CHRIST THE SAVIOUR
CHURCH OF ENGLAND
PRIMARY SCHOOL

Broadway Site (Main Site)
Spring Bridge Road
Ealing
London
W5 2AA
Headteacher - Katie Tramoni
ctssch.pta@gmail.com

Minutes of PTA AGM

Meeting:	PTA AGM	Date:	Wednesday 4th October 2023
Venue:	Grove Site School Hall	Time:	7:30pm

Item No.	Item	Owner
1	**Those present**: Veronica Bowker (VB) - Co-Chair Viola Gruda (VG) -Co-Chair Jihan Sharma (JS) - Treasurer Katie Hargreaves(KH) - Committee Member Veebha Wiggin (VW) - Committee Member Donna Elsey (DE) - Committee Member Laura Cross (LC) - Communications Katie Tramoni (KT) - Headteacher Diane Harris (DH) - Assistant Headteacher Father Richard Aida Kosta - Parent Iyabo Bello - Parent Caroline Toma - Parent Nowell Toma - Parent Kirsty Schofield - Parent Stephanie Crombach - Parent Dimitri Cotruta - Parent Anastasia Cotruta - Parent Crystal Xue - Parent Ali Lineham - Parent Clare Dorsett - Parent Eileen Lawler - Parent Joanna Bartocha - Parent Lee Wiggin - Parent **Absent**: Helen Haynes Hannah Walton Christine Statham Nigel Houghton Appel Fiel	VW

2	**Welcome:** VG welcomed everyone and	VG
3	**Apologies for Absence:** Received from NH, HH, HW, CS, AF	VW
4	**Approval of minutes for last meeting held on the 4th September 2022 and Matters arising:** The minutes were approved as a correct record of the meeting; Proposed by: VB Seconded by: KT	VW
5	**Chairs Report:** VB introduced herself, and thanked the PTA committee, Katie Tramoni, Mrs Harris and all the SLT for their support in her 1st year as PTA chair. VB reported on the activities and fundraising carried out during the 22/23 school year. (See Chairperson's Annual Report School Year 22/23 for full details). Superb year, raised a huge £38K so thank you and well done. Two key events - Christingle and Summer Fair, sponsored by Gibbs & Gillespie, and Helliwell & Co. Events we held last year -Throughout the year 2nd held sales; books and uniforms. -smaller events - Valentines Stall, Shrove Tuesday and Cake stalls. -Maddie Dance Show, e.g. Encanto, held at both sites, sold out very quickly, we will continue this as it's been popular. -discos for every year also proved very popular with the kids esp with the addition of the professional DJ. -Parents quiz night, Elfridges, Santa Dash, Santa Letter, Xmas Cards,Xmas Jumper day. Challenges - lack of volunteers has been challenging. Summer Fair - less stalls as not enough volunteers, quiz night canceled. Looking for a 2nd hand uniform coordinator and book sale coordinator.	VB
6	**Thank you's:** DE introduced herself as the volunteer coordinator. Talked about the challenges around volunteering. Events are not always about raising funds but the wider community engagement. Call for volunteers even if this is just 30 minutes of your time. DE thanked our: **Corporate sponsors:** Barclays, Helliwell & Co, Gibbs & Gillespie, Lill Architects and The Soma Room. **Volunteers:** - Class Reps across the whole school - Caroline Beastall (Xmas Kids and King's Coronation) - Katja Heger - 2nd hand book sale coordinator - Lizzie Rogers - second hand uniform coordinator - Donna Elsey - raffle coordinator - John Davis - Our infamous quizmaster - Bri L'Hostis - for all support running the Foodbank - Maddy Gerosa - for her fantastically popular after school PTA fundraising dance events - all parent volunteers - huge thank you as we could not run events without you	DE

	CTS Staff: - Matt, Michael and Adam - The PTA could not function without the brilliant caretakers. - SLT and teachers - amazing support, particularly Katie Tramoni and Diane Harris	
7	**Treasurer's Report & Approval of Accounts:** JS introduced herself and talked about the commitment of the PTA. Everything we do goes back to the school and our kids. Headlines: New Co-chairs, leads, and following on from a very strong previous PTA team. Economic citation mindfulness didn't set a target for 22/23. Events that raised the most money: - Christingle Fair - circa Income £10k, profit £7.8k - Summer Fair - circa Income £16k, profit £12k - School discos - circa Income £5…… Our final amount raised is income £51119, and profit of £ £38284. JS gave a financial summary of the PTA accounts and proposed £38k be donated to the school. Proposed by: KH Seconded by: EL	JS
8	**Address by SLT:** Katie talks about spend from previous year (21/22) Thanked the PTA, esp the new co-chairs and committee for all the commitment. Talked about volunteers and how kids love seeing their parents at events. KT mentioned the SLT did not have a target in mind for 22/23 years as they understood there was a new team and the economic environment as well as time factors for parents. KT talked about how school budgets are spent : safe buildings, lovely environments, and biggest spend is staffing. Funds were spent on previous years - IT resources - chrome books, ipads and other IT hardware. School is credited as a Google Classroom user, musical equipment, fencing on the Grove Site, playground furniture. DH - Thank you for the money provided for the hardship fund - transit situation (eg parent has lost their job, sickness, etc), eg bus fare, school fares, enrichment for children - paying for clubs, uniform. Helping to ensure every child feels included and enriched. KT - wish list for 22-23 donation of £38k: ● Book Corner Furniture for Grove Site and more reading books for Broadway libraries ● Author visits for a bigger buzz around World Book Day ● Playgroup equipment for each year group ● Reflective keyrings for safer travel to school ● Art consumables	KT

	- IT hardware - Wristwatch for one year group to trial to support learning to tell the time - Soundboards for lunch hall.	
9	**Discuss and agree donation spend:** Laura to ask for approval of the PTA 22/23 donation and spend wish list. Proposed by: JS Seconded by: JB	LC
10	**Election of PTA Executive Committee 23/24:** Laura introduced herself. **Stepping down**: Helen Haynes, Hannah Walton and Christine Statham. Viola is stepping down as Co-chair but remaining on the committee. **Staying on the committee:** VB, JS, VG, LC, KH, VW, AF, & NH. **Welcoming new committee members**: DE, EL & JB	LC

Name	Position	Nominated by:	Seconded by:
Veronica Bowker	Co-Chair	AK	DE
Katie Hargreaves	Co-Chair	CT	JB
Jihan Sharma	Treasurer	KS	SC
Veebha Wiggin	Secretary	VB	JS
Donna Elsey	Volunteer Coordinator	AK	NT
Laura Cross	Communications	VB	KT
Viola Gruda	Committee Member	FR	JS
Nigel Houghton	Committee Member	KH	DE
Apple Fiel	Committee Member	JB	EL
Joanna Bartocha	Committee Member	JS	VB
Eileen Lawler	Committee Member	JS	KH

11	**General Business:** Following approval is required to make amendments to the Metro Bank Business Account Mandate: To remove Mark Beastall and Helen Haynes as Authorized Signatories from the PTA Business Metro Bank Account and replace with Veronica Bowker and Katie Hargreaves.	

	Approved by; VW Seconded by: FR	
12	**Upcoming Events:** KH introduced herself, and talked about the upcoming events to help raise funds for the PTA: **Events that have taken place already this term**: - Summer Reading Challenge - Matilda Dance event - Reception Breakfast - Mini Mile - Support to MacMillan Cake Sale Key events over the next term: - Teddy Bears picnic - Stalls - second hand book sale and uniform sale - Christmas Cards - New and exciting event - Christmas Party - Christingle Fair - Elfridges - Christmas Card, Santa Letters, Raffle and the ever popular Santa Dash KH mentioned that the PTA are always open to suggestions and to please get in touch with any suggestions.	KH
13	**PTA Volunteering:** DE talked through her personal experience volunteering and what it meant to her. She asked for support from parents where possible, to sign up on the volunteering sheets on the tables, or to chat/email the pta committee. DE also mentioned the Whats app groups and asked reps to intervene where necessary by directing queries not related to PTA to the school office, website or class teacher.	DE
14	**AOB: VG** **KT to thank those present for their attendance and close the meeting**	VG