

FOTS AGM

Friday 11th October 2024, 7:30 p.m.

Trinity CofE Primary and Nursery School, Exeter.

Attendees

Becca Willis (acting Chair, Treasurer, acting Secretary)

Rachel Poulton (committee member)

Duncan Ackerley (committee member)

Ben Nelson-Smith (Head Teacher)

Seven (7) non-committee members (parents) also present

Apologies

Siân Goodwin (committee member)

Sarah Barnett (committee member)

Agenda

1. Welcome from the Chair
2. Welcome from the Head Teacher
3. Approval of minutes from the 2023/24 AGM
4. Accounts Overview
5. Our ethos and building our PTA community
6. Vote: Election to named roles (Chair, Treasurer and Secretary)
7. AOB

1 Welcome from the Chair (Becca Willis)

- Welcome to all attendees.
- Provided access to the 2023 AGM minutes and agenda for the meeting
- Invited the Head Teacher to speak

2 Welcome from the Head Teacher (Ben Nelson-Smith)

- Thanked the Becca for organising the meeting and those attending.
- Stressed the importance of the PTA community.
- School finances are tight and challenging.
- Work together on gathering funds for what the school would like (big projects/aspirational projects/ad-hoc items).
- Looking forward to a successful new phase for school-FOTS relationship.

3 Approval of minutes from the 2023/24 AGM

- Minutes from the previous meeting available on the school website at <https://www.trinityprimaryexeter.org/fots>
- No objections raised on the minutes from the 2023 AGM.
- Minutes approved.

4 Accounts overview (Becca Willis)

- Report on accounts for the academic year – 1st September 2023 to 31st August 2024.
 - Balance carried over from 2023/24 was £16780.14.
 - Balance carried forward to 2024/25 is £10,225.41.
 - Balance difference reflects the final payments for the Ninja Warrior Playground.
- Highlights
 - £849 spent on equipment for the school (e.g. equipment for Owlets, book vouchers, pantomime tickets, ice lollies for sports day)
 - Agreement with Mr Wilder (previous Head Teacher) to run experience-based activities for the children in 2023-2024 rather than fundraise for a “big ticket item”, which included:
 - Visit from Animals SouthWest
 - Chocolate Pizza making
 - Forest School Morning
 - Christmas Disco
 - £741.90 raised from experience events.
 - Successful summer festival despite awful weather (huge thank you to all who volunteered and attended!) with £1437.91 taken on the day and £728.70 in profit.
 - Second hand uniforms sales raised over £850.
 - School lottery raised £748.20 (lower than previous year)
ACTION 1.1: Increase awareness of the school lottery to parents in 2024-2025.
 - Class photos raised £1131.41
 - Christmas Fayre raised £577.48
 - Doughnut sales raised £233.69 over three events (lasting about 10 minutes each with more than 12 doughnuts sold per minute – one every 5 seconds!).
- FOTS has agreed to cover any shortfall for the Christmas Pantomime 2024.

5 Our ethos and building our PTA community (Becca Willis)

- Ceri Hosking and Justine Mason took on the role of co-chairs for 2023-2024 with Amy Millington as secretary and Becca Willis as Treasurer.
- Both Ceri and Justine stepped down before the AGM, along with several other committee members.
- A huge thank you to all committee members for their hard work in 2023-2024, particularly Ceri and Justine for leading FOTS with such commitment and organising so many fundraising events!
- At the start of the AGM, Becca Willis (Treasurer) was acting chair and secretary and presented this report.
- Popular events for the year (both for children and adults!)
 - Christmas Fayre
 - Fiercely contested quiz in January 2024
 - Visit by Animals SouthWest
 - Weekend Forest School
 - Awesome school disco – many thanks to the teachers who helped make it happen!
- There were 5 members of the committee remaining at the start of the AGM (named at the top) who hoped to contribute to 2024-2025 academic year.
 - The group has already held meetings with Ben Nelson-Smith and Briony Rakestrow to strengthen engagement between FOTS and the school.
- It is important for FOTS to communicate that all parents of schoolchildren are members of the PTA and therefore:

- Have a voice in decision making
- Are encouraged to host or run events which we can help support
- Bring new fundraising ideas
- We would also like FOTS to be a welcoming place for meeting other parents and (hopefully) make some new friends.
- Acknowledge that funding is tighter for schools now than in the past and PTA support for the school is vital for enabling children to have many social and educational opportunities.
- Main focal points for 2024-2025 will be:
 - Engagement with the PTA community with open meetings for all parents.
 - Engage parents with key skills, experience and community contacts to support the committee with fundraising events.
- Closing remarks:

“We welcome the input of the PTA community as a whole and look forward to getting to know you better. Please do get in touch if you have any thoughts or ideas or would like to offer your time”

6 Vote (Ben Nelson-Smith)

Elected unopposed

Co-Chairs: Becca Willis and Duncan Ackerley

Treasurer: Rachel Poulton

Co-secretaries: Siân Goodwin and Sarah Barnett

7 AOB

- Ben Nelson-Smith: What are the future engagement plans?
 - Becca Willis: First committee meeting to plan dates for the open PTA meetings and give parents plenty of time to arrange joining in.
 - ACTION 1.2: Organise the first meeting of the new committee to develop our plans.**
- Becca Willis: Can we get extra help from the school via the school web site with e.g. photos / biographies of committee members?
 - Ben Nelson-Smith: Yes, can investigate this, happy to discuss.
 - ACTION 1.3: Look to put photographs and short introductions for all committee members on the web site.**
- Attendee question: Can we vary the day of the week that meetings are held?
 - Becca Willis: Yes, we can consider this to help people attend.
 - ACTION 1.4: Review meeting days when meetings are arranged and try to vary them**
- Attendee question: Could we have a “suggestion box” or provide surveys to parents to increase engagement (post box on the FOTS shed, for example?).
 - Wide support across attendees for these ideas, FOTS to follow up on.
 - ACTION 1.5: Committee to discuss suggestion box and other ideas and raise at an open PTA meeting.**
- Becca Willis: Could we extend the storage space beyond the current shed, which is getting to small?
 - Bloor may sponsor a new, larger storage space
 - Ben Nelson-Smith agreed to extra space pending further discussion as plans develop
 - Committee needs to work out how to recycle/reuse/repurpose the old shed
- Attendee question: Is sponsorship required for Forest School and could FOTS contribute?
 - Uncertain, to be discussed with Carrie Searle.
- **New committee members signed up at the meeting:**
 - Marie Watsham

- Marie Crix
- Justine Mason
- Helen Greenaway
- Joao Teixeira
- Maria Carvalho
- Erica Butler
- Jo Chartres-Moore

Meeting Closed at 8:15 p.m.

List of actions

Item	Description	Planned completion date	Assigned to
1.1	Increase awareness of the school lottery to parents in 2024-2025.	Ongoing 2024-2025	Committee
1.2	Organise the first meeting of the new committee to develop our plans.	End October 2025	Becca/Duncan
1.3	Gather photographs and short introductions for all committee members on the web site.	End October 2025	Becca/Duncan
1.4	Review meeting days when meetings are arranged and try to vary them	Ongoing	Committee
1.5	Committee to discuss suggestion box and other ideas and raise at an open PTA meeting.	Next Committee meeting.	Committee