

3Minutes of the PTFA AGM meeting held at DMS at 5.15 pm on 10th October 2023

Members Present:

Louise Martin (LM)
Steve Jones (SJ)
Fiona Ray (FR)
Kate Boston (KB)
Jo Dovell (JD)
Terri Wilson (TW)
Lauren Turner (LT)
Jacqui Hoffman (JH)
Matt Hirst (MH)- Chair

1. Apologies For Absence

Clare Byrne (CB) - Vice Chair, Jo Anderson (JA) & Natalie Hirst (NH).

2. Welcome To New Members

MH welcomed new members and outlined the purpose of the AGM, that new committee members are elected and current committee members stand down and a new committee appointed. Also explained that an overview of highlights and financial report for the past year will be presented.

MH noted that the Treasurer and Secretary officer role positions are currently vacant having received notification of resignation from post from Debbie Scammell and JA in May '23 and July '23 respectively.

3. Previous AGM Minutes Sign Off

The minutes from the November 2022 AGM were circulated and approved. MH reminded that AGM minutes for prior years can be found on the DMS website.

4. Chair's Report

Copies of the below Chair's report were circulated and presented by MH.

The role and objectives of our PTFA

- To strengthen and support our school and wider local community
- We are extremely conscious of the community ethos and diversity of our school and when we organize and plan events we accommodate and respect this
- Fundraising to provide equipment and resources that enhance our children's school experience and improve outcomes and wellbeing for the pupils
- Developing effective relationships between staff, parents, carers and others associated with the school

Links with local businesses and community

Over time we have developed links with the local community and received vital support from local organizations and businesses, for which we are very grateful.

Many local businesses, organizations and shops have generously provided donations and gifted materials to benefit the school.

We are very grateful to all members of our local community who have generously supported Dorchester Middle School PTFA this year.



How funding decisions are made

The PTFA usually meets once every half term. In attendance, as well as PTFA members, the school is represented by Fiona Ray, Louise Martin and Jo Anderson. School representatives

inform those gathered of upcoming projects and initiatives and make requests for funds on behalf of the school and staff, after review and approval by the DMS senior leadership team.

After discussion and review of the PTFA's financial position the funding is approved by a show of hands at the meeting. The Treasurer works closely with the school's Senior Finance Officer to transfer funds for approved requests.

The PTFA does not currently meet the minimum annual turnover requirements required to register as a charity, but are keen to do so in the future to benefit from tax incentives as a charitable organization.

Highlights of the last year

Throughout the year the emphasis has been on putting the PTFA limited people resources into events and activities aimed at fostering involvement and relations with the school community and supporting school and families rather than fundraising at a time when many people are facing financial uncertainty.

This year's highlights have been:

- **Rotary Christmas Draw**

A pre-Christmas opportunity for parents to win cash prizes raised over £500 for the school.

- **Bingo**

A bingo night was held for children and families in May that was well attended by families, with lots of prizes won and refreshments consumed! A big thank you to the PTFA team with support from school staff to plan and get everything ready for the event and run it on the day raising over £500 for school funds.

- **Discos**

Three discos arranged by the PTFA in March and July provided a good deal of fun and sore feet for students, school staff, parents and carers alike!

As a bonus, the discos raised over £1,700 pounds to help fund further improvements for the school and run future fun events for our children.

We are incredibly grateful to the adults and children that volunteered their time and energy to serve refreshments, set up the venues, keep the place tidy, ensure children were safe and having fun, stick on tattoos, and many other jobs that needed to be done.

- **Second-hand Uniform**

The PTFA provides a facility where donated preloved uniforms are washed and made available through the school office to parents and carers on a donation basis.



- **Year 5 Meet & Greet**

This was a great opportunity for current parents to meet new Year 5 parents, providing a cup of tea, a biscuit or two and helping answer questions they might have about their child starting at DMS.

- **Sports Day**

A fantastic day for all the family run by Mr Roberts and the team. The PTFA were delighted to be able to support by running a refreshments stall and funding an ice lolly for every one of the school's 600 pupils.

- **Community Morning**

Year 3 and 4 families were shown around the school by students and staff with the PTFA represented by a stall selling pre-loved uniforms, providing items to families from the drama hall on a donation basis.

The PTFA also provided refreshments and rewarded student helpers with biscuits and drinks after they had concluded their tours.

- **Funding Donation For School Improvements**

A proposal put forward by the PTFA to improve school outdoor areas by harnessing parent, student and staff people power received interest from a local charitable trust who have provided £500 funding to support this initiative.

Hamilton Trust (www.hamilton-trust.org.uk) provides lesson plans and other online resources for teachers of Reception and Y1 to Y6 children, and also finances Imagination Dorchester (www.imaginationdorchester.net) - the local partnership with Dolly Parton's charity which provides a free book each month to under-fives in the area.

We are hugely grateful for the support of the Trust and their belief in our initiatives to partner with the school, families and local community to help improve the day-to-day life of our children now and into the future.

- **Community Garden Volunteer Days.**



We continued to support an outdoors initiative this year, running work mornings where parents, carers, children & school staff came together to improve external learning spaces - including clearing the outdoor classroom area and greenhouse, refurbishing the forest school, repairing compost heaps, clearing weeds and leaves to make the space more pleasant and usable for our children.

We hope to continue this long-term improvement plan and schedule of works with future work mornings and events.



- **Year 8 Leavers Treat**

Every year we support the school by funding treats for our Year 8 leavers to help them celebrate this milestone achievement. This year we were able to provide each student with pizza which they enjoyed as their last DMS meal.

How The PTFA Benefitted Pupils This Year

- Running fun events including bingo and discos for children, parents & carers, not only as fundraisers but as community events where the whole school came together.
- Facilitating the Rotary Christmas Draw raising money for our school.
- Providing refreshments and friendly faces at school parent events including Sports Day and Parent Meet & Greet.
- Running a second-hand uniform facility.
- Providing ice lollies for all pupils on Sports Day (annual commitment).
- Year 8 Leavers' pizza contribution (annual commitment).
- Dedicated funding for popular books to supplement library stocks (annual commitment).
- Leadership of a long term outdoor grounds improvement plan funded using grants, donations, people power and PTFA generated funds.
- New footballs and equipment made good use of funds raised at previous events to help keep our children active during breaktime.

- A year 8 student-led school improvement initiative was supported by the PTFA, creating a “pallet planter” in partnership with a local garden centre, now brightening the school entrance.



Plans For The Coming Year

With the support and active involvement of parents, carers, school staff and students the PTFA hopes to:

- Continue to support school with their initiatives and events and seek opportunities for the committee and school to find new ways to achieve our goals
- Actively lead improvements to the school outdoor learning spaces to make them more pleasant and usable for our children
- Work with school to identify projects that could be supported by grant applications or sponsorship
- Maintain and develop contact with local businesses and community groups
- Keep engaged with DMS families by running community events

How You Can Get Involved With The PTFA

There are lots of ways you can help and support your child through the PTFA. It doesn't matter if you can't help on a regular basis or attend PTFA meetings. There are always jobs that can be done from home if you have half an hour to spare e.g. baking cakes, preparing raffle tickets etc.

We also really need people willing to volunteer their time to help at community events such as our gardening days and with serving refreshments at school events.

We really couldn't achieve what we do without the help that we receive. If you can help by letting us know if you have any contacts or skills we could use, everything is potentially valuable to us. We can always be contacted through our email address ptfa.dms@gmail.com

And finally, we are always extremely grateful for the donations, help and support we have received this year.

Thank you to everyone who has supported the PTFA over the last year and helped make a difference within our school community!

5. Treasurer's Report

<u>PTFA AGM Treasurer's Report 2022/23</u>	
<u>Period 17th November 2022 to 8th October 2023</u>	
Balance at 17th November 2022	£7,562.15
Balance at 5th October 2023	£9,227.12
<u>Income</u>	
Rotary Christmas Draw Ticket Sales Cash Proceeds Deposit	£488.76
Rotary Christmas Draw Payment Plus Bonus Transfer	£511.75
March Disco and May Bingo Event Ticket Sales School Transfer	£783.86
March Disco Refreshments Cash Proceeds Deposit	£570.60
May Bingo Refreshments Cash Proceeds Deposit	£761.85
July Discos DJ Deposit Returned Transfer	£25.00
July Discos Refreshments & School Led Events Cash Proceeds Deposit	£815.40
Parent Donations Includes 2nd hand Uniform BOPP Payments	£20.50
Parent Purchase - Leftover Refreshments Transfer	£15.00
Total Income	£3,992.72
<u>Expenditure</u>	
Rotary Christmas Draw Ticket Sales Payment Transfer	-£445.00
March Disco Cash Float Withdrawal	-£100.00
March Disco DJ Deposit transfer	-£25.00
March Disco Expenses transfer	-£277.07
May Bingo Cash Float Withdrawal	-£100.00
May Bingo Expenses Transfer	-£318.42
July Discos Cash Float Withdrawal	-£50.00
July Discos DJ Deposit Transfer	-£25.00
July Discos Expenses Transfer	-£253.30
General PTFA Expenses (Store Provisions) Transfers	-£254.35
Year 8 Pizza Transfer	-£313.85
School Footballs Equipment Transfer	-£126.79
Pallet Planter Autumn Plants Refresh	-£38.97
Total Expenditure	-£2,327.75

Funds Pending With School For Action

Incoming

- July disco ticket sales proceeds (approx £1,000) are due to be credited to the PTFA account.

Outgoing (approved in June '23 General Meeting)

- Funding of outdoor classroom roofing and flooring repair works to make the space usable for teaching, and to be supplemented by the £500 previously credited to the school account this year by the Hamilton Trust and ring-fenced for purposes of outdoor improvements (materials estimate £800, labour £TBC).
- Funding for an outdoor storage box or shed for playground footballs and equipment (£TBC).
- £300 funding for monthly purchase of popular book titles and badge making equipment for the library.

Annual Funding Commitments

The PTFA committee have committed to several annual funding commitments:

- Ice lollies for all children on Sportsday (approx £100).
- Year 8 pizza end of year treat (approx £300).
- Year 6 SATS Breakfasts (approx £75).
- £300 contribution to fund popular book titles for the library and badge making equipment.

6. Current Members Stand Down

All members and officers stood down from their positions.

7. Election Of New Committee Members

MH noted that AGM attendees can also be put forward in this meeting for all roles.

The nominated candidates were announced to those present.

One nomination for chairperson, Terri Wilson.

Nominated by - Fiona Ray

Seconded by - Jo Dovell

One nomination for vice chairperson, Jo Dovell.

Nominated by - Terri Wilson

Seconded by - Kate Boston

One nomination for secretary, Jo Anderson. Jo was not present at the meeting, but had accepted the role prior to the meeting.

Nominated by - Louise Martin

Seconded by - Fiona Ray

Two nominations for Treasury. Steve Jones, and Kate Boston.

Steve Jones

Nominated by - Matt Hirst

Seconded by - Fiona Ray

Kate Boston

Nominated by - Terri Wilson

Seconded by - Jo Dovell

Following some discussion of the Treasury role, and giving their background and experience, it was decided between them that the role would be shared role.

Both Kate Boston and Steve Jones were appointed treasures.

Following the election of a new committee, Fiona Ray, thanked Matt, for all that he done over the last few years. His time and effort made a huge impact on the school, and it was greatly appreciated.

8. Adoption Of A Constitution

The current Parentkind constitution adopted by the committee.

9. Date, Time & Location Of Next General Meeting

The next General Meeting will be held at The Duchess Of Cornwall in Poundbury at 7p.m.

10. Any Other Business

No other business was raised. The meeting was closed.