

## **Alma Park PTA Meeting Minutes (AGM)**

Monday, 14th October 2024

Time: 9:30 AM

### **Attendees**

- Octavier Gilmour, Chair
- Helen Power, Treasurer
- Hannah Magowan, Secretary
- Laura Dawson, Trustee
- 31 parents (names recorded, available on request)

### **Non Attendees**

- Sadiya Akram, Trustee
  - Bruce Woods, Trustee
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### **1. Welcome and introductions**

- Speaker Richard Williams: Introduction - Thanks for attending.
- Speaker Octavia Gilmour: Thanks for coming.
  - First AGM.
  - Spending.
  - Volunteers, better environment - raising funds, events and initiatives.
  - We aim to raise as much money as possible.

### **2. Understanding our charity's purposes**

- Speaker Octavia Gilmour:
- Charity Commission: updated - removed trustees and added new trustees.
- Bruce Woods, Laura Dawson and Sadiya Akram remain as trustees.
- We therefore have six Trustees registered with The Charity Commission.

### **3. Changes to The Charity Commission**

- Speaker Octavia Gilmour
- Re-election - we (Octavier Gilmour as Chair, Helen Power as Treasurer and Hannah Magowan, Secretary) are happy to stay in post.
- Asked attendees if there are any objections to Octavia, Helen or Hannah staying as officers. None objections shown.

### **4. Annual accounts sign-off**

- Speaker Helen Power
- Helen distributes PTA Accounts to attendees.
- RESOLVED: The PTA accounts for the year 2023-2024 were reviewed and approved by the members present.
- Overview of our final position: Announced £11,722.09
- Highlighting that most of these funds are thanks to Laura Dawson's efforts as Chair and work on the previous summer fairs - including summer fair 2024 which made profits of £4123.56

## **5. Overview of changes to banking**

- Speaker Helen Power
- Donated £357.50 for hoodies for school leavers in Y6.
- Charities as a rule shouldn't accumulate large reserves. The PTA aims to use funds raised for immediate school benefits by transferring monies.
- Banking changes took a long time to resolve.
- We will keep reserves of approx £1500

## **6. Transfer of PTA moneys to a school 'cost centre'**

- Speaker Octavia Gilmour
- Meeting with Mr Bulivant, Mr Mason, and Mr Williams where the PTA agreed to transfer a lump sum.
- This money initially is being spent on Wet play boxes for each class.
- A lump sum agreed £10k.
- "The school knows how best to spend the money".
  
- Speaker Helen Power
- There's big capital plans - Multi-sports and Library. These need a big injection of money.
- School doesn't have a budget for "fun money" i.e replacing old Lego and that's where the PTA funding helps and makes the teacher's life easier.
  
- Parent Laura C speaking "Can we have a say on how the £10k is spent?".
- "Will there be a particular drive for funding in Arts and Music?"
- Octavia Gilmour responded.
- We have asked the School for photos of any items purchased so we can communicate with parents of how the funding has been spent.
  
- Parent Roisin M speaking - "What about the money to Forest School?".
- Helen Power responded.
- Originally the school had to write in a bid for funding for the Forest School that "the PTA will match funds", but in the end the PTA didn't need to match it.
- Another question from parent Roisin M. "Can we have more information about what they need the money for?"
- Octavia and Helen agree we can find out more.
- Follow up action:
  - Invite Richard Williams to attend further meetings to explain big capital plan projects as well as spending funds from PTA.
  
- Laura Dawson speaker.
- As parents we are automatically members of the PTA. If any parent has ideas to enhance the school or want to do a particular thing - we can pitch it to the school.
- Octavia Gilmour speaker.
- Fundraising is better when we know what fundraising is for.
  
- Parent Roisin M speaking - "Can we have an itemised list of what is being spent?".

- Follow up actions:
  - Get an itemised list of what is being spent from school.
  - Recommends school sends emails to parents detailing they have received £10k on the stipulation they do xyz.
  - PTA to define what xyz is.
- Parent Laura C speaking.
- We just need assurance on what PTA is spending, otherwise what if two years down the line my child has still not had a music lesson.
- Laura Dawson speaking.
- There is a potential to do more - the summer fair made £4k+, so there is the potential to make £5-7k a year.
- There is the opportunity for people to set up Direct Debits and gift aid. There are loads of opportunities for those who can invest time or money.

## **7. Overview of events for 2024-25**

- Speaker Octavia Gilmour
- Christmas event: - Junior carols/mince pies/hot chocolate
- Looking to trial a Maker's Market for people to sell Christmas gifts.
- We need to warn sellers that costs of products need to be low, accessible, and safe.
- We need a good variety of products being sold.
- Event is dependent on the weather outside - the enemy is wind!
- We may have to limit numbers if outside due to weather. We don't want to limit people and access if we have the event inside.
- We are always looking for volunteers
- Date for the Christmas event is Friday 13th December after school.
- Alma Park on wheels: Saturday 26th April
- All to do with cycling
- Organised by Anna Smith
- We will need volunteers
- Summer fair: Saturday 21st June.
- Eid event - not exact date confirmed yet, event it is likely to follow a similar format as last year. Highlighted the success of last year's Eid event.
- Reiterated that all event dates on the website.

## **8. Christmas event planning and volunteers**

(Covered in previous section)

## **9. Christmas gift for pupils**

(Not specifically addressed in notes)

## **10. AOB**

- Speaker Octavia Gilmour

- There was a movie night event in the past - difficulty is volunteers as we need to have a certain number of teachers and parents attending.
- Thank you to everyone for attending - and seeing everyone here.

**Closing Remarks**

The general sentiment expressed during the meeting was that parents appreciate seeing their children directly benefit from PTA fundraising efforts. This underscores the importance of transparent communication about how funds are used and the tangible impacts on students' experiences at Alma Park.

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The meeting was adjourned at 10:10 AM.

Minutes submitted by: Hannah Magowan, Secretary

Minutes approved by: Octavia Gilmour, Chair

Date: 15/10/24

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Next PTA meeting: Monday 16th December 2024