

Well Green Primary School

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Annual General meeting of Well Green Primary School PTA Meeting – Thursday 17th October 2024

Agenda

1. Welcome and Apologies
2. Minutes from the previous AGM
3. Address by Chair
4. Election of members
5. Treasurer's Annual report
6. Election of Auditor
7. Matters arising – future events
8. Any other business



Well Green PTA AGM Meeting Minutes

Thursday 17th October 2024

Present: Mrs K Markham (Chair), Miss R Shaw, Claire Short, Catherine Niedekorn, Rosie Fleig

Apologies: Kay Craig, Dimple Patel, Gemma Lingard, Diane McHugh, Rusanara, Ms Wilks

		Action
1.0	Welcome	
	Mrs Markham welcomed everyone to the meeting and thanked everyone for their hard work in fund raising last year, and she is grateful for the effort the PTA has put into the fundraising events that have been held. She briefly ran through how the PTA AGM works for the newcomers.	
2.0	Minutes from the previous AGM	
2.1	Previous minutes approved and Mrs Markham advised they have been distributed and have been made available to view on the school website. Minutes from the previous meeting were read and approved by members of the PTA	
3.0	Address by the chair	
3.1	Mrs Markham discussed the massive effort it takes by a small group of people across the school to not only generate ideas but to find volunteers to see these ideas to fruition. Mrs Markham expressed the school's gratitude for the efforts of all the previous fundraising events and how the money raised directly benefits our children. She made a special mention of the money raised for the new computer suite (£14,000) this has made a huge difference to the school and could not have been possible without the fundraising effort of the PTA.	
3.2	The big things to raise money for this year are the Timber Trail in the KS1 playground.	
3.3	Mrs Markham stated that Abdul Belhaj (Treasurer) wishes to step down, he will remain in role until someone is appointed, the PTA will not be able to continue as a legitimate charity until someone volunteers. Mrs Markham thanked Mr Belhaj for all the work he has done as Treasurer. Confirmation was given that the PTA bank account has now been moved to Lloyds Bank, Altrincham.	
4.0	Election of Members	
4.1	Mrs Markham confirmed she would continue in her role as Chair.	
4.2	Mrs Markham stated that a Treasurer and (post meeting notification) Secretary are required. An email has gone out to parents to request volunteers, the PTA will not be able to continue if these roles are not filled.	KM

4.3	<p>New (and existing) PTA Members 2024/2025 Chair – Mrs Markham Treasurer – Vacant Secretary – Vacant Communications lead – Diane McHugh</p>	
5.0	<p>Treasurer's Annual Report</p>	
5.1	<p>Abdul Belhaj shared the accounts for 2023/24 and the Treasurer's report. Abdul broke down the figures based on last years' fundraising events: Total money collected £15,023.88, Total Expenditure £20,334,64. Opening balance for the year was £11,931.86, closing balance £6,621.10.</p>	
5.2	<p>The accounts confirmed the biggest earner last year, based on total money raised, was the Summer fair (£4,677.71), followed by the Winter fair (£3,403.74). The Sponsored run remains an extremely successful event with minimum expenditure raising £1700.</p>	
5.3	<p>The target amount for the coming year has not been set but the PTA would like to raise money for a new timber trail for KS1 playground. Mrs Markham will be getting quotes for this so a target can be publicised across school.</p>	KM
5.4	<p>Abdul and Mrs Markham also noted that beside the 'big ticket items' we raise money for, we also raise money for the smaller, yet as impactful things like the 'term contribution to the school', which helps the teaching staff when needing to purchase extra resources like flour for baking etc</p>	
5.5	<p>Post meeting note – there are parents working for companies who offer matched funding (inc. Barclays), we need to ensure we take up this opportunity for our highest value events.</p>	KM
6.0	<p>Election of Auditors</p>	
6.1	<p>Angela Carr has audited the accounts, everything is in order. Angela will be appointed as Auditor for 2024/25.</p>	AC AB
7.0	<p>Matters Arising – Future Events (confirmed by attendees)</p>	

7.1	11 th October 2024 Cake Sale	
7.2	8 th November 2024 Junior Film Night – tickets available via SumUp store, cash to school with permission slip or on the door	
7.3	<p>Winter Fair collection dates 8th November Chocolate item donation day w/c 18th November new/unused gifts for ‘grown ups’ stall 22nd November Hamper item donation day 29th November Bottle donation day 29th November Winter Fair 5-7pm</p> <p>An organizing committee is needed ASAP, letter has been sent out to request volunteers. Aim to allocate a stall per class in line with Summer Fair, Year 6 will organize games in their classroom.</p>	
7.4	14 th November 2024 Swedish Star making	
7.5	Kids artwork gifts being prepared in class, Rusanara coordinating to ensure orders can be placed before Christmas break.	
7.6	31 st January 2025 School Disco 4.30-5.30pm: Infants 6-7pm: Juniors	
7.7	Date TBC Well Green 60th Anniversary Summer Carnival To celebrate our Diamond year we will be holding a carnival themed summer celebration. This will take a big effort to organise so please get your thinking caps on and be ready to help make this an event to remember.	
7.8	<p>Other events to schedule: Sponsored run International food night TBC Colour Run</p> <p>If anyone has any ideas for other fundraising events please contact the PTA via their email address: ptawellgreen@gmail.com</p>	
8.0	Any other business	
8.1	We desperately need more parents involved with the PTA, suggestion to nominate 2 reps from each class to help with bringing other parents on board. This should be done via the class WhatsApp groups by people already involved with the PTA. Meeting attendees to send out message to share with each year group.	CS, CN, RF
8.2	Propose to hold next PTA meeting via MS Teams/Zoom to make it easier for people to attend vs work and childcare commitments.	
8.3	Next meeting to be arranged after half term to start organising Winter Fair	CS