introduced to attendees by Ms Crinnion. Alison explained that she is employed by the trust, having joined in January as Business Development Manager. She works three days per

week in term time (Monday – Wednesdays). Her role is to help fundraising within the trust. To date she has already secured funding which has supported the creation of a small animal care centre at Homewood farm. She is able to support the PTAs to put bids together and has formed links within the community, for example the Lions and Rotary Club etc. Alison can also assist with publicity with local papers and magazines. In addition to this Alison has worked to support the creation of an Alumni association for Homewood.

Laura queried whether the summer fayre can be advertised within the wider community as a parent has suggested they could possibly support with arranging this. It was clarified that this is a community event so this would be appropriate.

Jane explained that she is in the process of organising Bingo nights in Tenterden. She is hoping to link Tenterden club with the school if these are successful.

Tasha suggested that the school grounds could be opened for parking for the Christmas market to raise money. The station currently provide this at a rate of £5 per car but more parking is required. Mr Leggatt will check the insurance and see if Homewood site staff could marshal.

Karen thanked everyone for attending and for their support.

Next TePTA meeting Scheduled for Thursday 22nd November .