

PTA AGM

7.30pm Monday 22nd November 2021, Bar T'at LS29 9DZ

	Committee members:	Other parents & teachers:
Present:	Adam Carr (AC) (Chair) Russell Tew (RT) (Secretary) El Sedlak (ES) (Treasurer) Lottie Haigh (LH) (Social Secretary)	Suzanne Bentham (SB) Rebecca Bonner (RB) Maria Quevedo (MQ) Chris Clarke (CC) Mary Berry (MB) Michele Robinson (Head Teacher) (MrsR) Tom Greenwood (TG)
Apologies:	Joe Cooper (Deputy Head Teacher)	

Item	Detail	Action
1	Quorum, Apologies for Absence	
	<ul style="list-style-type: none"> RT declared the meeting quorate RT communicated the apology from Mr Cooper 	
2	Minutes of the AGM held on 17th November 2020	
	<ul style="list-style-type: none"> RT presented the minutes from the last AGM, which had been available for inspection on the school website since January 2021 The meeting agreed that the minutes be taken as read and were ratified by the committee and the members present 	
3	Matters Arising from the previous Minutes	
	<ul style="list-style-type: none"> RT confirmed that AC had circulated the Amazon Smile Link, while promoting the preference for 'shop local.' 	
4	Chair's Report for 2020/19	
	<ul style="list-style-type: none"> AC welcomed everyone and thanked members for their attendance ensuring the meeting quorate. AC explained his intention to step down after 4yrs service as a PTA Committee member. 	

	<ul style="list-style-type: none"> • AC explained for the benefit of the attendees the role of the PTA and its importance specifically in its role as a fundraiser and supporting the school in social and local initiatives. • AC reflected on 2020/2021 as being successful despite the challenges of Covid. Fund raising was strong, and it had forced the PTA to diversify its events away from the traditional (Summer fair, Christmas Fair, School disco) to new ones such as: <ul style="list-style-type: none"> - 31 Ways - Treasure Trails - Virtual Quizes - Summer Raffle • AC reflected on the continued success of Bags to School, Christmas Cards/Tea Towels and the Second-Hand Uniform store. • AC explained that the strategy through Covid restrictions was to not flood parents with requests for fund raising – he hoped that the PTA had got this right. • AC gave specific thanks to: <ul style="list-style-type: none"> - Parent Supporters for donations throughout the year - The school for their support, encouragement, and promotion of PTA activities - Rebecca Bonner for her independent review of the accounts - Claire Greenwood for organising the very successful discos and Christmas Cards - Jude Gleave for organising the Tea Towels - Dom Cook for running the uniform sales - Vicky Chotai for continuing to organise Bags2School- a really worthwhile fundraiser, please support. - Mr Cooper for his amazing juggling efforts for 31 Ways and Teacher Jokes • MrsR expressed her thanks to the PTA for the funds raised and the donations made. She explained to the members that having an active PTA makes a huge difference to the resources she can deploy and the school is careful to select specific projects to spend the funds. • LH and ES expressed their thanks to AC for his efforts and leadership. • AC acknowledged that effective communications was still a challenge, but LH brings expertise and experience to the committee. • MrsR commented that, pre Covid, the PTA used to prepare nice termly newsletters that went out in book bags and that the PTA should consider reverting to this method of comms to prevent electronic messages getting lost in parents inbox. 	
<p>5</p>	<p>Treasurer’s Report for the year ending 31 Aug 2020</p>	
	<ul style="list-style-type: none"> • ES provided and presented the Treasurer’s report for the year 2020/21. • The full report is attached which shows the breakdown of profit for each event. • ES reported a good year in spite of Covid-19 with an opening balance of £16,129. 	

	<ul style="list-style-type: none"> • Events raised £9,940 and costs were £722 giving a net profit of £9,218 before donations made to school. • £16,508 held in funds at 31/08/2020 • Summary of Donations to school: <ul style="list-style-type: none"> - £9,000 was donated to school in for classroom equipment. - £80 was donated to the leavers party in August 2021. • The accounts have been independently examined and confirmed as complete and accurate. • The charity commission documents are complete and ready for posting. • Since the year end £1,277 has been raised from: <ul style="list-style-type: none"> - 31 Ways (£767), Second-hand uniform sales (£142.50), - Christmas Cards (£306) - Bags2School (£61.50). <p>£12,055 was donated to the school on 16 November for playground redevelopment. Funds held prior to this donation were £16,650.</p> <ul style="list-style-type: none"> • Three fundraisers planned for December 2021: <ul style="list-style-type: none"> - Wreath making workshops - The Big PTA Raffle - Santa Visit 	
6	<p>Appointment of an Independent Examiner of Accounts for the year ending 31 August 2021</p>	
	<ul style="list-style-type: none"> • Many thanks to Rebecca Bonner who has agreed to be appointed for the coming year. 	
7	<p>Election of Officers and Trustees of the Committee with effect from the end of the meeting</p>	
	<p>It was confirmed that the following people were stepping down from the committee:</p> <ul style="list-style-type: none"> • Adam Carr (Chair) on the grounds that his member of the Association will cease prior to the end of the 12-month term. This is in accordance with the adopted constitution. • Very many thanks were noted to the above for their commitment and time. AC also thanked the rest of the committee for their hard work. • RT confirmed the receipt of the necessary paperwork for the following committee nominations <ul style="list-style-type: none"> - Chair – LH proposed for election - Treasurer - ES proposed for re-election - Secretary - RT proposed for re-election • There were no further nominations to the committee. • RT asked the members whether there were any objections to the nominations. None were given and the following were voted in by the meeting: 	

	<table border="1" data-bbox="192 209 1554 493"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Proposer</th> <th>Seconder</th> </tr> </thead> <tbody> <tr> <td>Eleanor Sedlak</td> <td>Treasurer</td> <td>Lisa Greenwood</td> <td>Maria Quevedo</td> </tr> <tr> <td>Russell Tew</td> <td>Secretary</td> <td>Craig Berry</td> <td>Mary Berry</td> </tr> <tr> <td>Lottie Haigh</td> <td>Chair</td> <td>Chris Clarke</td> <td>Rebecca Bonner</td> </tr> <tr> <td><vacant></td> <td>Social Secretary</td> <td></td> <td></td> </tr> <tr> <td><vacant></td> <td>Communications Officer</td> <td></td> <td></td> </tr> <tr> <td><vacant></td> <td>Ordinary Committee Member</td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="192 539 1205 568">The constitution of this PTA requires a committee be formed of at least two.</p> <ul data-bbox="192 619 1989 810" style="list-style-type: none"> • ES – to notify the Charity Commission records. <i>Note that Committee resignations need to be in writing/by email – N/A in this case (see above)</i> <i>The Charity Commission records need updating.</i> • CC and TG both informed that their wives were interested in learning more about what was involved in being a committee member. It was suggested that a coffee/drink be organised so they could find out more. 	Name	Position	Proposer	Seconder	Eleanor Sedlak	Treasurer	Lisa Greenwood	Maria Quevedo	Russell Tew	Secretary	Craig Berry	Mary Berry	Lottie Haigh	Chair	Chris Clarke	Rebecca Bonner	<vacant>	Social Secretary			<vacant>	Communications Officer			<vacant>	Ordinary Committee Member			<p data-bbox="2011 608 2047 635">ES</p> <p data-bbox="2011 762 2096 790">RT/LH</p>
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<p data-bbox="69 858 91 885">8</p>	<p data-bbox="192 858 450 885">Any Other Business</p>																													
	<ul data-bbox="192 900 1989 1294" style="list-style-type: none"> • RB suggested that the financial results could be presented alongside the prior years • RB suggested the struggle to get volunteers may be due to a lack of a publicised forward calendar. • MrsR suggested that a termly newsletter (hard copy) could publicise upcoming events for the term. • CC and LH both noted the benefits of using applications such as G Calendar. • MrsR recognised the difficulty with forward planning during covid times. • RB suggested producing a recipe book to sell. RT noted that this had been attempted last year but no recipes were submitted. Maybe this was indicative of unsuccessful marketing. • MB noted that fundraisers that involved Grandparents/wider family can help raise more funds • RB and LH discussed the merits of setting up a direct-debit to facilitate easy donation for those parents that do not wish to participate in the fundraising event. 																													

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Lottie Haigh, Chair

Treasurer's report

Report for the year 1/09/20 – 31/08/21

- There was an opening funds balance at 01/09/19 of £16,129.
- PTA events raised income for the year totaling £9,940; event and miscellaneous costs amounted to £722. This resulted in a net profit generated by the PTA for the year of £9,218.
- In November 2020, £9,000 was donated to All Saints School for classroom equipment. £80 was donated to the leavers party in August 2021.
- Funds held at 31/08/21 were £16,508, giving a cash impact after donations of £378.
- The accounts for the year 01/09/2020 to 31/08/21 have been independently examined and found to be complete, accurate and supported by relevant documentation. Charity Commission documents required for the year have been completed and are ready for posting.

Attached is a summary of income and expenditure for the year.

Since Year End (at 16/11/21)

A summary of PTA activity since the year end and up to 16/11/21 is as follows:

- £1,277 raised so far this school year from: 31 Ways (£767), second-hand uniform (£142.50), Christmas cards (£306), and Bags to School (£61.50).
- £12,055 was donated to school on 16th November for the playground redevelopment
- Funds held prior to the donation to school of £16,650

Income and Expenditure for 1/09/20 – 31/08/21

Activity	Income	Costs	Profit
31 Ways	3,657.83	-30.00	3,627.83
Bags to school	115.50		115.50
Christmas quiz	130.00		130.00
Christmas jumper day	857.73	-260.31	597.42
Reception raffle	423.00		423.00
Christmas cards	315.50		315.50
Big PTA raffle	129.00		129.00
2nd hand uniform	305.00		305.00
Donations	566.80		566.80
Virtual balloon race	265.44		265.44
Amazon	114.43		114.43
Treasure trails	941.74		941.74
Reception tea towels	206.90		206.90
Stampastic	1.50		1.50
Summer Raffle	1,909.80		1,909.80
			0.00
Other costs	Income	Costs	Profit
Reception welcome bulbs		-29.94	-29.94
Gifts for leaving PTA members		-79.50	-79.50
Present for office		-5.00	-5.00
Parentkind subscription		-111.00	-111.00
Pizzas		-130.00	-130.00
MPLC film licence		-75.98	-75.98
P&L impact	9,940.17	-721.73	9,218.44
Of which not yet statemented	0.00	-130.00	-130.00
Donation to All Saints School		-9,000.00	-9,000.00
Donation to Leavers' Party		-80.00	-80.00
Historic (uniform from previous year)	110.00	0.00	110.00
Cash impact	10,050.17	-9,591.73	378.44