



Woodlea P.T.A.

PRESENT

Lindsay Shillito (LS)
Grace Heath (GH)
Debra Phiri (DP)
MRs Gambier (NG)
Claire Hudson (CH)
Michelle Skinner (MS)
Kathleen Goodwin(KG)
Kiki Pospechova (KP)
Jenny Josh (JJ)
Candida

Charlie Massing (CM)
Katy
Helen Rapley (HR)
Gabriella Biggs (GB)
Dev Horrocks (DH)
Robyn Heaton (RH)
Elouise Sinclair (ES)
Hayley
Becky Wilbur (BW)

APOLOGIES

Lee Pearce (LP)

2. CONFIRMATION OF PREVIOUS MINUTES

The minutes from the previous meeting were agreed as a true and accurate record.

REVIEW OF ACTIONS FROM PREVIOUS MINUTES

No outstanding issues.

3. CHAIRS REPORT

LS thanked the team for their hard work throughout the last year and all the volunteers that help at the events. LS daughter has now left the school so after 7 years of Chair will tonight be stepping down. LP & GH Vice Chairs and JR Secretary will also be stepping down. However, LS has been working with a ES to produce a handover manual and tonight a group of new volunteers will put themselves forward for the roles.

The main fundraising objectives for the last year were to provide diverse no fiction reading books and this target has been met. Other items funded by the PTA include, TT Rockstars and Number Bots subscription, SPAG subscription for KS1&2, Year 6 leavers DJ, Crumble class packs, Chrome books and lollies for sports day totalling over £10,000.



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4. TREASURERS REPORT FOR THE YEAR ENDING

DP read out the treasurer's report detailing this year's accounts (see attached).

We currently have:

Reserve Account: £4661,78 (used to cover costs of all events held throughout the year)

Current Account: £9151.15

The PTA also incurs annual running expenses which are PTA membership fee with Parentkind £153 (with an insurance cover as part of the fee), small society lottery licence and small amounts of postage/stationary fees.

All incomes and expenses are detailed on the attached report.

5. ELECTION OF OFFICERS AND TRUSTEES OF THE COMMITTEE

Chair Lindsay Shillito to step down

Chair Nomination: Gabriella Biggs nominated by ES seconded by KG

Vice Chair Lee Pearce & Grace Heath to step down

Vice Chair Nomination: Helen Rapley & Kathleen Goodwin nominated by GB seconded by JR

Secretary Jenny Rolfe to step down

Secretary: Elouise Sinclair nominated by GB seconded by GH

Treasurer Debra Phiri re-elected, nominated by GH and seconded by GB

GH & JR to stay as core members to help and advise the new team. Other core members put themselves forward; CM, Katty, KP, RH, Hayley

6. Mrs Gambier's Report/Fundraising objectives

NG thanked the PTA for their hard work.

NG explained that it was good for parents to see what potential fundraising goals were and detailed her 2024/2025 wish list:

1. Additional Chrome books
2. Additional books – Class readers & guided reading books approx. £4000



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3. Junior block furniture to go in the cloakroom area to enable additional learning space
4. Continue with current subscriptions, TT Rockstars, PSAG etc

NG explained that the PC's in the Computer Suite will also need to be upgraded over the next couple of years but we may be able to get some assistance from the Trust.

7. New PTA Team Objectives and events calendar

GB explained that the new team aim to work as a collective group, GB and ES have already met with NG to go through some event ideas with the first being a October Art competition followed by and Autumn event then Christmas Fair.

Additional focus will be on securing sponsorship, bigger social presence and advertising Easy Fundraising, Tandridge Lottery etc

ANY OTHER BUSINESS

8. Other business/question

HR enquired to NG what school fund went towards and suggested notifying those that contribute to it. NG explained due to a change of roles in the Trust she was seeking clarification that all funds went directly to Woodlea and not a central fund. Would then look to update current School Fund request letter and re circulate.

CM- Would cutting out smaller fairs encourage more people to help and raise more funds. GB looking to get 5 members from each class to create small task groups. Info to go out via class reps.

Suggestion of small gift workshops within school rather than Secret Santa workshop at fair. GB and team to take this on board.

KP has found a website where second hand uniform can be put and sold online to parents to look into this further.

KP- Has the PTA looked into HMRC gift aid. DP to investigate.

DP explained that due to the nature of the position felt a two year turn around on the Treasures role would be advisable therefore seeking anyone to take on this role from 2025. With DP to provide a handover throughout this year. LS said someone had put themselves forward and would provide details. Anyone else interested in the position of the Treasure to notify GB or DP.

Woodlea Primary School PTA AGM
Registered Charity No. 1167391
24TH SEPTEMBER 2024



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10. Next meeting

Date to be arranged for coming weeks to discuss Autumn event.

Next AGM – September 2025

There being no further business, the meeting concluded.

Exiting Chairperson's signature:

New Chairperson's signature:.....

Date:.....