**Minutes of the AGM of Friends of Brookdale PTA**

**Held on 2nd October 2023**

**At Brookdale Primary School**

1. Attendees

Kate Ball (KB), Hannah Barber (HB), Ella Cullum (EC), Gemma Dowd (GD), Alison Jones (AJ), Steph Ollman (SO).

Minutes taken by SO.

1. Apologies

There were no apologies.

1. Agreement of last AGM minutes

All agreed these were an accurate representation of the 2022 meeting.

1. Re-election of committee

There were no other candidates so the committee were re-elected to their previous roles.

Chair: EC. Proposer – SO, seconder - GD.

Treasurer: GD. Proposer – EC, seconder – SO.

Vice chair: SO. Proposer – EC, seconder - GD.

Secretary: HB. Proposer – EC, seconder – GD.

There was discussion about succession planning and the need to recruit more committee members as well as more volunteers to help with events. KB agreed to publicise the need for support for the PTA at next year’s curriculum meetings and to continue to promote the money raised by the PTA and the plans for spending this.

SO suggested recruiting parent class reps who would be responsible for circulating PTA information within their child’s class and could be encouraged to attend PTA meetings also.

1. Treasurer’s report

GD’s report is attached.

Highlights:

* More money is going through the PTA account than ever before. The highest amount ever has been paid out to school but there remains a good balance in the account.
* The bank account will no longer allow foreign cheques to be cashed and so unfortunately the PTA will lose out from the Cyber Grant scheme, which a parent had previously arranged with their employer.
* The increasing costs of class trips were discussed and it was agreed to increase the yearly PTA contribution to trips to £10 per child.
* The increased costs of Plas Caerdeon were discussed, as both the travel and cost of Plas Caerdeon itself have increased significantly. All were keen for the PTA to cover this increase as much as able to ensure all pupils have the opportunity to attend. It was agreed that the PTA will cover the increased cost of the coach, a total of £1600. KB is happy for parents to be made aware of the additional cost and that the PTA are aiming to cover this cost.
* Ongoing regular annual payments will be continued: £100 for the library, £100 for the garden, £20 for class parties (which will now include preschool).
* KB highlighted how useful the One Decision PSHE resource is for the whole school, this is paid for by the PTA.
* Outstanding requests are: replacement of PA system in the hall (£1500), new books for year 2 (£800), mural in corridor.

1. Future events:

The PTA have planned dates for events until the end of 2023, and these dates have been circulated. A summer fair date has also been agreed.

Discussion was held around other ideas to increase the variety of events, such as:

* a car boot / bring and buy sale on KS2 playground
* book sales
* filling a Smarties tube with 20p coins
* increase discos to 1 per term
* bake sales
* possibility of replacing the Easter fair with an Easter bake sale and egg hunt including games, but no tombola (therefore not requiring donations)
* ice cream sales at the end of the school day – KB felt once per half term was acceptable.

It was agreed that parents could be invited to suggest events which they would like to see. A Google form will be organized.

1. Future costs:

KB advised that the computer suite is likely to need replacing within the next 12 – 18 months so any spare money should be reserved for these costs.

The aim is to have a £5000 buffer in the bank account, though the constitution requires only £2000.

Appendices:  
Financial Report

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