

# Writtle Schools PTA Annual AGM - Minutes of Meeting 2024/25

## 20th September 2024

### 1. Attendees:

- Liz Morris
- Sarah Leonard
- Lindsay Wingate
- Emily Moy
- Lauren Madgett
- Laura Poulteney
- Katie Ensell
- Carly Monahan

### 2. Apologies:

- Jenny Howe
- Penny Smith
- Abi Knowles
- Liz Garrod
- Eli Long

### 3. Chair's Report

- Full statement from Lindsay Wingate attached.
- The PTA began the year with a monetary target of £7,000.00 and the aim of engaging the school community further.
- A total of £10,700.00 was raised.
- School parents and families have been much more engaged, with the use of class reps and a larger PTA committee too. Whatsapp groups and newsletters have much improved communication, especially Whatsapp which gives us the opportunity to advertise events and answer questions directly.
- Summer fair raised over 50% of the full amount raised.
- All of the usual events and items have been funded by PTA. In addition, the 2Johns session was funded by the PTA and will continue to be in the future (with the addition of a zoom session).

### 4. Treasurers Update

- Report received from Liz Morris and attached, which covers the takings and highlights the best fundraisers of the year.
- This year we need to promote the passive fundraising schemes such as easyfundraising and Asda Joe Wicks funding for schools as these could potentially raise a large % of the target year after year with no

donations and minimum input required from parents. A discussion of having a champion per year group for these passive fundraisers.

## **5. Change of Status of Writtle PTA**

- Currently the status is officially PA, but PTA is used as it makes it clearer to the school community what it is.
- We propose a change to a status of 'Friends of Writtle Schools' going forward, which encompasses both schools and extends the organisation to families of children, teachers and school staff, the local community and interested parties. Charity status would remain in place.
- The committee unanimously agreed that this change should be implemented.
- Action: Liz M to change the status and also the charity registration details.

## **6. Election of Committee members:**

- Chair - Lindsay Wingate (Trustee)
- Secretary - Sarah Leonard (Trustee) and Emily Moy (Trustee)
- Treasurer - Liz Morris (Trustee)
- Co Chairs - Lauren Madgett & Laura Poulteney
- To fulfill the requirements of charity status the above roles will be covered as stated. We also have roles for the wider committee which require regular fulfillment including but not limited to communication to the wider school, posters and marketing materials and set up/running of events.
- Both Sarah and Lindsay indicated that they will have less time to commit due to changes in work, so the additional roles will offer support going forward.

## **6. Events in October, November and December**

- First events include Bags2School, Autumn Cake Sale, Parents Evening, Halloween and Paint & Sip. A full list of scheduled events (minus Paint & Sip) can be found on the Writtle Infant School website at [PTA Events Calendar](#)
- Emily has been busy organising Paint & Sip, which will be held on Saturday 19th October at the Rose and Crown.
- Liz M discussed the 'National Elf Scheme' which provides every child with a book for Christmas and the committee agreed this would be great for both schools. All children receive an age appropriate book as a wrapped Christmas gift.

- A Fathers Day event was discussed. Perhaps a craft session with Dads / Special Person. It is tricky to ask for donations as it is so close to the Summer Fair, when we already ask for a lot of donations and time from parents.
- A wreath making event was discussed, which would be at the end of November. Florist events seem to be too expensive, but it was suggested that perhaps Writtle College might have trainee florist students that might want to run something like this.
- **Action:** Speak to Abi Knowles about the mothers day bulbs and also the wreath making idea.

## 8. AOB

- Nick Taylor has extended a thanks to the whole PTA community for the fundraising and efforts last year and said that it was recognised and appreciated by both schools.
- Summer Fair 2025 to be held on Saturday 28th June 2025 and a full calendar of PTA events can be found at [PTA Events Calendar](#)
- Jez Wingate to put together a newsletter for PTA promoting events and passive fundraising
- **Action:** Lindsay asked everyone to have a quick look into other 'Friends of' organisations and feedback to the committee.
- **Action:** Add new members to the community group.

## 9. Date of next meeting

- TBC