



Reg. Charity No. 1091960

Aston Rowant C+E Primary School
School Lane, Aston Rowant, Oxon OX49 5SU
 Reg. Charity No. 1091960

01844 351671
 office@aston-rowant.oxon.sch.uk
 Headteacher: Mrs Helen France

PTA AGM - Minutes

Date: Mon 28th Sept 2020

Time: 20:15 – 21:30

Location: Microsoft Teams

Attendees:

Caroline Simpson – Chair (CS)	Sam Goose – Treasurer (SG)	Helen France – Head Teacher (HF)
Elissa Melady - Secretary (EM)	Jen Lupton (JL)	Rachel Blake (RB)

ITEM	OWNER
<p>Meeting called by: Caroline Simpson</p> <p>Annual General Meeting open to all parents/carers and school staff for the purpose of identifying financial commitments, future spending needs, allocating funding, and agreeing fund raising activities. Topics discussed were as follows, with relevant action points shown.</p> <ul style="list-style-type: none"> Due to the restrictions imposed by Covid-19 the meeting took place via Microsoft Teams. All areas discussed considered the actions needed in order to stay Covid safe. 	
<p>Treasurers Report</p> <p>SG – (see attached report)</p> <p>A healthy balance of £11349.25 as of Sept 2020, having spent the money raised for the new climbing frame with the addition of some fencing (total cost was £28928.58). Please see full report for more detail.</p> <p>Our running costs will be lower this year as we won't be able to hold film nights for the foreseeable future, so we will not be renewing the film license. However, a minimum of £1000 will need to be raised to ensure we are able to cover the cost of the photocopier hire and service agreement.</p> <p>The money owed to the PTA for covering the cost of the Pantomime (Dec 2019) has been covered as we did not pay for the cost of the photocopier (2019-2020). We will continue to honour the commitment to cover this cost this year (2020-2021) – with the prospect of looking at buying the school their own copier once the lease is up in approximately 12 months. HF to review the lease expiry date. The PTA will then look to cover the future cost of a Service Contractor.</p>	HF

<p>Future Expenditure</p> <ul style="list-style-type: none"> • Pond – A quote to be pursued by Jane Williams, ideally for work to take place in the winter ready for use in the Spring 2021. HF to speak with JW. <p><i>NB – the same contractor currently maintains the Willow Dome – it was discussed whether the cuttings can be replanted to create a willow tunnel – a possible Forest Friday activity for the children.</i></p> <ul style="list-style-type: none"> • Break Out Room - Previously an ‘Earth Pod’ structure was discussed, however responding to the needs of the school/children, it was clear we need a more substantial space with lighting, heating etc. making it a much bigger project. Therefore, the School Governors have been looking at accessing other financial sources such as the Garfield Weston trust, to finance the breakaway space. • Permanent Canopy/Shelter - The PTA is happy to fund the canopy structure to be positioned on the playground protecting from heat/rain and to promote outside learning especially during Covid-19. Multiple purchases give us a discount, therefore other schools in the partnership to be contacted to find out if they too would like to purchase one – HF to bring up at next partnerships meeting. • Teachers fund – we would like to continue with providing each class teacher a fixed amount to use at their discretion for the purposes of enhancing the classroom experience for the children. The amount will be decided once we know how much the pond and fixed canopy will cost. Previously it was £1100 across 4 classes, this might have to be reduced this year. SG to chase quotes so we know the amount we can give 	<p>HF</p> <p>JW/HF</p> <p>Governor</p> <p>HF</p> <p>SG</p>
<p>Events Planned</p> <p>Chocolate Bouquet - a monthly draw, for 10 months, where £10 buys a numbered ball that is included in each draw. Up take has been a little slow as we have a few new starters who are unfamiliar – but more comms will help with that, HF is going to help promote for us.</p> <p>Christmas Cards – CS to speak with Rachelle Lytzen to see if she is happy to coordinate again this year – RL is interested to see if there are any other companies that offer similar services with more choice of products.</p> <p>Christmas Hampers – Mufti day (4th Dec) in exchange for a donation towards the hamper contents (we take bottles, choc, sweets, biscuits, toiletries, toys etc). Clare Taylor has volunteered to help with the creating of hampers. Items to be quarantined before and after. Draw on the last day 18th Dec. We will need raffle tickets and comms.</p> <p>Standing Orders – a letter has gone out via the office to ask is people would be willing to set up a standing order paying into the PTA account. Up take is low, but we have covered those who have since left and stopped payment. Historically the school used to send out a letter with the new starters welcome pack – EM to speak with JC (Office Manager) to start this again. CS is going to contact those who are paying in to say thank you for their support.</p> <p>Bag 2 School – booked in for Wednesday 21st Oct, send out 2 reminders prior.</p>	<p>RB/HF</p> <p>RL/CS</p> <p>CT</p> <p>?</p> <p>?</p> <p>EM</p> <p>CS</p> <p>EM</p>

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<p>Easyfundraising.org - EM to create a letter to go out informing parents of how to use this website to raise money for the school.</p>	<p>EM</p>
<p>Name the Soft Toy - EM sourced 2 soft toy donations from JellyCat, originally meant for the summer fete raffle. Instead now to be used for "Name the Bear". EM to send image to JL so she can draw up a grid of £100 names, 50p per name. Need to find a way for children to select a name that doesn't involve a physical sheet. To run the second at Easter.</p>	<p>EM/JL</p>
<p>Sponsored Scoot/Bike Ride – each child to receive a sponsorship form, reflector and 'map' to track their progress. To be completed over the October half term break. They can choose between scooting, running, cycling or walking.</p>	<p>RB</p>
<p>Events Proposed</p>	
<p>£100 Club – similar to chocolate bouquet, by purchasing a numbered ball, participants are entered into a monthly draw to win £100. SG to set up – liaise with RB regarding how its managed. To start in January 2021.</p>	<p>SG</p>
<p>Art Gallery – children to produce a piece of art (teachers' involvement essential as to be produced in class). Paintings to be framed (paid for by the PTA). Work to be displayed at an exhibition, with the view to selling exhibits. Can be held outside during the Spring Term (After Easter Break), with refreshments. HF to liaise with teachers.</p>	<p>Not yet assigned</p>
<p>Nativity video – RB on behalf of Sally Huntly asked if it would be possible to do a virtual nativity by filming the Hedgehogs in church and selling to parents. HF has already considered the idea of filming the nativity, but there are issues regarding copy rights, and licensing that need addressing before going ahead. KS1 and KS2 to also produce something - HF to confirm details. EM to establish if there is a demand to purchase a video</p>	<p>HF EM</p>
<p>Craft Pots – each participant receives a plant pot to fill with a "Craft Kit" inside – ideas include gingerbread baking, Sock Puppet, art, pompom toy, bird feeder, French kitting set etc. With the idea of selling them, after quarantining them.</p>	<p>TBC For the spring?</p>
<p>AOB</p>	
<p>Bike Shed – a big thanks to those who cleared the sheds, CS to contact those who helped.</p>	<p>CS</p>
<p>Second Hand School uniform – CS, EM and AG to sort through and sell – this is especially useful at the moment as it is being encouraged that parents wash school uniform after one wear, meaning additional uniform might be required. – EM to send comms.</p>	<p>CS/EM/ AG</p>
<p>New Notice board for second gate – AM to install</p>	<p>HF / AM</p>
<p>Proposed Date for next meeting</p>	
<p>TBC</p>	<p>CS</p>



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