

Swavesey PTA AGM

Thursday 2nd October held in person and online

Minutes taken by Emma-Jayne Lee

Welcome from Nicola Griffiths and Mrs Ogilvie

Attendance:

- Nicola Griffiths Acting Chair)
- Lynsey Ogilvie (Former chair/ Headteacher)
- Tina Carminati Treasurer)
- Claire Sheppard
- Emily Moore
- Claire Unbekandt
- Emma-Jayne Lee
- Siobhan Barnes
- Emma Sutton
- Liz Banks
- Jodi Newton
- Tom Ambrose
- Helen Clarke (online)
- Leila Ferraby (online)
- Paul Thompson (online)
- Catherine Cannon (online)
- Sarah Anthony (online)

Apologies:

- Teaching staff (Mrs Ogilvie apologised that she has not communicated the date of the AGM in enough time to ask staff to attend)
- Kate Wilson
- Laura Roberts
- Kim Clements
- Becky Eccleston
- Blanca Carrasco?
- Giavanna Avino
- Nat
- Anna Thompson

Approval of minutes from the previous meeting – Approved

Review of the Year

A big thank you for all the help from the previous year and the great turn out this evening.

Head Teacher feedback

The school budget is under significant strain. The cost of living increases such as utilities are rising and teachers pay increasing but this is not reflected in the schools' budget. All money raised by the PTA is vital for not only for treats for the children but also the essentials such as subscriptions and IT equipment. Thanks given to the PTA for all efforts.

Committee Elections & Roles

- Nicola Griffiths elected as Chair (unanimous vote)
- Emma Sutton elected as Secretary
- Tina Carminati continuing as Treasurer
- Leila Ferraby volunteered to shadow/learn treasurer role
- Committee members co-opted:
 - Emma-Jayne Lee
 - Siobhan Barnes (unofficial support for secretary)
 - Helen Clarke (online attendee)
- Parent kind model constitution to be updated and agreed.

Parent kind has updated the constitution we currently use to support online meetings where needed. Overall it guides us on how we practice as a charity and is our governing document. The update version was adopted at the meeting.

Financial Report (Oct 2024 - Sep 2025) Treasurers report submitted

- Opening balance: £10,984.23 across two bank accounts
- Current balance: £9,155.89
- Total fundraising: £11,506.09, including:
 - Summer fete: £3,848.94
 - Fireworks: £2,657.29
 - Christmas raffle: £1,010.40
 - Cauliflower cards: £530.60
 - Tractor run: £459
 - Quiz night: £555.36
- Total expenditure: £14,208.58
 - Fireworks insurance now separate cost
 - School subscriptions: library software, Twinkl, Purple Mash etc
 - Christmas books, picnics, various school support costs

Upcoming Events - Autumn Term

- Bake Off competition: October 20th
 - Need judges (Bob from Bethel, Mitzi, Lucy, Michelle Tracey with Bear the dog discussed as potential judges)
 - Cake sale after school following judging
- Cauliflower cards: recently completed
- Fireworks event planning:
 - Insurance quote expected (~£550, similar to last year)
 - Sponsorship approach needed (banner sponsors already secured)
 - Claire organizing barbecue with team
 - Exploring Scopay pre-payment system for tickets/food ordering
 - Considering temporary lighting for eating areas (would be great to find sponsorship for this from a local business)
 - Glow stick sales discussion (safety and eco concerns noted)

Christmas Events

- Pottery decoration evening: End of November, in school (adults only)
 - Exploring Craft Monkey (St Neots) vs current provider. Siobhan investigating cheaper, DIY takeaway at home casual option.
 - Alcohol license consideration for in school event.
 - Ticket price structure needs finalizing
- Tractor run: Organised by Claire S
- Santa run: Mrs Turian organizing in-school event
- Christmas raffle: Timing discussion (December vs spring alternative)

Spring/Summer Events Planning

- January disco: Tom confirmed as DJ
- Valentine's/Galentine's cake sale
- World Book Day chocolate bar sale with golden tickets
- Colour run: New event for week before Easter break. Emma S leading organization
 - Pre-order system for T-shirts and/or accessories
 - Easter egg prizes instead of medals if required.
- Summer fair: Date TBC
- Break the rules day: Alternative fundraiser concept
- PJ / Own clothes day.

Social Media & Branding

- Need social media volunteer (request to go in newsletter)
- Logo refresh required (current version low resolution)
- Facebook page consideration for community engagement
- Alumni/grandparent engagement potential

- Social media will require further discussion with ‘team’ to ensure guidelines are in line with school ethos.

Action Items

- Nicola: Circulate event dates to committee
- Tina: Share fireworks contact list with Nicola
- Siobhan: Investigate Craft Monkey pottery option
- Emma Sutton: Research PTA app for ticketing systems, reach out to Hockeys to explore sign support/ sponsorship for next financial year.
- Helen Clark: Research eco-friendly glow alternatives
- Lynsey Ogilvie: Include social media volunteer request in newsletter and look into ScoPay options for events / preordering.
- Emma Lee: Explore logo design options
- Steven and team looking at fireworks

Future Meetings

- January 2026 date TBC
- Termly meetings planned