

Minutes of Hill of Banchory PTA AGM Meeting

Date – Wednesday 23rd September 2020

Present: Shona Patterson, Lisa Judson, Trudy Dymock, Paula Hornsby, Yvonne Killeen, Karen Rankin, Fiona Macdonald, Lee-Ann Aitken, Will Aitken, Julie Williams, Amy Sword, John McKenzie.

Item	Description	Actions/Comments
1.	<p>Welcome, Introduction & Apologies All attendees introduced themselves. Apologies were noted from Fiona Melville, Claire Henning, Zoe Milne, Sherry Sandlin-Ball, Donna Strachan, Tom Mottershead</p>	<p>Information and updates provided by the Absentees as necessary.</p>
2.	<p>AGM</p>	
2.1	<p>Approval of Minutes from last meeting</p> <p>TD confirmed there were no actions arising from the last AGM.</p>	<p>The committee approved the minutes.</p>
2.2	<p>Retrospective minute for spend during lockdown 2020</p> <p>The PTA has undertaken certain spend and donations throughout 2020 without the benefit of a formal PTA meeting where these have been able to be minuted. All items were discussed directly through social accounts with the Committee members and agreed upon, however we would like to ensure these are formally recorded in the minutes of this meeting. The items in question are as follows:</p> <p>Recurring donations annually: Library Software £550</p> <p>One-off Donations:</p> <p>House points display £574.50</p> <p>- To promote school spirit and house teams. Seesaw upgrdade £1,760</p>	<p>The committee members approved the funding.</p>

Item	Description	Actions/Comments
	<ul style="list-style-type: none"> - To allow the additional functionality of Seesaw to allow for activities to be assigned through Seesaw, facilitating home schooling as needed and recently assigning homework under the new Co-vid restrictions. <p>HUB Donations £302.91</p> <ul style="list-style-type: none"> - To support the children of key workers at the HUB during the period of lockdown with games and craft supplies. 	
2.3	<p>PTA Constitution Review</p> <p>YK proposed the following changes to the PTA Constitution:</p> <ul style="list-style-type: none"> - Inclusion of the following aim <i>“To proactively raise funds to support the school in providing extra resources and activities for pupils”</i>; - Defining more clearly the Members of the PTA (which are all the parents) and the members of the Committee. - Making the Quorum 5 instead of 7 members. - Allowing the Office Bearers to serve two 2-year terms if they choose to do so 	<p>The committee approved the proposed changes.</p> <p>TD to reissue incorporating changes.</p>
2.4	<p>Review of PTA Child Protection & Data Protection Policies</p> <ul style="list-style-type: none"> • TD stated no changes were recommended and proposed to re-issue them. The committee approved reissue. 	<p>TD to reissue and send to SP for uploading to PTA page on school website.</p>
2.5	<p>Chair Report</p> <ul style="list-style-type: none"> • TD delivered the report from the co-chairs on behalf of DS and herself. Thanks, were noted to all the local businesses, PTA members, volunteers and school staff, for their support at events over the partial School Year. • DS has decided to step down from her role on the PTA as Co - Chair. TD read out a farewell message provided by DS. She was sent best wishes and a big thanks from all the members of the PTA and the School for the time she has given and for all of her support. ZM has decided to step down from her role as Secretary, again thanks were given for her time in the role. 	<p>Copy of AGM Chair Report is attached</p> <p>Copy of DS message attached</p> <p>It was noted that the remaining PTA Members will assist TD as the remaining Chair.</p>

Item	Description	Actions/Comments
	PH has offered to take over the role until July 2021.	
2.6	<p>Treasurers Report</p> <ul style="list-style-type: none"> YK & KR have worked on writing the Treasurers Report. YK delivered the treasurers report, outlining the money raised and what we have been able to provide to the school in the last year to support learning. The total raised (prior to COVID 19) stands at £7,000. 	Copy of Treasurers Report is attached.
2.7	<p>Confirmation of Audit/Independent Examiner</p> <ul style="list-style-type: none"> Michelle Allen very kindly took on the task of auditing the books for the PTA this year. A letter of confirmation has been received to confirm that the books are balanced. Huge thanks to Michelle for her time. Michelle has kindly agreed to audit the books for 2020 - 2021. 	
2.8	<p>Teachers Report</p> <ul style="list-style-type: none"> SP delivered the Teachers Report and gave thanks to the PTA on behalf of the School for all the provisions that we have made. Particular mention was made to the extra assistance that we have been able to provide to the School and the HUB (for Keyworkers children) during Lockdown for COVID 19. She highlighted how much the work and support the PTA has an impact on the children's learning and experience at school. 	Copy of Teachers Report is attached.

Item	Description	Actions/Comments
2.9	<p>New/Remaining Committee</p> <ul style="list-style-type: none"> • Chair: Trudy Dymock • Secretary: Paula Hornsby (New appointment) • Treasurers: Yvonne Killeen and Karen Rankin <p>The following people have volunteered to be ordinary/volunteer members of the PTA:</p> <p>Sherry Sandlin-Ball Lee-Anne Aitken Will Aitken Julie Williams Claire Henning Fiona Macdonald Karen O'Brien Amy Sword * John McKenzie *</p> <p>* TBC</p>	Handover notes and information to arranged between ZM & PH.
3.	<p>AOB</p> <p>Handovers to be arranged between old and new committee members</p>	
	<p>DATES FOR YOUR DIARY</p> <p>Next meeting: Wednesday 7th October 7- 8.30pm</p>	

Donna Strachan Farewell Message

To all Hill of Banchory PTA,

It is with many carefully considered reasons that I step down as joint chair of the PTA. It has been a funny old year which started with me being propelled into the chair but a very rewarding and great experience. I thank you for all the help and guidance allowing me to support the school in as many ways as we have. Which without you all this would be a very different task. You are all just fabulous. But my greatest thanks go to Trudy for reassurance throughout my time that I can do it which I was never sure I could thank you. My time with the hill of Banchory primary has come to an end my youngest has now left and I feel I must move on also I've been a part of this school since the doors opened in being a staff member and a parent and I will miss the warmth and feeling of being part of it all. But I leave with the warmest feelings that you all will continue to do this school and our kids proud.

Thank you all and good luck xx

Donna.

AGM Chair Report

2019/20

Donna and I cannot believe it been a year since we took on the role of Chair for the PTA. A lot has happened since then, most of which we could never imagine !

First of all, Donna and I would like to thank all of our fellow PTA members and Volunteers, all the staff at the School, Connect members, Parents, Carers and Businesses who have supported our fundraising efforts over the last year. We've been able to raise a significant amount of money which has gone towards supporting the School. We are eternally grateful.

We would also like to thank our predecessors Lizzie Bird and Julie Morrice and the rest of the PTA for providing us with a fantastic hand over and continuing to support us when we need it. We couldn't do it without you.

We started off the School year with a 'normal' plan of fundraising events. Our movie nights continue to be a success. The first was held in September last year followed by another in December. A few changes have been made to how they're run, they have been opened up to include Parents & Carers and a new Code of Conduct has been introduced. Donna and I would like to say a special thank you to our Movie Night Committee - Karen Rankin, Lee-Anne Aitken, Sherry Sandlin-Ball, Shona Patterson and Deborah Burr for organising and running these events.

A big thank you also goes to Logan Sangster of Deeside Photo graphics for holding another successful photo session in November. These sessions continue to be popular and raise a substantial amount of money for the School. The Pupil Christmas cards continue to be popular with Parents/Carers alike, and are a good source of fundraising for the PTA. A very special thank you goes to Paula Hornsby who (once again) made it all happen !

One of the biggest events of the year, the Christmas Fayre was, once again, another huge success. It can't be underestimated how much effort it takes by everyone to make it the success it is. Our special thanks go to all the the local businesses for all of their generous donations and the time and effort put in by the Staff and pupils at the School. We also can't forget to mention the army of PTA members/volunteers who help run the event and to the Parents and families who come and spend their hard-earned money !

In February we said goodbye to a valued member of the school and someone who's been a massive support to the PTA. Donna, and I would like to acknowledge and give special thanks to Mrs Jill Pratt. We hope she is enjoying her retirement.

There was a piano concert held on the 13th of March which was to be followed by the Talent Show. We were also in the midst of preparing for our Easter Competitions.

The Piano concert which is kindly organised by Ruth Howarth was held without a hitch. It really is a lovely event and is an opportunity to showcase all the talented children we have in Banchory. Little did we know that would be our first and last PTA fundraising event of the year.

Then the Coronavirus lock down happened. However, it wasn't all doom and gloom.

Mrs Jen Stephen gave birth to a beautiful baby girl called Skye and the PTA donated £300 worth of goodies to the Hill of Banchory HUB which opened during lockdown to support critical workers and their families.

The monies raised and items donated by the PTA will be detailed in Karen and Yvonne's treasurer report but I would like to say on behalf of Donna and myself that we are tremendously proud to be involved in the HOB PTA and whilst current circumstances are challenging we look forward to finding new ways and opportunities to raise money for the school.

Hill of Banchory PTA Treasurers Report for the year ending

31 July 2020

Co Treasurers: Yvonne Killeen and Karen Rankin

Covid 19 has hit all aspects of our lives for the majority of 2020 and this includes the PTA's Fundraising efforts and donations to our School.

The good news for HOB PTA was that due to the tremendous support we always receive from the Parents through our ongoing fundraising, we have had the funds available to ensure we could and can continue to support our children and the School in this uncertain time.

Our Fundraising efforts up until lock down resulted in £7k of income, including £4.5k from the Christmas Fayre and Raffle – always our biggest Fundraising event of the School year. Unfortunately, due to the lockdown, we were unable to run any more movie nights in 2020. We were also unable to hold any of the many other events which had been planned, such as the Talent Show, Car Boot Sale, Bingo night and the end of year Summer BBQ. This is reflected when the £7k income achieved, is compared to the total income for 2019 of £14k.

With regards to Donations made to the School in the year to 31 July 2020, these are set out in the Treasurers' Report. I have noted them again below, categorised into recurring funding requests and one-off requests.

Recurring

School Trip Transport Fund	£1,600.00
Active Schools	£937.50
Library Software	£550.00
First Aid Courses for pupils	£300.00
Copyright Licenses	£252.00
Christmas Lunch Hats	£150.77

One-off

Seesaw upgrade (Co-vid related)	£ 1,760.00
HUB donations (Co-vid related)	£302.91
Online Educational Games Subscription	£215.00
New House points display	£574.50

The one-off donations in 2020 have primarily been related to assisting the School with the ongoing complexities of Covid 19. The Seesaw upgrade occurred during lockdown to assist home-schooling efforts and continues to be heavily utilised for homework assignments in the current School environment. The Committee also took the decision to donate games and craft supplies to the childcare HUB run by the school during the lockdown period to help those children of key workers. The new House points display, donated at the request of the School will help to engage the children with their House teams and promote the School spirit.

The PTA still has limited funds available which will allow us to support the pupils and the School in this academic year. However, to allow us to achieve any additional fundraising

goals - which we hope to identify through discussions with pupils, Parents and Staff, we will need more support than ever. Our normal lines of Fundraising are unlikely to go ahead in this Academic year and we are monitoring the ongoing situation to determine fundraising opportunities as they arise, and hope Parents and pupils alike will get involved.

We continue in our aim to ensure the best distribution of the funds we raise to support the children and the School. Given the ongoing Covid 19 Pandemic this is a time of uncertainty and upheaval for our children and we hope to contribute in some way to supporting their mental health at the School with ongoing directed donations and hopefully some fun fundraising ideas to support the overall School Community.

Thank you to all the Parents and Staff for all for your ongoing support allowing us to continue to support our kids mental, physical and academic wellbeing.

ACCOUNTS COMPARISON

Treasurers' Report for the 12 Months Ended	<u>31/07/2020</u>	<u>31/07/2019</u>
Opening Funds	8,955.15	10,740.47
Net Income from Fundraising Activities		
Christmas Fayre	2,896.77	3,257.26
Christmas Raffle	1,447.10	1,696.88
Christmas Cards etc	1,080.63	1,172.26
Movie Nights	783.43	1,115.89
Deeside Photographics	174.00	166.00
Ragbag	425.60	910.80
Quiz night	-	851.00
Talent Show	-	431.25
Chocoholics	-	45.56
2018 Summer Fun Day	-	1,428.89
2019 Summer BBQ	-	1,112.08
Sports day coffees	-	162.26
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	6,807.53	12,350.13
Directed donations to PTA		
Piano Recital takings	340.15	321.00
Fun Run	-	750.00
Round Table	-	959.90
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	340.15	2,030.90
Total Income	7,147.68	14,381.03
PTA Donation made to School		
Seesaw Upgrade (Covid related)	(1,760.00)	
School Trip transport fund	(1,600.00)	(1,600.00)
Active Schools	(937.50)	(752.00)
House Points Display	(574.50)	
Library Software	(550.00)	(550.00)
HUB Donations (Covid Related)	(302.91)	
First Aid Courses for Pupils	(300.00)	(300.00)
Copyright Licences	(252.00)	(218.00)
Online Educational Games Subscription	(215.00)	
Christmas Lunch	(150.77)	(97.92)
I Pads and Accessories	-	(4,710.51)
Chromebooks	-	(4,475.00)
Playground Equipment	-	(1,965.00)
PE Equipment	-	(757.95)
Primary 7 year book	-	(500.00)
Facepaints	-	(28.29)
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	(6,642.68)	(15,954.67)
Running Expenses	(4.31)	(317.08)
Interest Income	57.15	105.40
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Net surplus for the year	557.84	(1,785.32)
Closing Funds	<u>9,512.99</u>	<u>8,955.15</u>

PTA AGM – Wednesday 23rd September 2020

Teachers & School Report

It is difficult to find the words to thank the PTA for all they have done to support the Staff, Parents and pupils at Hill of Banchory.

In a year which turned out to be like no other, it was clear that your enthusiasm to work with us and help us provide resources and experiences, that our budgets do not always stretch to, was still evident. I want it to be recognised that we do not take these things for granted as we know the time, effort and commitment that goes into raising every pound. Thank you.

When our School Administrator retired this session, we were touched and delighted (and so was she!) that the PTA organised a very thoughtful and appropriate gift. Representing the parent body in this way highlighted the great School community we have and one which I know our Staff very much enjoy working in.

Particular thanks go to this PTA for revising the procedures for safe-guarding volunteers and children at the different events which have been organised. Having clear and detailed risk assessments in place removes any doubt and 'what ifs' if things go wrong. Revising the PTA's Child Protection Guidance and ensuring volunteers are aware of this has ensured our children's safety has been a high priority.

We really do appreciate all you do for us and I hope the relationship we have continues to grow as we move forward with whatever form the new PTA committee comes in.

I try to put in as much content into funding requests as I can and do not make these lightly or with expectation.

Good luck to the new (and existing) committee members, on behalf of the school leadership team, I look forward to working with you all.