

**Sacred Heart School Teddington**  
**PTA AGM Minutes**  
**23rd September 2022**

**Welcome and Apologies**

Thank you and welcome from Becky and Mrs Green. A fantastic turnout for the first meeting of the school year.

**Attendees:** Mrs Green, Becky Wilding, Binoche Chan, Eddy Choi, Patrice Buckley, Magda Omar, Nadia de Jesus, Siobhan Yeo, Erin Diaco, Gary Lam, Laura Power-Nelson, Katie Donegan, Cairbre Smith, Helen Longman, Caroline Pellerin

**Apologies:** Carmel Thomas, Polly Van Marken, Katherine Wardell

**Nominations**

The following people were nominated and elected to the PTA for the year 2022/2023:

Trustees: Patrice Buckley, Mrs Brenda Green  
President - Mrs Brenda Green  
Chair - Becky Wilding  
Treasurer - Patrice Buckley  
Secretary - Erin Diaco, Siobhan Yeo, Caroline Pellerin

**Events**

Each year group has one event for the year. Ticketing should be done through Scopay. Becky will run through the details with each class rep. of what they need to do.

Events so far by class:

- **Nursery - No specific event** but will have a cake sale
- **Reception - Class Christmas parties.** These will be run with the teachers and take place in school. Class rep. responsibilities include - Sourcing and wrapping presents, organising Father Christmas, being present during parties to help. Individual classes will organise their own food through their class reps.
- **Year 1 - Talent show** in June. Adults will buy tickets to attend. We could split juniors and infants if too many entries.
- **Year 2 - Disco** (Year 1 and up). Infants come in mufti and do disco straight after school, Juniors come back after school. Speakers and lights have been donated. Need to organise music and someone to manage the music, tickets for the children, first aiders on site.
- **Year 3 - Fun run**, Saturday 13th May. 5K course to be mapped out. To be held near Hampton Wick cricket club in Bushy Park. Need Marshalls / volunteers, medals, permission from Royal Parks. Picnic at end of the run - everyone brings their own.
- **Year 4 - Bake Off**, before Easter break. Children bake and then send photos. Need to organise a voting platform.

- **Year 5 - Quiz.** Mrs Green knows a quizmaster if needed. Not too focused on General Knowledge to allow everyone to participate. Also need to organise, food and drinks, tickets, raffle.
- **Year 6 - Film night.** Reception and up so needs to be 'U' classification. Held in hall. Will need to organise film, tickets and snacks
- **Christmas and summer fairs** - TBC but each class will have a stall

#### **Other ideas:**

- Matched funding - A company sponsor matches what we earn in the PTA. Can we ask parents if they know any interested companies?
- Cookbook - managed through online platform, families add their own family recipes.

**Change in law:** To be aware, there are new laws regarding alcohol at events. The PTA will look at the safeguarding policy and statements around alcohol and ensure that we comply.

#### **Budget / finances - Update from Patrice**

- Accounts need to be filed every school year to the Charity Commission. Accounts for the past few years all now due to be filed. Working on current accounts which will be filed in next couple of months. Working on getting all accounts up to date ASAP.
- We aim to be less cash dependent eg use card machines for cake sales / uniform sales etc. Patrice is talking to Barclays Bank about solutions.
- It was agreed that PTA income could be allocated to each class to contribute to their class trips over the year

#### **Communications**

- PTA newsletter, aim for once a term to keep parents up to date.
- Keep PTA information up to date on website.
- Add 'Easy Funding' to website and newsletter - we will share a video.
- Social Media - get up and running at some point later in the year. Not a top priority.