

Lauriston School PTA AGM Annual report - 19th March 2024

Attendees: Lorraine Groom (on behalf of the school leadership), Elauan Lee (Co-chair), Tom Gildon (Co-chair), Nora Russell (Secretary), Natasha Wainwright, Cristina Lenz, George Rechner, Rebecca French (Treasurer). Other members sent their apologies.

Current PTA Committee Member 2023

Albertina Cabal
Antoaneta Flynn
Averil Henry
Christina Lenz
Deniz Kocak
Lianna Bellis Jewell
Lana Kaziro
Lloyd Francis
Lucy Daniels
Lucy Marsden
Jo Bowis
Katy Worwood
Monika Schlehrova
Mia Frostner
Natalia Wainwright
Sofka Armour-Brown

New Committee Members 2023

Katy Beale
Delvina
Verna Donaldson
Rebecca French
George Rechner

Mission and Vision Session

Our vision is a school community that is supported by the connections and interests of parents, where parents are engaged in their child's wider community and understand the ethos and values of the school community. We envision a group that provides opportunities for all parents to engage, support each other, inputs into the school community and raises funds for extracurricular activities/projects.

The Parent Teachers Association of Lauriston Primary School are a group of parents with a mission to;

- Create a wider community across parents to engage in school activities and the wider calendar of events
- Create a PTA that is inclusive of all experiences of parents, including those with additional needs (themselves or as carers) and that is representative of our community.
- Run two fundraisers per year; Summer Fair and Winter Fair
- Run termly community events; such as International Food evening and Spring Bonnet day
- Support the school with additional fundraising needs, beyond their statutory

- requirements; this includes funding of the playgrounds, library corners, school trips.
- Supporting and liaising with the Parents reps group
 - Working with the school to implement changes needed across the school, and consulting with parents on feedback
 - Supporting with disseminating information through parent networks from school

Achievements and Challenges of 2023

Achievements

Fundraising a total of c.£17,125.02 (after costs)

Over 2023 our activities supported the school through;

1. The construction of a new early years playground
2. The construction of the first stage of the new playground - installing a boat for kids to play on.
3. The construction of a sandpit in the main playground - led by Tom.
4. Funding of book corners in each class
5. Funding of christmas gifts to each class

Recruiting new members

With 3 new PTA leads stepping into positions of Co-chairs (Tom and Elauan) and Secretary (Nora) we sought to widen our membership and throughout the year have welcomed onboard and introduced to the PTA;

- Katy Beale
- Delvina
- Verna Donaldson
- Rebecca French
- George Rechner

Our focus remains on being inclusive and enabling parents to join or input at multiple points.

Events

We have successfully run multiple events across the community, which provide a reason for the wider community to see our school in action, offer opportunities for prospective families to see the school, fundraise and bring our wider community together. Our events are designed around some key areas;

1. **Inclusivity:** Events are inclusive of all our families, regardless of income level or dietary needs. For families who need it, tokens are available. We look to celebrate all families and their celebrations by using inclusive terms 'winter' vs 'christmas for example. For all events we try to provide a calmer 'chill-out' area such as our northern lights area at the last Christmas Fair. We offer a range of food and drink at all events, incorporating non-drinkers, food preferences and allergies.
2. **Community First:** Our focus has been on supporting the school community first, so for events priority is given to students, parents and teachers who want to sell at the event. Wherever possible we will incorporate parents' ideas and needs across events. Secondly, we look to support the wider community, inviting them in to see our school, hear from the school band and choir and take part in community events.

There is more detail on the specific events in the event section below.

Admin, systems and processes

We have spent time re-organising our systems and processes and now are using g-suite to manage PTA meeting notes and agenda's, update calendar invites, and to manage a schedule of planning and events taking place across the PTA calendar. Agenda's and notes are available to all members.

Regular meeting schedule includes;

- Evening meetings roughly every 6 weeks for PTA members and event planning
- Parent Rep meetings on the the second friday of each term, with Mr Harris
- 1 x fundraising event per term
- 1 x community event per term

We have also created clear and easy step by step instructions for running cake sales and look to Parent reps to lead on these going forward.

Merchandise

We trialed selling merchandise to the Lauriston school community, with the design and vision of Elauan Lee and Mia Frostner. This proved really popular, with second orders having to be made to the suppliers. These included a series of merchandise items, sold at the summer and winter fairs, including beanies, stickers, tote bags etc. All profits of each item went to the school fundraising and raised £2,247 in total. Profit margins were low, to ensure quality items and the purpose of the project was PR and community and creating a sense of togetherness.

Challenges

Volunteer recruitment

Volunteer recruitment and availability for key dates remains challenging over the year and we have been short staffed for certain areas of our main events. We have also set up a volunteer whatsapp group for key events for those parents who can support on the day, but aren't able to support more regularly. We feel there are a number of things we can do to mitigate this;

- Committing to fewer stalls needing to be manned per event
- Continuing to enabling Year 6 students to be involved in running 'safe stalls' for short periods of time (1 hr slots)
- Using the PTA board in the playground to promote an annual schedule of events and volunteer opportunities
- Returning to the model of year groups leading on particular sections of each fair.
- Parents reps encouraged to step up into PTA roles after a period of time.
- Re-implement annual PTA letter in September for the whole school, but particularly welcoming new parents in Reception classes.

Managing the Shed and PTA resources/equipment

Risks have been mitigated with a review with new leadership covering safeguarding, and a small team to de-clutter the PTA shed, with expert leadership from Lianna.

We have also worked hard to build positive relationships with the school maintenance staff and recognise the support they give us is hugely important. We aim to have all events cleared

away by the end of the following week (working closely with Louise, Everton and Ebenezer), making sure that anything dangerous (food, drink, sharps) for young people are locked away in the PTA shed immediately.

We suggest that safeguarding and Shed management is part of general on-boarding for new members and that we look to create a small team of parents (perhaps those less interested in public/busy events) who could regularly maintain the shed and its contents.

Our mantra is not to keep unnecessary items and to regularly scrap / recycle materials that are no longer being used.

Admin, systems and processes

As a volunteer group we remain susceptible to individuals conflicting needs and priorities. As a result event planning or meetings can be left to the last minute, meaning higher costs or some members going unconsulted. We want to make sure that all members feel safe to dial up and down their commitment based on their other priorities and be clear with each other on how much we can all give, this is a voluntary role after all!

Logistically, we still need to confirm the status of some of our accounts - such as our Paypal account. We also need to confirm that all members can easily access the g-suite system.

Over-ambition

To manage this, we have agreed to a max commitment of 2 events per term, one for fundraising; the other a community event. The summer term 2024 is an exception with the auction and fair, due to the early Easter holiday dates this year.

We agree to listen to all parent's ideas and take on board reflections/learnings, but can not go beyond our remit in terms of governance or beyond our ability in terms of volunteer hours.

We have committed to spending some funding against clear up teams for events, particularly for summer and winter fairs, glass washing and clearing of bins/rubbish.

Events

Summer Fair: June 2023

- **Successes:** Created a vibrant festival style event that people wanted to stay at ALL DAY; Raised record breaking £11,931, profit £7112, brought in external providers, trailed having indoor programme of events in the hall as well as outside.
- **Learnings:** Tried to do too much, wellness programme was good addition but perhaps better as stand alone event

Year Group Cake Sales: Summer 2023

- **Successes:** Amalgamated into year group cakes sales, raised £621.
- **Learnings:** Some fatigue across the community for cake sales, suggestion to run them every other year? Clashing with Year 6 cake sales. Less money is raised if the year groups are amalgamated. Suggestion to buy items to sell and simplify the effort input. Suggestion to change from Cake Sales, to Ice lolly sales/Fruit sales.

International Food Evening: 23 Sept 2023

- **Successes:** Brought together the community at the start of the year, created activities for young people to do whilst they waited for set up, had a team who organised the dishes and the roll out of each section - starters/mains/dessert etc. Raised £1044 on bar, despite not being a fundraising event. Parents keen to create their own cocktails that proved very popular. Starting the event straight after pick up works.
- **Learnings:** Less waiting time for the food to commence, decrease times in between courses. Interesting drinks for the kids also, not just water and squash.

Winter Fair: 02 Dec 2023

- **Successes:** Raised £9,793, profit £5,802 separate room for bric-a-brac worked well, over 1000 visitors through the door (including children)!, using branded glasses/mugs and a deposit scheme to reinforce increased sustainability goals. The raffle raised a record breaking figure of £1,800 - biggest ever. Continued in external suppliers to run areas professionally.
- **Learnings:** Very short staffed - we need to return to stalls being assigned to year group to overcome lack of volunteers. Manage the door better - strict on no dogs. Double stage would work if equipment checked more extensively and committed stage leaders on both stages

Electro-hoedown

- **Successes:** Raised £948 (despite not being the main aim of the event), Tried a parents only event, Used talents of the community (Jo-Bo) to bring their creative flair to our events. Timings work with 7pm event in terms of set up.
- **Learnings:** Needed longer promotion time and ideally a range of dates to explore. Were the free tickets used? How could we make events like this more popular and inclusive? Feedback about it being difficult with childcare

Financial Review of 2023

PTA income is stored in through 3 areas - our business account, our current account and our float with cash in the school safe.

Across all three areas, we started the year with £21,329, ended it with £34,882, leaving a profit for the year of £13,553

We raised £27,667 over 5 events, merchandise and saville's sponsorship.

We spent £13,793 over 5 events, merchandise and key general items and investment in the PTA needs long term, such as new speakers, branded glasses etc.

A detailed breakdown of income and expenditure per event can be found in the attached document.

Financial systems and processes have also been reviewed in this period, under the leadership of a newly recruited treasurer (Rebecca French)

This system includes a newly set up email account (*treasurer.lauriston@gmail.com*), where all transactions and paperwork (receipts etc can be stored), a process of logging all income and expenditure in our online g-drive.

Looking forward to 2025, we recommend moving the dates of the PTA reporting period to match the school timetable, signing off accounts and the AGM in April, after the easter holidays. We are also delighted to confirm the transfer and donation of £25,000 to the school to cover building costs for the playground across the summer of 2024.

Confirmation of roles and term lengths

Building on our experience of leading the PTA we would like to suggest a term limit for key leadership roles of 2 years and a rolling system of on-boarding and off-boarding key positions to the PTA and clear understanding of each role.

This should help in recruiting into these roles but also in driving a better understanding of the roles and responsibilities of the group and provide some boundaries for each role

Chair (co): Leading key events, meetings and planning for activities across the year. Key decision maker for the group and main liaison with Head.

Treasurer: Responsible for all financial accounts (Paypal, zettle and other accounts) key liaison with business manager. Responsible for accounting for expenditure against key events and confirmation of transferring funds raised to the school for big projects.

Secretary: Responsible for the calendar of events, communications across the PTA and parent reps groups via whatsapp, our g-suite email account and calendar, minute taking, circulating notes and agendas and writing the annual report.

Other roles that could be recruited into include: Designer - posters, flyer and leaflets, social media promotion etc.

Rolling system of recruitment

- Spring AGM Year 1: New roles voted in and serve for first year
- Summer term Year 2: Current leadership look to on-board replacements, with the aim of having them shadow current leadership on the autumn term events (international food fair and Winter Fair). Letter to parents at start of term reference this.
- New roles lead on Spring events (Spring Bonnet day)
- Spring AGM Year 2: New recruits stand for election at AGM and current members step down. New recruits lead the Summer Fair for that year.

Election of key roles

Roles are elected based on those standing and the below members were appointed unanimously.

- Chair(s) - Eluan Lee and Tom Gildon (re-elected)

- Treasurer - Rebecca French (newly elected)
- Secretary - Nora Russell (re-elected)

Year ahead; key dates for your diary

Lucky Dragon Social - 26th April

- Auction
- Movie and popcorn
- Bar and food
- Decorations and set up
- Bingo
- Pingpong

Summer Fair - 29th June, 12- 5pm

- Set up team
- Rota for stalls (lead by year groups)
- Pack down team

Summer fundraisers - cake sales and fun runs

International Food Evening - September

Winter Fair - Early December

Thanks and Recognition

Huge thanks and special recognition go to some key members;

- Mia Frostner for producing excellent graphic design for our Merchandise, Posters, Banners, Signage and more!
- Lianna, for driving forward the catering of our Summer Fair and the PTA Shed glow up!
- Monika, for always with the fabulous dishes, supporting at every event with all food and doing piles of pancakes always
- Natasha for producing wonderful food for the Winter Fair
- Averil and Lowell for working hard (in a heat wave!) on creating the structures for the summer fair, and continued creative painting from Averil
- Will for being the expert wooden structures and handcrafted incredible limbo game
- Jo-Bo, for incredible comparing of the event stages and delivering the electro Hoedown
- Albertina on the raffle and being a great support in all areas
- Antoaneta for record breaking numbers on Hot chocolate stands on both fairs and bringing life to the treasure hunt in the new sand pit

- Oli, for collecting and distributing our charity shop contributions, post school events
- Sarah T for working hard on finding acts for our stages and managing the stages
- Lloyd for being a brilliant DJ and often working without breaks
- Verna for always being there to clear up and do the clean up jobs!
- Rebecca for coming on board and sorting the finance department out with with effective new systems

We work with and are supported by the school staff including the head (Mr Harris), business manager (Lorraine Groom), reception (Louise, Natalie) and site management (Everton, Jake, Ebenezer). We would like to say a big thank you to all of them for their continued feedback and support of our events, ideas and plans for the school community.