

Garden Suburb Schools Parent Teacher Association

Minutes of the Annual General Meeting held on 27th November 2018

Chair Persons: Eileen Bhavsar (Junior Head Teacher)

Sarah Sands (Infant Head Teacher)

Minutes Taken by: Alexia Dobinson (Infant School Business Manager)

Other Attendees:

Julia Chalfen (Junior School Business Manager)	Shiv Smythe (Junior Parent & current Treasurer of PTA)
Gloria Ayola (Infant Parent)	Cynthia Cohen (Infant & Junior Parent)
Rachel Zolden (Junior Parent)	Joanne Gould (Infant Parent)
Louise Brown (Infant & Junior Parent)	Romy Summers (Infant Parent)
Maria-Gina Chirpac (Infant Parent)	Akika Kanu (Infant Parent)
Sanaz Saifolah (Infant Parent)	Fatemeh Soleymani (Junior Parent)
Arvinda Khimji (Infant Parent)	Ilias Lazarus (Junior Parent)
Maria Fernandes (Infant Parent)	Sayeh Roshanakfar (Infant & Junior Parent)
Rayan Basma-Safieddine (Infant Parent)	Laura Ramazzina (Infant & Junior Parent)

1. Welcome from the Head Teachers

Thank you to everyone for coming – good turn out this year! This is official meeting of charity to update parents on funds raised, what spending the money on and do any administration required such as election of committee members. There are separate committees for each school for the events. Rely on parents to help with organising and setting up events but also for rallying people and helping on the day.

2. Review of last year's events

- Infant Chair's Report – Kim Albers (outgoing Chair of Infant PTA) is not available today, but wrote a report, which was presented by Sarah Sands (see attached report). Miss Sands gave a huge thanks to Kim for running it over last couple of years; she is still supporting us and helping to guide the new teams. We are hugely appreciative of her energy, enthusiasm and professionalism over the years, and she will be sorely missed.
- ◆ Junior Chair's Report – Marissa van Reeuwijk (outgoing Chair of Junior PTA) is also not available today, which was presented by Rachel Zolden, the Co-Chair of Jnr PTA who has been shadowing for the past year (see attached report)

3. Financial summary of the year 2017-18

Report provided and presented (see attached) by the Treasurer, Shiv Smythe. The Treasurer is for the charity and therefore covers both schools.

- Infant School General Account (Events): Seasonal Fair – although the amount raised seems lower, the previous year had matched funding, so was actually up on normal. Disco – also down, but didn't hold a similar event for Reception this year. Seasonal Fair – phenomenal increase on previous years. With the money, the school purchased two smartboards for classrooms. The end of year balance is £46,805.
- Infant School Gift Aid Account: The income over the year has increased. The school mainly the funds for workshops and assemblies and purchased an additional Smartboard for the classes used for IWB'S but also lots of workshops and assemblies. Final end of year balance £9,515
- Junior School General Account (events): Seasonal Fair – funds higher than previous year, the Circus raised over £2K and disco's over £1800! The Junior School also had quite a bit of external sponsorship, increasing income so raised quite a bit more than previous years. School purchased IWB's, subscription to science magazine and iPads. Closing balance £43, 939.
- Junior School Gift Aid Account: Had a good increase on income over the year, with its subsequent rise in tax reclaimed through the Gift Aid scheme. This year has spent on the gardening club, leaving a final balance £7,491.

4. Plans for future spending from the Head Teachers

- Infant School Head Teacher, Sarah Sands: Have been holding onto general PTA money for a few years to redevelop hall, which has now started! It has been held up due to building works in the corridor for last couple of years. We are now doing it a bit at a time during term time. The hall was painted over half term. Also purchased more smart boards so all classes now have the same and new touch screens. Blinds are coming in the next few weeks, and getting quotes for a new audio visual system in hall to include sound system and smartboard along with stage lighting. After all this will have approximately £17K left for other works - would like to make better use of end of hall for group work, and put doors in but that is in the future!

For Gift Aid this year again will be used to pay for or subsidise workshops for the children to enhance the curriculum across whole school. We need to promote the Gift aid scheme more, so we can claim even more tax back from the government! Big thank you again Kim, and to Shiv who has done a lot of work on the accounts. It really feels like both have been (and are) a real part of the school, always around helping and supporting. We want all of the PTA Committee to feel like a real part of the school, and this is a big part of being involved.

- Junior School Head Teacher, Eileen Bhavsar: Over past 12 months have spent the PTA money on Interactive Whiteboards, replacing three so far and we are looking to spread this out across the other nine classes. Technology is expensive but crucial and we are starting to think about the whole IT infrastructure and possibly a cloud system, looking at the long-term view and using PTA money for this development. As will have heard in the news, schools funding is down and we are unsure of position for next financial year, so want to hold on and be careful so we have money for sustainability as we may have to review how spend the PTA money once know the situation better. Always want to ensure that the money raised is used to provide a big impact on the children, which the science magazine, first news and of course the iPads have done.

But most of all, really appreciate the fun the parents, through the PTA, bring to the school for the children and their families. Kids have meaningful moments and memories, and a huge thank you to parents for providing these special events.

Great big thank you to everyone, please don't hold back! The kids love to see you in school helping out.

5. Election of officers for 2018-19

This is the formal election of the officers for the charity, and for the two committees. Starting with the charity positions:

- Treasurer – Shiv Smythe is happy to continue. Asked if anyone would like to shadow, but no volunteers at this stage. Anyone interested should speak to Shiv through the year.
- Secretary – Traditionally this has been part of the committee role, but really need one to work with the Treasurer to oversee the administration of the charity – Alexia Dobinson was nominated as already fulfilling this role in an unofficial capacity.
- Both Shiv Smythe, as Treasurer, and Alexia Dobinson, as Secretary, were formally elected to these roles by the room.

Infant School Committee

Infants held a pre-meeting a few weeks ago, where parents volunteered to fill the positions for the Infant School. These are now being formalised:

- Chair of Infant PTA: Louise Brown volunteered and elected. Louise commented that she is hugely encouraged by number of parents who have come along this morning but also to the organising meeting earlier in the term, and hopefully the children and parents will have a really fun year!

- Vice Chairs of Infant PTA: Laura Ramazzina and Oda Gadhvi both volunteered and elected to be part of the central committee with Louise and will cover the secretary role as well.
- All three of the central committee have put themselves forward to coordinate but as also working and busy will need support and will be relying on others. Teams have already been put in place for each of the main events, and dates are being finalised now.

Junior School Committee

- Chair of Junior PTA: Rachel Zolden nominated and elected. Rachel has been shadowing for the past year, and is now stepping up. However, as her last year as a parent in the school would like someone to support and shadow ready for next year. Rachel went through role (coordinate, delegate and keep an eye - it can be as much or as little as like or able to).
- Vice Chair of Junior PTA: Cynthia Cohen volunteered to shadow and support Rachel. Elected to role by room
- Secretary of Junior PTA: Oda Gadhvi volunteered and elected. This will provide a good link across schools.

6. Signatories for Bank Accounts:

Alexia Dobinson raised the issue of the current signatories for the PTA Bank Accounts. Explaining that we have a bank account for each school and that due to staff and PTA changes over the past few years, currently only have two signatories – herself and Lisa Berger (Junior Deputy Head).

It was proposed that this should be extended so that both Deputy Heads and both Business Managers for the schools, along with the treasurer are added as signatories to the accounts.

It was unanimously agreed by the room, including the new Chairs of the Committees, to arrange for the following individuals to be signatories:

Julia Chalfen (Junior SBM)

Lisa Berger (Junior Deputy Head)

Shiv Smythe (PTA Treasurer)

Alexia Dobinson (Infant SBM & PTA Secretary)

Sarah Jowsey (Infant Deputy Head)

7. Any Other Business

Miss Sands and Mrs Bhavsar reiterated that funding in schools is at crisis point. Head Teachers in Barnet have met and put a letter together to Nick Gibb (Minister of State for School Standards) which will also be sent to local MP's.

As Head Teachers, both have been through many ups and down over the years with funding, but it has never felt this bad in the last 20 years. The schools have always managed to get through, but it could now have a direct impact on the provision we provide to the children.

The government are saying that funding increasing which is not wrong, however, but they've also quite rightly raised wages and pension contributions but not providing any money to support the schools with these additional costs.

A copy of the letter sent to the Minister is also going out to parents this week, so please look out for it.

8. Dates of committee meetings: These will be arranged and agreed by the individual committees.

The Infant School Chairperson's AGM Report, written by Kim Albers

There are three main aims of the PTA;

- To organise enjoyable and memorable events for the children and their families.
- To enhance the community spirit within the school.
- To raise vital funds for the school.

The committee formed last year consisted of:

Chair: Kim Vice Chair: Louise Secretary: Laura Treasurer: Shiv

The committee, along with many, many other parents, worked with Miss Sands to make the year an enjoyable and successful one.

The 2017/18 Infant PTA year has been a fun one in so many ways. Many parents stepped forward to help organise events. We had both new parents to the school and existing ones putting in great efforts to organise wonderful events for the children throughout the year.

At the start of the year Miss Sands advised that funds raised would still go towards the school hall. With fantastic support, the PTA was able to raise a considerable sum for the school.

Having so much support and dedication from parents meant we were able to many events throughout the year including **Cake and Second Hand Uniform Sales**.

Our larger events kicked off with the well-loved **Seasonal Fair** in early December; an event that the children look forward to every year. Tracey & Kim were responsible for the organisation of this event. Kim & Sara came into school and baked with the year 2 children to produce lovely biscuits that were sold at the Seasonal Fair. Volunteers came in and decorated the hall and make it look wonderful as well as helping on the day to either sell or accompany the children while they purchased their gifts. The event was a great success and was thoroughly enjoyed by all.

In February we held the **Year 1 & Year 2 Disco**. The children received a party bag containing treats. During the event they were able to have tattoos, glow-bracelets and were provided with food and drink to ensure they had enough energy to dance away to their favorite songs! The children seemed to have a great time.

In May we had our **Around the World** treasure hunt organised by Frances. A fantastic trail, through the local area, with clues and challenges along the way. Theme was Around the World with clues taking the participants to various places on our globe and quite a few children came in national dress. The event was a joyous break of the Sunday afternoon and especially the little games circle in Little Wood halfway along the trail was a huge success. At the end everyone gathered in the playground for cakes and drinks creating a wonderful atmosphere.

The next event was the hugely popular **Summer Camp** in June. The field opposite school became a campsite for one night where more than 70 families slept overnight. Tents were pitched, barbeques lit, whilst singing and marshmallows were enjoyed round the campfire, all topped off with a wonderful Balloon Race! Thanks to Miss Sands who came and read stories to the children. A huge thank you to Shauna who worked so hard before and during the event to make it such a great experience for everyone.

The last and the biggest event of the year was the **International Food Fair**. We have such diversity within our school and this was a real chance for all nationalities to showcase food from their countries. Many parents and local restaurants were extremely generous with donations, ensuring that no one went home hungry. In addition there was a bouncy slide, beat the goalie for the children to take part in, henna and glitter tattoos and face painting. Simply a wonderful even and a fantastic way to end the year and thank you to the many people who helped in pulling together a wonderful event for all to enjoy!

In summary, the committee was delighted with how the year went, primarily due to the huge support from the many parents who have helped throughout the year – without this help, we simply would not have been able to have run all of these events.

A special thanks goes to Miss Sands, Mrs. Dobinson and Mrs. Cox, with whom we've had a great working partnership. And finally a huge thanks to Mr Adolphe and Mr Shepherd who helped us so much throughout (and at all hours!)

We believe that with continued support from parents and teachers, the PTA in the year ahead can grow from strength to strength and provide further fun events for the children, their families and the teachers of the school.

The Junior School Chairperson's AGM Report, written by Marissa Reeuwijk

PTA Chair - Marisa van Reeuwijk

Co Chair and Shadow - Rachel

This was my last year of PTA and thankfully Rachel has agreed to be the next PTA Chair for a year. We are hoping someone will shadow her this year but so far no one has come forward. I am hoping that maybe someone will step forward at the meeting.

I believe this was a successful year, even though we didn't do as much as the previous year. We had a wonderful idea of an art gallery for the children which I'm delighted will happen this year.

I would like to say a huge thanks to Mrs Bhavsar for always supporting the PTA events and being open to new ideas, even when they don't seem to fit the school. A huge thank you too for coming to all the events in school and out of school. This applies to all the volunteers that give up their time each year to help and support the PTA.

There is always a feeling of gratitude for the parents that come forward to help and for the teachers' support. The same goes to Ms Chalfen in the office and Mrs Morgan Chiswick too, who is always so willing to help and go out of her way for us.

To Mr Adolphe and Mr Shepherd. They have always been there to help in any way needed.

Events

Seasonal Cards - Rachel and Louise. We are still using the same company which we are happy with.

Seasonal Fair - Naomi and Marisa. This event was another huge success and we raised more than the year before. Many parents helped on the day and the day before to decorate the hall and organise the gifts. Cristina did an amazing job on the raffle tickets with great prizes.

Phil the bag - We did this once during the year and raised 129 pounds. It continues to be an easy way to raise money for the school and a good opportunity for the parents to de-clutter.

Circus - Rachel organised the circus and I helped a little, this was held in the school sport field. It was a smaller circus than the previous years but the children were extremely happy and much laughter was heard. Hot Dogs, crisps and ice creams were sold in the playground before the children went in. The veggie hot dogs were a big hit and a good change from what we have had in the past. Many teachers support this event and were very kind in helping us clean up after and take all the decorations down.

Family fun run - Another huge success and a perfect weather day for the family run, jog or walk. It's such an important event allowing families to be together, mix with other families and build awareness around keeping fit. We had a lot of positive feedback as always.

School disco - Kim and Bridget organised another fantastic disco which the kids loved. Loud music, lots of dancing, fun disco items to buy and glitter painting. Even the boys went for the glitter.

Cake Sale - Cakes sales are a huge success with the kids but I'm not sure all the parents feel the same. Many parents asked for an alternative to cakes, something healthier. However the cakes almost sold out and many parents donated.

Second Hand Uniform Sale - Natalie continues to organise the second hand uniform sale throughout the whole year. Oda is now helping Natalie at each sale.

Summary of Accounts for Infant & Junior Schools

For full breakdown of the money raised through the different events and expenditure, please see Appendix A (Infants Account Summary) and Appendix B (Juniors Account Summary)

Infant School General PTA Account

Opening Balance 01/09/2017	£40,998.92
Income from Events 17-18	£10,324.07
Other Income/Adjustments	£ 907.78
<u>Expenditure 17-18</u>	<u>£ 5,426.00</u>
Closing Balance 31/08/2018	£46,804.77

Infant School Gift Aid Account

Opening Balance 01/09/2017	£6,177.45
Income from Donations	£3,689.09
Income from Tax Reclaim	£ 872.45
<u>Expenditure</u>	<u>£1,224.44</u>
Closing Balance 31/08/2018	£9,514.55

Junior School General PTA Account

Opening Balance 01/09/2017	£47,739.63
Income from Events 17-18	£10,996.83
Other Income/Adjustments	£ 1,763.81
<u>Expenditure 17-18</u>	<u>£16,561.13</u>
Closing Balance 31/08/2018	£43,939.14

Junior School Gift Aid Account

Opening Balance 01/09/2017	£4,667.26
Income from Donations	£2,296.67
Income from Tax Reclaim	£ 574.17
<u>Expenditure</u>	<u>£ 46.86</u>
Closing Balance 31/08/2018	£7,491.24