



Busbridge Junior School Friends AGM Minutes

21/09/2021

PRESENT

Richard Catchpole	Head
Rachel Barker	Deputy Head
Sarah Speirs	Chair and 6E parent
Jackie Ahrens	Outgoing Co Chair, 6E Rep and 3B parent
Rachel Roberts	Outgoing Vice Chair, 6E and 5S parent
Rich Day	Treasurer and Y4 parent
Katherine Carter	Secretary and 6W parent
Karen Beamer	6W Rep
Claire Hemmings	6E Rep
Nicky Marson	6E and 3B parent
Suzanne Smith	4W parent
Katy Bennett	3B Rep and 5GT parent
Katie Rothwell	3BF Rep and 5GT parent
Delia Woodcock	3BF Rep and 5S parent

ABSENTEES

Hannah Fernandes	3BF Rep
Kate Hallward	3B Rep
Maggie Ingham	5S Rep

TBC	Y4 Rep
TBC	Y4 Rep
Karina Bentley	5GT (Comms Only) Rep

MINUTES AND MATTERS ARISING FROM AGM 21/09/21

- KC confirmed there were no outstanding matters from the 2021 AGM minutes.

CHAIRS REPORT FOR 2021 – 2022

See attached Chairs Report

Total funds raised (profit): over £27,000.

Some of the biggest fund raisers include (figures quoted are profit):

- Fireworks – £4981
- Christmas Secret Shopping - £1076
- Christmas Fair - £6193
- Disco - £1059
- Easter Eggstravaganza – £709
- Bouncing for Busbridge – £2642
- Summer BBQ – £3200
- Ice Cream Friday - £1279
- Ad boards - £1275
- Quiz night - £571

Where did the funds raised go:

- Pledges to MUGA project after each event (£20k so far)
- New reading books and dictionaries
- New cameras
- Chromebooks
- Brazilian martial arts session
- Raised beds for the Gardening Club
- Ice lollies on beach day
- Contributions to the Hardship Fund

Priorities for this year

- Fun events for the BJS children
- Mindful of the cost-of-living crisis
- No need for record breaking sums raised – just create fun and memoires

MUGA update

- Richard gave a MUGA update. So far, circa £85k has been raised, the total sum is yet TBC, but will be above £100k.
- The MUGA will be sited between the horse field and trim trail. It will be fenced off, so it can be used for basket-ball, hockey etc. It can also be hired out to external clubs and clients and become a revenue stream for the school.
- The MUGA site will leave a large area of grass that can be kept in much better condition than it currently is able to, and can be used for cricket etc.
- We will continue to fundraise for the MUGA project, but will also apply for additional grants. The MUGA will hopefully be constructed in the summer term of 2023. However, we have to secure the necessary permissions through the planning process and go through a tender process to identify our preferred supplier before we can start work.

TREASURERS REPORT FOR YEAR ENDING JULY 2022

See attached financial summary

In brief

- £25,930 net profit last year
- £22, 935 pledged to the school
- £5,119 remaining reserves in the bank account

Appointment of an Independent Examiner of Accounts for year ending July 2022

- Because over £24k was raised in revenue last year, the PTA is required to have an independent auditor. Rich will ensure this requirement is undertaken this year.

ELECTION OF OFFICERS AND TRUSTEES OF THE COMMITTEE

Committee Members voted in and seconded:

- Sarah Speirs Chair
- Richard Day Treasurer
- Katherine Carter Secretary

Resignations

- Jackie Ahrens Co-Chair
- Rachel Roberts Vice Chair

Reps

- Katy Bennett 3B Rep
- Kate Hallward 3B Rep
- Hannah Fernandes 3BF Rep
- Katie Rothwell 3BF Rep
- Delia Woodcock 3BF Rep
- TBC Y4 Reps
- TBC Y4 Reps
- Karina Bentley 5GT (Comms only) Rep
- Maggie Ingham 5S Rep
- Jackie Ahrens 6E Rep
- Claire Hemmings 6E Rep (Second Hand Uniform and Christmas Shopper)

- Sarah agreed to stay on as Chair and Katherine as Secretary only because no one else has come forward and without these posts, the PTA will cease to function. As Richard outlined, the PTA really does play a crucial role at BJS, in terms of being a focus for social/community events and also by raising very valuable funds for the school.
- There was much discussion about how to encourage a Co-Chair / Shadow Chair, and Vice Chair to come forward.
- Talk of explaining all the different responsibilities of the role and possibly splitting the roles up, so specific tasks can be delegated, and people can utilise their strengths and passions accordingly. However, there remains a need for an overall Chair (or two co-chairs) to ultimately lead the PTA.
- Concern was raised that a large number of Committee/PTA positions are currently held by Y6 parents (who also previously took on similar roles at

Busbridge Infant School) who will be leaving the school at the end of this academic year. It would be beneficial to all if volunteers came forward to shadow the current post-holders this year so the knowledge can be retained.

- Also pointed out, is that so much is documented on Drop Box, so anyone new coming into the PTA Committee does not have to start from scratch.
- Request for all class reps to reach out to their classes and see if anyone is interested in coming forward to support as Co-Chair / Shadow Chair, Vice Chair.
- KC to remind Richard Catchpole to send a message out to the school community re the need for Co-Chair / Shadow Chair, Vice Chair, and Y4 reps
- Sarah and Katie talked about the need a call out to the school community (via reps in the first instance) asking for people with specific skills to come forward and support the PTA ie someone in marketing or publicity could help take Busbridge Gin to the next level, anyone in a creative field could assist in PTA promotional material or organise creative events. There are many possibilities.

SPECIAL BUSINESS

Dates for Diary

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|-------------------------------------|---|
| • Friday 4 th November | Fireworks |
| • Friday 2 nd December | Christmas Shopping (for children during school) |
| • Saturday 3 rd December | Christmas Fair |
| • Wed 18 January | Kids Disco |
| • 2023 date tbc | Quiz Night |
| • 2023 date tbc | Adults 80s and 90s disco |
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- Rachel Roberts to follow up discussion on Christmas sale shadow and Christmas raffle prizes
 - Katy Bennett will take on the Christmas cards and the Christmas wreath making.
 - Katy Bennett also offered to connect with Abby Friend and look at future creative activities.

Fireworks Night

- Fireworks will take place on **Friday 4th November**, with a capacity of 800 people for health and safety reasons, as well as other practical aspects.
- Mufti day on **Thursday 3rd November** in exchange for sweet treats (more info to follow re ideal sweet treats to donate).
- Firework prices have increased by nearly 50% since 2021.

- Due to this increase, there will be no early bird discount tickets, and the firework duration may be reduced from 12 minutes to 10 minutes. TBC.
- The following responsibilities have been allocated to each year group:
Year 3: Sweet treats
Year 4: Security and clear up
Year 5: Barbecue
Year 6: Bar
Teachers: Glow toys / plastic fantastic selling

REQUESTS FROM RICHARD AND RACHEL FOR UTILISING PTA FUNDS

- Round table & 12 stools £500
To enhance reading development
- Dictionaries for Y5 £210
- Art teachings development £250
To invest in a variety of pencils and brushes to expand use and experience
- Classroom books £1200
This is £50 per term, per class. It may not be used each term by every class.

ANY OTHER BUSINESS

- Claire Hemmings discussed the relevance in extending social media presence and effective content via Facebook, twitter, Instagram etc, whilst ensuring safeguarding is premium. Richard Catchpole to investigate.
- Katy Bennett confirmed that video content will vastly improve ratings and readership and the importance of creating snapshots (no faces shown) in less than 10 second content, which will help bring BJS up to date and be hugely effective in reaching out to the school community.
- Rachel Roberts suggested (post AGM meeting) hosting a second-hand clothes sale at school. Adult (and possibly) kids clothes / accessories, that are still in good condition. Possibly charge £5 entrance fee for X amount of items, or group them into categories and charge simple amounts accordingly.

Date of next PTA meeting

- Tuesday 9th November 7.30pm.