

**Minutes of PTA Annual General Meeting 23-24**  
**26<sup>th</sup> September 23, 2:00pm at school**  
**Minutes taken by Isobel McDonough**



<b>In attendance:</b>	<b>Apologies from:</b>
Jen Fisher	Jessica Mehers
Sally Lloyd Davies	Anna Taylor
Claire Forrester	Freda Davies
Lorraine Duffett	
Isobel McDonough	
Mrs Roberts	

All parents and carers of Bishop Wilson students were encouraged to attend the AGM.

**Matters Discussed:**

**1. PTA member roles and responsibilities:**

- New PTA member roles confirmed:  
Lorraine Duffett- Chair  
Jen Fisher- Deputy Chair  
Isobel McDonough- Secretary
- Claire Forrester remains the Treasurer

**2. School fundraising requests**

- Topics discussed in which the PTA could support the school- ideas included access to instruments, outdoor area requests, contribution to coach costs in regard to residential or visits and play equipment.
- Mrs Roberts asked PTA to fund a Christmas present for each class at a value of £50 per class. PTA vote agreed to fund this purchase. Mrs Roberts voted in favour on behalf of the school

**Actions**

- I. Mrs Roberts to come back to the PTA at the next meeting with requests and priority order
- II. Idea of costs of high priority items

**3. Student Council Update**

- Student council/ Ethos Group looking at how to restart recycling paper following storage changes.

**Actions**

- I. Mrs Roberts to come back to the PTA at the next meeting with update on support needed from PTA

#### **4. Proposed Events & Dates 23/ 24**

- Bingo Night- Thursday 17<sup>th</sup> October 2023 or Tuesday 2<sup>nd</sup> November 2023 5:30pm to 7:30pm
- Wreath Making- Sunday 19<sup>th</sup> November 2023 4:00pm to 6:30pm £35 per person
- Family Social- Sunday 3<sup>rd</sup> December 2023 Neston Cricket Club 12 midday – non fundraising
- Parent Christmas/ Party Social- Friday 8<sup>th</sup> December 2023 Neston Cricket Club, table reserved. - non fundraising.
- Christmas Fair- Friday 1<sup>st</sup> December 2023 3:10 to 5:00pm, students can wear Christmas jumpers
- Bake Sales- Thursday 19<sup>th</sup> October 2023, 31<sup>st</sup> October Halloween and Friday 15<sup>th</sup> December 2023 @2pmconfirmed

Posters to be arranged outside the PTA and sent out to school.

- Proposed events from Jan 24 adjourned until next meeting, topics still to be covered:

##### **Actions**

- I. Mrs Roberts to confirm which date school can do for Bingo
- II. Lorraine to hold meeting with Mrs Roberts one week before Bingo event
- III. Jen to contact URC to book wreath making event
- IV. Mrs Roberts to confirm Christmas Fair date

#### **5. Date of next PTA meeting(s)**

- Monday 2nd October 2023 at 7:00pm The Ship, Parkgate
- Dates for next school PTA meeting 7<sup>th</sup> or 14<sup>th</sup> November

##### **Actions**

- I. Lorraine to confirm date and circulate details

#### **6. Treasurer Update**

- PTA 2022/2023- Income £5,220. 79, Net £4,403.09. All fundraising events resulted in profit
- Following 22/23 spend on all- weather flooring for the trim trail there is £5,000 in the PTA Bank

#### **7. 100 Club Update**

- 65 allocated numbers- 3 non- payers being chased.
- Income £708, Net £480.

##### **Actions**

- I. Sally to give out 100 Club new joiner forms to new parents
- II. Sally to remove none paying players after final warning and offer numbers to other parents
- III. Sally to send 100 club advert to PTA group
- IV. PTA to reshare 100 Club details with school class WhatsApp groups.

**8. Fundraising/purchasing aims for 23-24**

- Members present agree PTA would like a visual representation of aim/amount & funds for the benefit of parents to be introduced.

**Actions**

- I. PTA to revisit at next meeting

**9. Any Other Business**

- Budget to be put in place before each event
- PTA admin – posters and email
- School uniform storage unit

**Actions**

- I. Jen to send Vicky storage unit information
- II. Mrs Roberts to confirm if school could keep storage unit on premises
- III. Claire to send Lorraine details of PTA email account
- IV. Jen to send Lorraine details of PTA poster making account
- V. Lorraine to check PTA email inbox moving forwards

**Next meeting 2<sup>nd</sup> October at 7:00pm**