

ST JAMES THE LESS RC PRIMARY SCHOOL
PARENT PRIEST TEACHER ASSOCIATION
APPROVED MINUTES OF THE ANNUAL GENERAL MEETING
20.05.2025

1. Introductions and Apologies for absence

Present were Debbie Prince (outgoing Chair), Victoria Hester (outgoing Vice-Chair), Catherine Heys (Outgoing Treasurer), Amanda Cunningham (Outgoing Secretary), Gemma Ferguson (parent), Sarah Mackie (parent), Tom Mackie (parent), Anne-Marie Ruane (parent), Mrs Bell-Shaw (staff), Mrs Langan (staff) and Danielle Mulderigg (parent).

No apologies have been received.

2. Approval of Minutes of the Annual General Meeting from 5 November 2024 (a copy is available on the Facebook page).

The minutes were circulated and approved following the last AGM. For formality those present at that meeting, confirmed that they were approved.

3. Matters arising from the Minutes.

DP - They link in with the Chairs report.

4. Chairs report for 2024/2025

DP – The Summer Fayre date has been set for 6 July 2025. DP has spoken with Father Stamp, and he is happy with us having a stall or two, if we can man the toy stall then great but there is no pressure. DP can speak with him about that. DP confirmed that now we know it's going ahead, we can put a post on Facebook about it.

DP confirmed that the Panto has been paid for this year already. DP noting that we did discuss previously a possible summer movie night and a Christmas Movie night, but it might be too late for a summer one. JBS agreed. DP suggested that we could look at a shorter film just before Christmas and perhaps get something in the diary now before the next committee take over. DP and JBS discussed dates and agreed we would look at separate movie nights for KS1 and KS2. Dates agreed are 13 November 2025 for KS1 and 20 November 2025 for KS2.

DP provided an update on the coffee mornings. They have been better recently. DP has been really pushing it on Facebook and the WhatsApp year groups and has spoken with Father Stamp about the possibility of having our coffee mornings on the same days as the Sacramental Masses, once those dates are released. DP confirmed that Father Stamp was happy with that as long as it didn't clash with a CAFOD coffee morning. DP confirmed that more people are coming in for the coffee morning and recognising faces and are bringing baking, so in terms of community, it has worked well. DP will check the CAFOD dates.

DP then turned to the issue of pre-loved uniform. DP confirmed that the parish have agreed to have a look at the uniform in the centre. DP has informed them that we have plenty in school which is in a good condition. The parish will go through what is left and will put anything that is decent in their shop, but it won't be for sale, it is just going to be available for whoever needs it.

DP confirmed that another event coming up is the heritage tea party. DP hasn't done anything about it yet. DP noting that we had previously discussed making it a Year 6 thing to save money, perhaps asking those Year 6 families to bring sandwiches in. DP can get a list going in Church on Sunday for parishioners to sign up, and JBS will get numbers from the children in Year 6. JBS confirmed that she will get a message out on Class DoJo too and confirmed that the time is after the 1pm Mass. JBS explained that the children get lunch in school as normal and then walk down to church after lunch and its afternoon tea in the social centre.

DP noted that we had recently done the Easter raffle. CH confirmed that we raised £407.

DP confirmed that the Year 6 leavers meal is booked. CH confirmed that the menu's need to be sorted for the pre-order the week before. JBS confirmed that there is a reduced menu for the children to choose from and that Mrs K sorts that out.

DP turned to the issue of the lotto and asked whether it was worth continuing with. CH confirmed that she wasn't sure where Mrs Shell was up to with the interim cheques at the moment, but that we have 25 active numbers, it's a decision as to whether we want to continue with it or not. It is making some money as we aren't rolling over the winnings from week to week. If there is no winning number, we retain the £25. DP suggested that this needed to be pushed as a lot of people don't know about it.

AK advised that she had discussed the possibility of a non-uniform day at the end of this half-term with Mrs Shell a while ago. DP confirmed that it was too late now as the children break up next week, but asked whether we could look at another date and get it fixed. JBS suggested not the first week back after the half-term but that we could try to tie it in with something else. VH confirmed that it was the Kings birthday on 14 June 2025 and wondered whether the children could dress in red, white and blue on Friday 13 June 2025. JBS suggested pushing it back a little more and Friday 11 July 2025 was agreed.

5. Treasurer report for the year ending April 2025.

CH confirmed that there was no change from the last meeting which was the year end report anyway.

6. Election of Officers and Trustees of the Committee

CH confirmed that applications had been received by GF for Chair or Vice Chair, and that TM and SM had also both put themselves forward for Chair / Vice Chair.

VH confirmed that the Chair was responsible for leading the committee, facilitating meetings, setting dates and agendas for meetings, delegating tasks and liaising with school about fundraising ideas. The treasurer is in charge of the money and agrees on where funds go and provides a report. CH confirmed that the Treasurer needs to submit the annual accounts to the Charities Commission. CH will support anyone who wants to take on that role, confirming that when she took the role on, the previous Treasurer had set everything up on an Excel spreadsheet which was easy to follow. DP confirmed that the responsibility of the Secretary was to keep minutes of the meeting and ensure GDPR compliant.

JBS confirmed that we need 2 committee members and should then recruit immediately to fill the vacant post. JBS explained that the idea is that the finance is kept on so you can run it with a treasurer and chair or secretary. You can do it that way as it's a minimum of two posts. Three is ideal but you could still keep the PPTA going today and put an advert out specifically requesting the role of secretary. A treasurer is needed.

There was then a show of hands to vote as follows: -

- GF as Chair.
- TM as Vice Chair.
- SM as Treasurer.

DP confirmed that you can decide at the next committee meeting who will minute it.

DP confirmed that she is happy to help with the heritage tea party, the coffee mornings are coming up in 8 June and 13 July (DP cannot do June one).

AK confirmed that the newly elected members would become admins to the Facebook page.

It was agreed by JBS that we will advertise for the role of secretary. DP confirmed that the handover will be a progression, we still have things on leading up to the end of term.

JBS thanked the outgoing committee members for their roles and confirmed that we would pencil the next committee meeting in the diary for 6pm on 30 September 2025.

The meeting ended at 6:40pm.