



# CH.I.P.P

Checkendon school In Partnership with Parents

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- MEETING:** CHIPP AGM meeting – Zoom
- DATE:** 21.09.2020
- PRESENT:** Kate Pullan – Chair (KP)  
Caroline Herbert – Treasurer (CH)  
Lisa Browne – Secretary (LB)  
Clare Rowling (CR)  
Vicki Thomas (VT)  
Emily Nobes (EN)  
Martin and Suzanne (M&S)  
Gillian Seymour – Headteacher (GS)  
Richard Castle – Governor (RC)  
Sarah Tunstill – Governor (ST)  
Sunelle Nell – Governor (SN)
- APOLOGIES:** Hannah Pivonka  
Dianna Turner
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## AGENDA

### 1) Chair's Report for 2019/2020 – submitted by KP

I would personally like to say to everyone involved in raising money for Checkendon Primary School, well done and thank you very much for your continued support in raising money to enhance the school life of our children. I believe it is evident that the beginning of the last academic year was very productive and busy for the PTA which resulted in raising a considerable amount of funds. An amazing £14,000 has been raised, which for a small village primary school is an enormous amount of money.

The two key fundraising events for the PTA:

1. Fireworks
2. Christmas party

Treasurer (CH) can confirm amounts raised for these events in the academic year 2019-20.

And so both achieving and improving on already fantastic results – and that is down to the hard work, dedication and commitment of the PTA (and that's not just the committee), but to all those parents and individuals who have worked with the committee to make it happen.

The PTA have spent some of the money on:

- Christmas entertainer - Nick Cope
- I pads
- Books
- Classroom furniture
- Contribution to new piano

The PTA have also donated £10,000 to the school to be used to benefit children in each year. Some of the ideas that have been proposed are:

- Improvements to the outside area of Owlets, including moving the fence to allow Owl pupils access.
- Outdoor play equipment for improved learning including - Playhouse on the field, Large sandpit on the field, Outdoor learning cabin on the field.
- Annual programme of creative activities including - Play in a Day (e.g. A Midsummer Night's Dream Shakespeare In Schools) workshop and performance, Art Day, Music Day, Writing Week.

As a PTA we continuously ask for parent feedback on how people wish to see the funds spent, and we will continue to do this, all suggestions are appreciated.

The second part of our year was of course halted by covid 19 so all our usual fundraising events were cancelled. Going forward we are looking into ways to raise funds by creating online events and events that comply with government covid guidelines. Happy Circus is still booked and is currently planned to go ahead following new restrictions and guidelines. We will closely monitor any changes and make decisions with the guidance of the school and happy circus.

So as a chairperson I would like to take this opportunity to say "Thank You" for all the hard work and dedicated work and efforts shown by all in helping to lighten the load of all the behind the scenes work. I hope that the PTA keeps going from strength to strength and has many new faces with new ideas who will come forward to help with all the fundraising activities. After all we are all doing this for the benefit of our very own children.

Once again Thank You and Well done.

GS expressed and wanted it noted from all the staff, their gratitude and thanks for all the work that the PTA have done and continue to do.

RC seconded this on behalf of the Governors.

## **2) Treasurer's Report for 31.09.2018 – 31.08.2019 – submitted by CH**

2018/2019

Opening balance £7,939.33

Closing balance £11,546.15

2019/2020

Opening balance £11,546.15

Closing balance £14,187.02

GS noted that the school was grateful to those parents who had taken the trouble to arrange for match funding from their employees. Those parents have gone above and beyond to arrange and instruct for this to happen on behalf of the school and so wanted to show thanks. Over the last 2 years, £1,200 has been raised this way. Specific thanks were made to Mr and Mrs Rowling (CR).

In addition, CH noted that Easy fundraising was an easy and quick way to raise money with minimum effort. £260 has been raised in this way over the last year.

CH mentioned that we were looking to hold the circus next year (something that happened a few years back). To date only a deposit has been paid (£84) and is under constant review with the developments of Covid 19. It is hoped that this event does go ahead, especially since it is an outdoor event and in the summertime.

KP highlighted that, under current restrictions it would be likely to be 2 shows rather than 1 to ensure social distancing is observed.

CR asked how much was raised from the previous circus.

CH confirmed that the circus was last held in July 2016 and raised £4,347.34.

CH highlighted that decisions do need to be made fairly soon based on the need to get marketing underway and online ticket sales set up.

#### 2019/2020 accounts

RC asked when would these be available as learning of the finances nearly a year behind is not the best situation to be in and that the sooner they are made available the better for all involved.

CH clarified that they do not need to be prepared before July 2020 but will aim to get them prepared and signed off independently by the end of 2020.

ST and CR mentioned that the closing balance, the items that the PTA has purchased for the school and how a large proportion of this is going to be used to upgrade/develop the school is a good news event and should be communicated to all parents. It is hoped that such information could galvanise and help drive support from more parents in the future.

### **3) Appointment of an Independent Examiner of Accounts for the year ending 2019**

KP confirmed that Emily Hines has worked with CH to sign all appropriate accounts.

### **4) Changes of Officers and Trustees of the Committee**

**Chair:** KP confirmed that she has provided over 4 years of voluntary work as Chair and announced that she would be stepping down at next years AGM . KP would be actively seeking a replacement. KP offered her support in shadowing the new Chair, when appointed, specifically for the fireworks due to the amount of work this requires.

**Treasurer:** As above, CH confirmed her commitment but would also be stepping down at the next AGM meeting and would further offer, shadowing should it be required.

**Secretary:** LB confirmed she would be stepping down with immediate effect.

GS would like it noted that she gave thanks and gratitude to those stepping down and indeed to all those that provided support and time.

KP confirmed that ordinary committee members includes Clare Rowling, Dianna Turner and Vicki Thomas.

KP confirmed that she was looking to get class reps up and running as soon as possible. GS asked whether these would automatically become committee members. KP confirmed that whilst this would be preferable, it wouldn't be mandatory.

With regards to vacancies, secretary specifically, it was agreed that these would be inserted into the school newsletter and LB would write a separate CHIPP newsletter in addition, to be sent out via email and posted on the school website.

**5) Any Other Business**

No other business was noted.

**6) Dates**

**Date of next AGM** - September 2021

**Date of next Committee meeting** - 19th October 2020