



PTA AGM

7.30pm Monday 6th February 2023, School

	Committee members:	Other parents & teachers:	
Present:	Francesca Brett (Chair) - FB Stephanie Clarke (Treasurer) - SC Russell Tew (Secretary) - RT El Sedlak - ES	Helen Dunn (HD) Stuart Gawthorpe (SG) Laura Quinlan Sarah McLoughlin Claire Wiles Emma Tighe Becky Nash Sarah Flisher Andrea Moyle Ester Fowler	Katherine Medcalf Charlotte Holmes Katie Dawson Steph Attack Tia Arnold Sneeta Kameeth Lionne Roper Catherine Talbot Alex Pickles Kate Stocker
Apologies:			

Item	Detail	Action
1	Quorum, Apologies for Absence	
	RT opened the meeting by welcoming the members and committee members, thanking them for their attendance RT took a headcount and pronounced the meeting quorate.	
2	Minutes of the AGM held on 10th November 2021	
	RT confirmed that the minutes of the previous AGM (November 2021) and the EGM (July 2022) could be read from the school website. RT asked the members to approve these minutes – approval was granted.	
3	Matters Arising from the previous Minutes	
	RT presented the actions from the previous meeting: 1) Update the Charity Commission for new committee members 2) Arrange informal drinks for members that wanted to find out more about the PTA RT confirmed that these two actions had been completed and these minutes record these actions as closed.	

4	Constitution	
	<p>RT presented the PTA's Constitution to the members – Slides are attached. RT highlighted the following:</p> <ul style="list-style-type: none"> • The PTA exists to raise funds for the school and is a registered charity • Charities are obligated to operate a formal governance structure which is detailed in it's Constitution. • The Constitution defines <ul style="list-style-type: none"> ○ the permitted activities of the PTA ○ the membership ○ the management • Members are defined as any Parent/Carer/Teacher of a child at All Saints School • Committee members are elected by the members to run the PTA • Trustees are elected by the members to be accountable for the charity. • PTA Meeting are held (minimum termly) which members are entitled to attend and contribute • Annual AGM which members are entitled to attend and contribute and review the accounts • Annual Inspection of the Accounts by an independent person 	
5	Chair's Report for 2021/22	
	<p>FB welcomed the members. FB explained the membership structure of the PTA and it's purpose. FB summarised for the members the successful events that have been held over the past year, including Summer Fair, disco, Christmas Fair, Uniform sales, Cross Country. In addition specific member events were held: Wreath Making and Pub Quiz. FB presented the donations made to the school: £12k for outside area renovations and £3k for book purchases. HD noted the recent update of the Adventure playground and that the bike shed installation was scheduled. FB looked forward to upcoming events: Neon Disco, Cross Country, Slumber Party and was hopeful that the Camping Trip could return. She also explained that the PTA was targeting a Members Ball. FB explained the PTA would welcome any suggestions for events from the members. FB thanked</p> <ul style="list-style-type: none"> • the Committee for their hard work over the last year • Mrs Brown and Mrs Quinlan for their on-going support. • Mrs Dunn and Mr Gawthorpe for the enthusiasm they have shown in their short time at the school. • The School Office staff for their help with communications • ES and RT who were stepping down from the committee • Dominique Cook for her dedication to running the school uniform sales 	
6	Treasurer's Report for the year ending 31 Aug 2022	
	<p>ES presented the accounts for the 2021/2022 year. The full report is appended to these minutes. ES explained that while it had been a difficult year with traditional events being restricted due to covid, the PTA achieved a gross profit of £5k and net profit of £4k while making donations to the school of £15k.</p>	

	<p>ES identified some of the most successful events namely the Summer Fair and Carnival. Not included in these accounts but worthy of review are the events held so far in the financial year 2022/2023. Specifically the Disco, Christmas Fair, Wreath Making, Pub Quiz and Christmas Card sales which have given us a strong start to the year raising £3,294. ES concluded by noting the current bank balance of £9,204 (as at 03/02/22)</p>																									
7	Appointment of an Independent Examiner of Accounts for the year ending 31 August 2022																									
	<p>The membership agreed that Becky Bonner be reappointed as Independent Examiner of the accounts for 2022/2023</p>																									
8	Election of Officers and Trustees of the Committee with effect from the end of the meeting																									
	<p>The following people are stepping down from the committee:</p> <ul style="list-style-type: none"> - Russell Tew (Secretary) - El Sedlak <p>The following members were elected to Trustee positions at the EGM held on 13 July 2022:</p> <ul style="list-style-type: none"> - Chair – Francesca Brett - Treasurer – Stephanie Clarke <p>Further nominations to the committee were received:</p> <table border="1" data-bbox="190 794 1556 997"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Proposer</th> <th>Seconder</th> </tr> </thead> <tbody> <tr> <td>Sarah McLaughlin</td> <td>Ordinary Committee Member</td> <td>Mathew McLaughlin</td> <td>Stephanie Clarke</td> </tr> <tr> <td>Claire Wiles</td> <td>Ordinary Committee Member</td> <td>Stephanie Clarke</td> <td>Eleanor Sedlak</td> </tr> <tr> <td>Sneeta Kamath</td> <td>Ordinary Committee Member</td> <td>Catherine Talbot</td> <td>Eleanor Sedlak</td> </tr> <tr> <td>Sarah Burnell</td> <td>Ordinary Committee Member</td> <td>Michael Burnell</td> <td>Stephanie Clarke</td> </tr> <tr> <td>Catherine Talbot</td> <td>Ordinary Committee Member</td> <td>Sneeta Kamath</td> <td>Eleanor Sedlak</td> </tr> </tbody> </table> <p>The constitution of this PTA requires a committee be formed of at least two members. RT conducted a vote and the above members were duly elected. It was noted that there was another pending nomination. RT confirmed that the elected committee can ‘co-elect’ new members</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • Update Trustee information at the Charity Commission to remove ES and RT as trustees • Update Bank Mandate to remove ES and RT 	Name	Position	Proposer	Seconder	Sarah McLaughlin	Ordinary Committee Member	Mathew McLaughlin	Stephanie Clarke	Claire Wiles	Ordinary Committee Member	Stephanie Clarke	Eleanor Sedlak	Sneeta Kamath	Ordinary Committee Member	Catherine Talbot	Eleanor Sedlak	Sarah Burnell	Ordinary Committee Member	Michael Burnell	Stephanie Clarke	Catherine Talbot	Ordinary Committee Member	Sneeta Kamath	Eleanor Sedlak	<p>ES SC</p>
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9	Any Other Business																									
	<p>Nothing noted</p>																									

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 Francesca Brett, Chair

AGM – 6th February 2023

Treasurer's report

Report for the year 1/09/21 – 31/08/22

- There was an opening funds balance at 01/09/21 of £16,508.
- PTA events raised gross profit for the year totaling £5,013; miscellaneous costs amounted to £600. This resulted in a net profit generated by the PTA for the year of £4,413.
- In November 2021, £12,055 was donated to All Saints School for the playground. £3,000 was donated to All Saints School for the 'Reading for Pleasure' initiative in August 2022, and £80 was donated to the leavers party in August 2022.
- Funds held at 31/08/22 were £9,022 (the £3,000 donation and a few expenses were not cashed prior to the financial year end so uncommitted funds were c. £6,000).
- 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 has been completed and posted.

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

Since Year End (at 03/02/22)

A summary of PTA activity since the year end and up to 03/02/23 is as follows:

- £3,294 raised so far this school year from: October disco (£946), Christmas fair (£900), Christmas cards (£382), Wreath making (£321), Printer cartridge recycling (£209), Quiz night (£282), second hand uniform (£185), Amazon smile (60), Big PTA Raffle (£9).
- Funds held at 03/02/23 are £9,204

Income and Expenditure for 1/09/21 – 31/08/22

Activity	Income	Costs	Profit
2nd hand uniform	162.00		162.00
Bags to school	117.50		117.50
Christmas cards	331.00		331.00
31 Ways	839.01		839.01
Amazon	94.78		94.78
Wreath making	1,400.80	-1,132.50	268.30
Christmas jumper	752.00	-360.96	391.04
Big PTA raffle	325.50		325.50
Balloon race	148.22		148.22
Cross country	548.85	-242.52	306.33
Uniform and cake sale	240.23		240.23
Toy sale donation	50.31		50.31
Carnival	659.15	-17.63	641.52
Golf Cancelled	480.00	-480.00	0.00
Loose change challenge	12.71		12.71
Summer fair	1,655.77	-571.70	1,084.07
Other costs	Income	Costs	Profit
Parentkind subscription		-116.00	-116.00
Sumup machines		-68.40	-68.40
Teachers' lunch		-200.00	-200.00
Thank yous		-66.50	-66.50
Jubilee		-148.51	-148.51
			0.00
P&L impact	7,817.83	-3,404.72	4,413.11
Of which not yet stated	0.00	-3,236.06	-3,236.06
Donation to All Saints School - Playground		-12,055.00	-12,055.00
Donation to Year 6 leavers' party		-80.00	-80.00
Donation to All Saints School - Books		-3,000.00	-3,000.00
Historic	0.00		0.00
Cash impact	7,817.83	-12,223.66	-7,485.83

NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee

For position of: Chair/Treasurer/Secretary/ Social Secretary/Communications Officer/ Ordinary Committee Member [please circle one]

Proposer's Name Seconder's Name

Proposer's Signature Seconder's Signature

I agree to my nomination for this post.

Signed Date