

**CHENIES SCHOOL**  
**DRAFT PTA AGM MEETING MINUTES**  
**3.30pm on Friday, 8 November 2024**

Present: Francesca F, Jen G, Laura S, Elena T, Regina B, Chloe O, Rebecca Sutherland, Liz Ricketts (minutes)

Apologies: Kirsty DH

**Minutes from the previous AGM 2023**

The minutes of the previous AGM were approved by Jen G and Laura S.

**Matters Arising**

Charlie and Frankie were meant to be Co-Chairing the PTA. As Charlie has now moved out of the area Frankie has become the sole Chair of the PTA.

**Correspondence In**

- Two letters from the Chenies School Council were presented to the PTA. Rebecca S spoke about the letters briefly. The School Council would like the PTA to consider funding a new Trim Trail and a Movie Night.
- Jen G confirmed she would reply to the letters on behalf of the PTA

**Current Trustees**

- It was decided to keep the current amount of trustees at three and they were confirmed as:
  - Francesca Farren
  - Laura Silverstone
  - Kirsty Dargavel Hewitt

**Committee Appointments**

- Treasurer (Regina B) - Supported by Rebecca S, Jen G and everyone present
  - Reggie will need adding to the PTA bank account. This was approved by all present.
  - Scott will continue to review the accounts before being submitted to the Charities Commission
- Chair (Francesca F) - Supported by Regina B, Jen G and everyone present

**New PTA Members**

- Need to get more PTA members
- Put a note on PTA and school socials and newsletter to encourage parents to help raise money that will benefit the children in the school

**Secondhand Uniform**

- We need to find someone to take over the organisation and coordination of the secondhand uniform. Get rid of as much of the smaller sizes as possible to a clothing recycling bin.
- There should be enough space to house the larger sizes at school.

### **School Vouchers**

- Chenies parents and staff are not clear on how the vouchers work. Get clear information and send out to everyone.
- Ramona Badan has kindly volunteered to coordinate the vouchers but will then need potential access to the PTA bank account. Adding Ramona to the bank was approved by all present at the meeting.

### **Income and returns**

- Income approximately £5000 for the last financial year
- Next financial return needs submitting to Charities Commission by January 2025

### **Pantomime**

- Aladdin (12.12.24): One of our Chenies students is in a local pantomime and we have been offered tickets for the whole school. Liz R asked the PTA to confirm whether the PTA were paying for this. It was agreed for the coach cost to be submitted by Liz R to the PTA when known and a decision would then be made.

### **Events**

- Christmas Fayre (7.12.24): Need to start planning out what needs to be done. Ask Kirsty for a list of gifts / organisations that have donated in previous years
- Chesham Carnival (Sat, 14 June): First organisational meeting attended by Liz R and went well. Any suggestions for a carnival theme? Each school must have two representatives and four volunteers (not including two representatives) on the day. Liz R volunteered her husband and son Ben. Rebecca volunteered her husband. Carnival meetings now monthly until the event. Liz R to attend.
- 2025 Events: Frankie will send out a draft plan

### **Next PTA AGM = Friday, 7 November 2025**

The meeting finished at 4.40pm.

### **ACTIONS**

PTA Minutes	Ensure PTA has access to previous minutes	Liz R
Secondhand Uniform	Advertise on PTA & school socials and in school newsletter for parent to takeover this role	Liz R / Frankie
Donations to school	Check if donations to the school need to be invoiced or	Liz R

	not or just potentially recorded	
Vouchers	Find eVoucher communication/leaflet for parents and send out via classlist, socials, newsletter and email to parents	Liz R / Frankie
	Does Ramona need adding to the PTA bank account?	Frankie
Bank Account	Add the following people to the bank accounts: <ul style="list-style-type: none"> <li>- Regina B</li> <li>- Ramona B</li> </ul> Laura (not able to access even though added to account. Look in to)	Frankie
School Council Letters	Reply to suggestions	Jen G
Christmas Fayre	Donations list from previous year send round to all.	Kirsty
	Urgently need to start planning and organisation	Frankie
Events	2025 Draft event plan. Send out to all.	Frankie