

St Peter's CEP School PTA – registered charity number 1031496

ANNUAL GENERAL MEETING 2023, 10th October 2023, 8pm via Zoom

In attendance

Natasha Hryniewicz, Lauren Franklin, Fiona Greenaway, Charles Brock, Paul Kibby, Ben Marsh, Emily Marsh, Jessica Grinham, Rebecca Hacker, Francesca Reddy, Marcela Salas, Miguel Salas, Isabel McElhinney

Apologies

Keith Mitchell

The Chair opened the meeting and welcomed all attendees. It was noted that the meeting was quorate.

The Chair's Report and the Financial Statement were approved (appended to these Minutes). The meeting thanked Keith Mitchell for his years of service to the Charity as Treasurer.

The list of Class Representatives was approved.

There was a general discussion about the coming year, led by Fiona Greenaway. Two options were foreseen; firstly, a full events calendar would be prepared and distributed to the school community seeking volunteers. In the event of no volunteers coming forward, the event would not take place. Secondly, if there is little enthusiasm to volunteer in general, the calendar would be greatly pared back.

It was noted that the PTA Volunteers group on WhatsApp already contained over 30 participants and that this should provide the basis to run a full calendar of events. Charles Brock suggested that one potential model would be to split the business and administration side of running the charity from the events organising side, with the Chair providing a link between the two.

Ben Marsh suggested that the charity could be more proactive in seeking direct donations from Parents, whether through tap machines / collection buckets or by encouraging direct donations via a platform such as Just Giving.

Election of Trustees

Current Trustees all resigned from their positions. The posts were filled as follows via unanimous votes:

Chair – Fiona Greenaway (nominated by Natasha Hryniewicz, seconded by Lauren Franklin)

Vice Chair – left vacant (please see minutes of subsequent Trustee meeting)

Treasurer – left vacant (please see minutes of subsequent Trustee meeting)

Secretary – Charles Brock (nominated by Lauren Franklin, seconded by Natasha Hryniewicz)

Trustee – Lauren Franklin (nominated by Charles Brock, seconded by Natasha Hryniewicz)

Trustee – Natasha Hryniewicz (nominated by Lauren Franklin, seconded by Charles Brock)

It was agreed that Keith Mitchell would be asked to continue as Treasurer (but not Trustee) until a replacement could be found.

There being no further business, the Chair declared the meeting closed at 8.40pm.

Minutes taken by Charles Brock

Chair's Report 2022 – 2023

Thank you to everyone who joined our AGM. As outgoing Chair, I briefly summarised our activities and achievements from the last year. Fundraising wise, we've been hugely successful. I'm sure most of you will have spotted the new outdoor equipment that was installed a few weeks ago. That has been the focus of our fundraising for the last year and we were delighted to hand over a cheque for £17,500 to cover the costs, and look forward to seeing it being enjoyed for many years to come.

We are a very small team at the core of these fundraising efforts and I owe an enormous thank you to the other trustees who have served alongside me this year: Charles, Lauren and Fiona. I might be Chair in name, but it has very much been a team effort and we wouldn't have achieved such an incredible total without you.

As the St Peter's PTA, we serve 2 functions. We're a registered charity and fundraise to provide equipment, events and initiatives, as suggested by the teaching staff and the children themselves, with the aim of enhancing the children's learning and experiences throughout their school life. And the second aim is to support the school community with social events for both adults and children. For those new to the school, our previous fundraising campaigns have bought staging and lighting for the school hall, and a new suite of IT equipment, as well as subsidising various activities.

Looking back over the last year, our Christmas and Summer fairs have continued to be the biggest events in our fundraising calendar. We couldn't have foreseen what a scorching day we'd have this summer, but were delighted to see so many faces from the school community there, and to raise such a huge amount. This was bolstered by several match funding donations from employers, so we'd urge you to look into whether your workplace offers a similar scheme.

We also ran seasonal events throughout the year with our popular autumn and summer discos, Mother's Day and Father's Day Sales, as well as non-uniform days and the Mini Egg challenge over Easter. Thank you to all of the volunteers who have made these possible, with particular thanks to Fran Reddy and Becci Hacker for running our discos, to Nick Parker who took the brilliant photos for our calendar and to Claire Hussein for coordinating the Christmas cards each year. Second hand uniform also brings in a steady income, as well as providing an affordable and environmentally friendly option for parents. Thanks to Natalie Webb for running it for so many years, and to Mandy Read who has kindly agreed to take it on. A list of available uniform will soon be on the PTA page of the website.

We've already spoken about our big fundraising campaign, but the PTA has also committed to continue subsidising school trips, swimming lessons and arts weeks on an ongoing basis. Once the new committee is in place, the Chair will be meeting with Mrs Langton to discuss future fundraising goals. Our thanks go to Mrs Langton for her support since joining the school, and the fresh ideas that she's put forward. We also owe thanks to Mrs Page, Mrs Hussein and Mr Page for all of their help this year.

Furthermore, I'd like to thank everybody who has contributed to the PTA this year, whether that was volunteering at an event, baking for our cake sales or spending a fortune in small change at our fairs. I hope that you will consider joining the PTA in some capacity, whether that's as an event organizer, regular volunteer or as a committee member, and ensure that our valuable fundraising efforts can continue.

Natasha Hryniewicz, 10th October 2023

ST PETERS CEP SCHOOL PTA
Income & Expenditure Analysis Year 1 September 2022 to 31 August 2023

Notes

Funds available at start of financial year	£20,057.84	
Community Account	£4,515.06	
Bonus Account		£24,572.90
Total	£13,898.92	
Current funds available	£4,834.45	
Community Account		£18,733.37
Net Movement in Funds - as per bank statements		(£5,839.53)
(Less 2022/23 Financial Year Expenditure not yet paid) or Add Back Income not yet banked		(£56.00)
(Less 2021/22 Financial Year Income received during 2022/23 Financial Year)		(£315.62)
Add Back 2021/22 Financial Year Expenditure paid in 2022/23		£4,757.08
		(£1,454.07)
Adjusted Net Movement in Funds		131

Analysis of Funds Movements	Income	Expenses	
Fireworks tickets	£1,180.00	1£1,004.00)	£176.00
Christmas Fair	£1,525.61	(£647.26)	£878.35
Christmas Raffle	£858.00	(£74.00)	£784.00
Christmas cards	£391.00	£0.00	£391.00
Calendar	£693.00	(£564.30)	£128.70
Disco	£828.22	(£522.38)	£305.84
Cake sale	£849.67	£0.00	£849.67
Tea towels	£35.00	£0.00	£35.00
Mother's Day	£361.84	(£296.89)	£64.95
Summer Fair	£7,146.25	(£2,182.38)	£4,963.87
Mini eggs	£431.53	(£134.40)	£297.13
Uniforms	£264.05	£0.00	£264.05
Break the rules	£388.10	£0.00	£388.10
Raffles	£896.00	(£59.00)	£837.00
Lotto	£452.50	£0.00	£452.50
AmazonSmile donations	£96.73	£0.00	£96.73
Just Giving	£68.97	£0.00	£68.97
Father's Day	£307.84	(£123.90)	£183.94
Gross Surplus from Activities	£16,774.31	(65,608.51)	£11,165.80
Less : Donations to St Peters CEP School			
Outdoor play equipment		(£6,228.00)	
Trip contributions		(£2,120.00)	
Year 4 swimming		(£768.30)	
Year 3 swimming		(£234.00)	
Arts Week		(£968.00)	
Noticeboard		(025.00)	
Others (eg. Cake sales)		(£403.45)	
Total Donations to St Peters CEP School			(11,446.75)
Less : Other Operating Expenses			
Parentkind (PTA UK)		(£140.00)	
Parentmail & Sumup fees		(£61.28)	
General fundraising exps		(£935.23)	
Gifts for teachers		(£56.00)	
Total Other Operating Expenses			(£1,192.51)
Total bank interest received			£19.39
Net Surplus from Activities = Adjusted Net Movement in Funds	£16,774.31		(£1,454.07) (4)

Notes to the Income & Expenditure Analysis

The Net Movement In Funds shows the total increase or decrease in monies held in the PTA Bank Accounts over the 12 months ended 31st August 2023. This movement can be reconciled back to the PTA bank statements.

The adjustments are made to deduct any movements into or out of the PTA Bank Accounts that are not relevant to the financial year and / or income or expenditure relevant to the financial year that hasn't yet been reflected in the Bank Accounts.

The Adjusted Net Movement in Funds shows the total increase or decrease in monies held in the Bank Accounts attributable to PTA activities during the financial year.

The Net Surplus from Activities shows the value of income generated from activities during the financial year less expenditure directly attributable to those activities.