



PTA CHAIR REPORT - 09/17 TO 09/18

Charity number: **1052085**



I am delighted to be able to report on another enjoyable and very successful year for Coed Glas PTA and I would like to thank all the parents/carers, volunteers, teachers, staff and local businesses who have contributed to this success.

The big fundraisers this year were the Christmas Fair and Summer BBQ.

Christmas is such a magical time that we continued with the tradition of enabling children to enjoy a "Christmas Market experience" throughout the school day. We tried improving the quality of items at the Christmas Fair by sifting through a room of donations thanks to an army of volunteers (because let's face it, no parent wants to hear their child bought a doll with a missing arm or car with no wheels!). We also defined each of the "market" areas by giving them festive names, e.g. games were called Elf Mischief & Mayhem etc. We also wanted to reduce the waiting times on the day for visiting Santa's Grotto by encouraging parents/carers to purchase Grotto tickets in advance which helped us budget on costs and plan our time better. The changes we incorporated resulted in swift preparations and better organisation on the day. I must say a huge thank you to Mrs Hammond and Miss Evans who stayed after school hours to create the winter grotto which was amazing and guarded by Mr Chin and Miss Target-Adams as our fun elves. There was something for everyone at the Christmas fair from food, crafts, gifts and bargain toys.

The Summer BBQ has always been a main highlight for the PTA and in the last 2 years since I have been in post, it has been well attended and supported by the local community as well as CG families. We introduced a prize depot in 2017 which we continued by purchasing quality items for the prizes. I made connections with local businesses, e.g. Wales & West Housing, to sponsor elements of the fair to ensure that all takings became instant profit. We were also fortunate to receive almost 100 raffle prizes from generous businesses from as far as Tenby thanks to our volunteers scouting for donations. The summer fair also saw 61 volunteers (a new record I think) who came to help prepare for the event behind the scenes, e.g. printing & laminating signs, wrapping lucky dip prizes to helping on the day putting up gazebos, laying out stalls and running stalls. The teacher engagement with the fair was also fantastic to see and really displayed the Parent/Teacher ethos of the charity. A big thank you to Mr Charles who was Head Chef and was busy cooking over 500 BBQ items before the event even started. Another big thank you to Mr Purnell for being a good sport for volunteering to the sponged for 2 years in a row!

In addition to the fairs, we arranged other engagement events. Whilst the aim is to raise money for the charity, we were keen that our events were as inclusive as possible. For example, children love Halloween and we were more than happy to help them celebrate by holding an all-day disco where each class were able to dress up and have fun. The children loved seeing their teachers dressed up and dancing with them too. With any event being held during the school day, we are aware that raising funds rely on donations from CG families. The PTA are aware that more funds can be raised by holding ticketed events after school but this would limit the number of children who can attend. We are equally aware that CGPTA cannot compete with income generated by other Cardiff North PTAs so our focus for each event has been to provide children with equal opportunities, keep charges to a minimum and accept alternative forms of payment, e.g. Time Credits where possible.

We also held an event to celebrate Grandparent's Day acknowledging that a lot of grandparents/carers play an important role in CG families. We also organised a Welsh Afternoon Tea to bolster the school's aim to develop Welsh within the school. Although we made little profit and these were time consuming events, they were worthwhile in engaging families and attracting future volunteers which was demonstrated by large amount of volunteers for the Summer BBQ.

The PTA's fundraising goal for 2017/2018 was for water fountains and splashbacks in all the playgrounds and contribute towards a rolling programme of outdoor shelters. Following the success of events in the Autumn Term, we were able to install all water fountains in February 2018. Pupils commented how happy they were to have quick access to drinking water especially during the very hot summer we had this year. The PTA also contributed to funds for the YR6 end of year show materials which all year groups will eventually benefit from. In addition, the PTA agreed to fund paints for outdoor murals/displays, the foundation phase Christmas parties and Easter activities as well as subsidising the pantomime and Pandemonium Theatre performances.

Another success is how well CGPTA keep the whole CG community up to date using social media, i.e. Facebook (Friends of Coed Glas Primary School) and Twitter (@coedglaspta) to generate interest in events, enlisting volunteers and allowing all stakeholders to interact with us through likes, tweets, comments, emails and messages.

One of the strengths of the PTA is that we are now more structured in that we have processes in place for signing off cheques, agendas for meetings and sharing information as timely as possible with parents/carers and teachers. In addition, this structure has enabled a stronger relationship with CG teachers and staff by encouraging them to have an input if they wish. Briefings for events are also provided to teachers so that they are aware of how to support us resulting in overwhelmingly positive experiences to be had by all. I am also keen for future PTA committees to "hit the ground running" so the PTA now has its own set of templates and documents from past events stored electronically and quickly accessible.

On reflection, the success of this year has not been easy to obtain and relied on the infallible dedication of our Vice Chair, Cerys Lockett in supporting the PTA to deliver on its fundraising goals this year. Whilst we had a core set of parents/carers, e.g. Megan de Witt, Melanie Wortlehock, Lara James, Nicola Jones, Debbie Uhrincat, Louise Kelly to name a few, who were able to help with events, we were undoubtedly short of key roles to run the PTA to its full potential. My thanks also goes to Helen Simpson (Secretary) and Ruth Allen (Treasurer) who have helped govern the charity and assist at events. Often there was a very small group of us making things work and we tried to increase attendance at meetings by varying the timings and venues between breakfast meetings, after school meetings and evening meetings at local pubs. Whilst this did not have the desired effect at increasing attendances or filling key roles, we did attract more parents volunteering for tasks.

As a small committee, we drew our dedication from the overwhelming support from CG Staff and most importantly from the volunteers who offered to help no matter how little time they could afford. As a PTA we cannot forget that without the help of CG parents/carers and their family and friends, PTA events would not have taken place in the past year.

We are fortunate the school signed up for the Spice Time Credits (TCs) initiative. TCs are a way of rewarding people for volunteering their time to help a charity/community. Under the Spice TCs Community Programme, each hour volunteered means that you are rewarded with one TC. The Spice Schools Programme is slightly different in that the school receives a finite amount of TCs in one academic year and once they're gone, they're gone. To ensure as many volunteers received some recognition, we have had to allocate TCs evenly rather than awarding TCs per hour like a payment for time which is not how volunteering should be. We have been lucky this year where I established a very strong relationship with the TCs Team and they were able to offer us enough TCs this year to cover our PTA

volunteers. We issued 972 Time Credits to our volunteers as way of showing our gratitude for helping make PTA a success. The committee especially myself and the Vice Chair and parents such as Julie Paton, donated some of our TCs back to the PTA to ensure volunteers that we know of have been rewarded. A breakdown of how many Time Credits have been allocated is shown below.

EVENT/ACTIVITY	TIME CREDITS ISSUED
Grandparents/carers Day	46
Halloween Disco	54
Spice Time Credits Launch	24
Christmas Fair	211
Welsh Afternoon Tea	86
Easter	5
Summer BBQ	534
Uniform	12

My final thanks, firstly go to Mr Hart, thank you for supporting the PTA by attending our meetings and allowing us to freely use the school premises and resources to deliver our goals and for corralling staff to help us. And last but not least, I wish to say a huge thank you to Stan Andrews (school caretaker) who has never said no to our requests for help no matter how inconvenient they may be. We appreciate the little things you do such as moving donations from the school reception into our PTA shed to the big things such moving almost all the tables and chairs to the school field on your own!

As you will all be aware, Cerys and I are resigning from the posts of Chair and Vice Chair at this AGM. So, at the end of my term as PTA chair, I look back with an overall sense of satisfaction and pride for what we have achieved in such a short space of time.

Finally, I would like to finish the Chair's report by thanking everyone for attending the AGM and for reading this report and I wish the new PTA even greater success in the future.



Eileen Wong

CGPTA Chairperson Jan 2017 – Sept 2018