



Romsey Abbey C of E Primary
School PTFA

Church Lane

Romsey SO51 8EP

Registered Charity Number:
1037903

Minutes from 2020/21 AGM

9th November 2021

Meeting held at Romsey Abbey C of E Primary School, School Hall

Attendees:

Marianne Paddock (MP)

Samantha Hoyles (SH)

John Barker (JB)

Jenny Bullen (JB)

Kin Yau (KY)

Jo Chamberlain (JC)

Chloe Phillips-Luke (CPL)

Leigh-Anne Jackson (LJ)

Gill Stride (GS)

Item	Details	Action
Chair's Report	<p>This was the first AGM Chaired by JB who read from his report. The main points raised were:</p> <ul style="list-style-type: none"> The difficulties in running the PTFA throughout the pandemic and adhering to restrictions. Fundraising over the past year has been focused on the purchase of new sheds (for both the PTFA and RAPS). Whilst complying with restrictions, the PTFA were still able to host a number of events including an Easter Raffle and an online Christmas Pantomime (of which there will be 2 of this year). This year's fundraising will be kicked off with a bottle tombola which will be stocked by donations from families of the school in return for a non-uniform day. 	
Treasurer's Report	<p>KY summarised his report and the main points raised were:</p> <ul style="list-style-type: none"> The PTFA will not be required to make a contribution to school this year as the loan from the Abbey has now been cleared, leaving funds for further projects. Over recent years, the PTFA has raised £20,000 and this money has gone back into RAPS to enhance the children's education and school experience. 	

	<ul style="list-style-type: none"> • JC queried who gets to decide where the monies raised by the PTFA go and KY confirmed that the Committee play an active part in this. Monies are allocated to trips, events, materials etc. • The gazebos owned by the PTFA were sadly destroyed in the previous shed (by damp and mould) so we have purchased new ones, ready for the summer events. • Plastic, airtight boxes have been purchased for the pre-loved uniform in order to preserve it and reduce the need to re-wash items between sales. • The committee were asked to help source sponsorship for the Summer Fete, which would require at least £2,000 in the bank, to take place. • With restrictions carrying on until after Christmas, the PTFA needs to utilise new ways to fundraise without breaching social distancing restrictions or putting our families at risk. 	
Elections	<p>The following officers were elected during the meeting;</p> <ul style="list-style-type: none"> • Chair – JB • Vice Chair – MP • Treasurer – KY • Secretary – CPL <p>It was discussed that the roles could be shadowed to enable understanding of the roles.</p> <ul style="list-style-type: none"> • SH to shadow CPL • LJ to shadow MP and JB • JC to shadow KY (as suggested by GS) 	
Class Representatives	<p>The class representatives have remained the same as previous years, with the addition of the new Year R's;</p> <ul style="list-style-type: none"> • Year R – Jenny Bullen and Samantha Hoyles • Year 1 – Leigh-Anne Jackson • Year 2 – Chloe Phillips-Luke and Terhi Bryant • Year 3 – Victoria Harris and Jodie Hiscutt • Year 4 – Chloe Phillips-Luke and Terhi Bryant • Year 5 – Elizabeth Kennedy • Year 6 – Paul Nicholson and David Auger <p>Year Reps should attend the Parent Forum Meetings or send a representative in their place.</p>	
DBS Certificates and Updated Checks	<p>RAPS require all volunteers to undergo a new DBS check after the pandemic. Members of the committee are kindly requested to apply for their updated DBS ASAP. A copy of DBS Certificates will be stored by the Chair.</p> <p>The prompt advertising of events was highlighted as many volunteers will need to apply for a DBS before they are able to help.</p> <p>CPL has completed her Paediatrics First Aid course and will be available for the majority of events. A copy of her certificate will be kept on file. JB also has a first aid qualification and will provide JB with a copy of this.</p>	<p>DBS checks to be completed as a matter of urgency for all officers and class reps.</p>
Any Other Business	<ul style="list-style-type: none"> • Cake sales should return early in the new year but Natasha's Law must be fully researched and adhered to. Year R will kick off the 	<p>Review Natasha's Law.</p>

	<p>sales and it was discussed that the use of a league table of fundraising by each year could be utilised and entice competition.</p> <ul style="list-style-type: none"> • Xmas4Schools will provide our Christmas cards this year after we were let down by the customer service of our previous supplier (late delivery resulting in parents missing Royal Mail's postage deadlines). CPL has previously used Xmas4Schools at the pre-school and was impressed by their service. • JB to target local businesses ASAP for prizes for a Christmas raffle. There is a letter on file which can be adapted. • CPL will utilise social media to communicate with parents and families of RAPS as well as sending out reminders of events via ParentMail. • Relationships with the school community should be improved to benefit from more volunteers, support and involvement. JB, SH and JC agreed to communicate with the new year R parents so that they can become more involved. 	
Next Meeting	A date of Tuesday 30 th November was proposed and agreed by all present	
Next AGM	A date of Tuesday 27 th September has been provisionally booked.	