

PTFA AGM Minutes

Thursday 5th September 2024

Time: 15:30pm - 16:00pm

Location: Year 4 classroom, Colwich Ce Primary School

Attendees: Lucy Ward, Nicola Adamson, Sarah Murray, Liz Plimmer, Miss De Ste Croix

Apologies: None

Item		Action
1	<p>Approval of minutes from last meeting</p> <p>All agreed as an accurate record of the meeting</p>	
2	<p>Chairpersons Annual Report – Lucy Ward</p> <p>Thank you to everyone for another successful year.</p> <p>Two continues to be our magic number for events, as this year again we ran two discos, two village fairs, and two gift shops for Mother’s Day and Father’s Day. In addition, to our large event some of our other fundraising activities included: own clothes days, our pre-loved uniform shop, cakes sales and Mother’s Day afternoon tea. Our most successful event of the year was our first, suggested by Grace, which was the Sponsored Colwich Kilometre. We’ve also earned commissions through Easyfundraising and the sale of personalised Christmas gifts and Year 6 Leaver hoodies. We were also lucky to receive several donations from school families, our Just Giving page and for refreshments served at class assemblies. Grace also did a great job of selling of our outdoor classroom.</p> <p>Yet again, every event selling doughnuts and cake was a winner!</p> <p>Investments to School</p> <p>In 2023/24 the team delivered some fantastic investments to school including:</p> <ul style="list-style-type: none"> ▪ New outdoor playground equipment – trim trail & bouldering walls. Our biggest investment to the school for some years. ▪ Musical instruments and music trolley with the support from the Colwich Association ▪ £200 donations to each classroom & £100 to each nurture room <ul style="list-style-type: none"> ○ Reception – Outdoor activities ○ Year 1/2 – Shop, reading den and classroom equipment ○ Year 3/4 trip - Black Country Living Museum ○ Year 5/6 – Dictionaries and materials to support Maths ▪ Contribution towards a new school speaker 	

Item		Action
	<ul style="list-style-type: none"> ▪ Year 6 Leaver gifts <p>The new playground equipment was a huge investment to school and well received by the pupils and teachers. Miss De Ste Croix has successfully added many renovations to the main school building over the past year – with every room being updated, so it has been great to continue begin enhancing the playground and outdoor space.</p> <p>New team members needed As every year, here is a plea for more team members! Over the past three to four years the team has operated with a small group of people usually 3-4 people and as ever we could with more people to help. If you know of anyone who could spare a few hours for help organise our fundraising activities, or more importantly help run our events please ask them to get in touch with a member of the team.</p> <p>Thank you to our supporters! We would not be able to run all our fundraising events and activities without the continued support from the teachers and other members of the school community. The consistent generosity of their time has really helped to bridge the gap where parent volunteers have not come forward. Thank you.</p> <p>Thank you to those parents who have helped run our event, baked cakes with their children for cake sale and generously donated items for our tombola’s. We are grateful also to our school families who are relentless in their support for us in attending and generously spending cold hard cash at our events, along with the local community who joined us for both our Christmas and Summer Village Fairs.</p> <p>Lastly, thank you to our headteacher, Miss De Ste Croix who has been hugely supportive and instrumental in our fundraising efforts and who has frequently adapted school activities to accommodate our fundraising events.</p> <p>Finally, I would like to finish the Chair’s report by offering a word of appreciation and thanks to our PTFA team. Your commitment and contribution has helped to ensure that the PTFA this year continued to provide the school with much needed and wanted investments.</p> <p>Thank you.</p>	
3	<p>Headteacher Annual Report – Miss De Ste Croix</p> <p>As always, I would like to start by saying a huge thank you for all your hard work and support over the past 12 months. My thanks not only extends to the work you do in fundraising, but also your support of us within our community.</p> <p>We are very appreciative of your fundraising efforts that help to enhance the learning experience for our children. It has been great to welcome so many children and parents into school for the discos and Mothers’ and Fathers’ day. The fairs have also allowed other members of the community to join in our events. The events you have organised</p>	

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	<p>over the year as well as raising money have brought everyone together and the value of this is just as important as the fundraising itself. Even when events don't involve fundraising, such as organising the ice-cream van for the end of term, the value is seen through the way our families enjoyed being together.</p> <p>The children really enjoyed the new event this year - the sponsored run. This had a great turnout and was enjoyed by all. Alongside the bigger events are those that earn a steady income such as Christmas card designs, Mothers' and Fathers' Day shops and Easy fundraising.</p> <p>At the heart of this is the children and they really benefit from the work you do. There are the smaller things like buying classroom resources for day-to-day activities to help develop our learning environments. Then there is the subsidising of school trips and visitors in which really bring learning to life for our children – not only just helping financially but also coming with us and supporting the children whilst there. The biggest impact from your fundraising this year has to be the outdoor equipment that has made the playground a much more exciting place for our children to be.</p> <p>I am always amazed at what you achieve as a PTFA with being such a small group. I know this hasn't been an easy task, so thank you for your time, effort and commitment. I know we will continue working together to fundraise this year as well as to secure the future of the PTFA as those of you who have been so invested move on.</p> <p>Thank you once more for all you have achieved this year.</p> <p>Miss De Ste Croix Headteacher</p>	
4	<p>Treasurer's Annual Report – Lucy Ward</p> <p>Treasurer Report 2023/24 This report is for the year ended 31 August 2024.</p> <p>Fundraising Events & Activities This year has been a fantastic for fundraising and the table below shows the total income, expenses and profit for all activities in the year.</p>	

Item				Action
Activity	Income	Expense	Profit	
<u>FUNDRAISING EVENTS</u>				
Colwich Kilometre	£2,640.05	-£150.25	£2,489.80	
Autumn Disco	£1,526.14	-£739.83	£786.31	
Christmas Village Fair	£2,597.23	-£1,455.50	£1,141.73	
Friendship Disco	£1,225.04	-£523.13	£701.91	
Mother's Day Afternoon Tea	£424.08	-£155.77	£268.31	
Father's Day Cake Sale	£191.16	-£71.47	£119.69	
Summer Fair 2024	£2,556.73	-£1,903.78	£652.95	
Total	£11,160.43	-£4,999.73	£6,160.70	
<u>FUNDRAISING ACTIVITIES</u>				
Leaver Hoodie 2024	£329.08	-£307.00	£22.08	
Christmas Gifts & Cards	£304.85	£0.00	£304.85	
Christmas Shop Sale	£73.90	£0.00	£73.90	
Mother's Day Gift Shop	£462.12	-£153.36	£308.76	
Father's Day Gift Shop	£326.93	-£119.99	£206.94	
New Playground Celebration	£163.24	-£48.80	£114.44	
Total	£1,660.12	-£629.15	£1,030.97	
<u>OTHER INCOME</u>				
Affiliate Schemes Income	£235.29	£0.00	£235.29	
Just Giving Donations	£65.42	£0.00	£65.42	
Donations	£55.00	£0.00	£55.00	
Refreshment Donations	£14.40	£0.00	£14.40	
Outdoor Classroom Sale	£400.00	£0.00	£400.00	
Preloved uniform	£44.34	£0.00	£44.34	
Operational Expenses	£0.00	-£45.65	-£45.65	
HMRC Charities	£33.15	£0.00	£33.15	
Total	£847.60	-£45.65	£801.95	
<u>INVESTMENTS TO SCHOOL</u>				
Classroom Investment	£0.00	-£906.08	-£906.08	
School Investment - Instruments	£0.00	-£990.83	-£990.83	
School Investment - Playground	£0.00	-£10,119.25	-£10,119.25	
School Investment - Speaker	£0.00	-£57.00	-£57.00	
Total	£0.00	-£12,073.16	-£12,073.16	
<u>OPERATIONAL EXPENSES</u>				
Sundry expenses	£0.00	-£3.75	-£3.75	
PTFA Equipment/Investments	£45.65	-£45.65	£0.00	
ParentKind Membership	£0.00	-£153.00	-£153.00	
Total	£14,238.23	-£202.40	-£156.75	
<u>2023 Expenditure paid out this year</u>				
Summer Fair 2023	£113.00	-£744.07	-£631.07	
Father's Day 2023	£15.00	-£58.00	-£43.00	
Mother's Day 2023	£6.00	-£30.95	-£24.95	
Leavers 2023	£0.00	-£83.58	-£83.58	
Easter Competition 2023	£15.00	£0.00	£15.00	
Uniform Shop 2023	£13.50	£0.00	£13.50	
Purchase of out of date stock	£76.89	£0.00	£76.89	
School Investment - Workshop 2023	£0.00	-£520.00	-£520.00	
	£0.00	£0.00	£0.00	
	£13,953.19	-£19,386.69	-£5,433.50	
Opening cash book balance - 1 Sept 2023			£9,077.56	
Cash flow			-£5,433.50	
Current Cashbook Balance			£3,644.06	
Actual Bank Balance 31/08.24			£3,644.06	
<i>Difference</i>			£0.00	

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	<p>Key points to note are:</p> <ul style="list-style-type: none"> • The children’s personalised Christmas cards and gifts proved popular again raising £304.85. Taking advantage of the early bird discounts meant that although we had fewer school children relative to previous years, we made a similar profit. • Keeping on the theme of gifts, the Mother’s Day and Father’s Day gifts were again a good source of income for the PTFA raising a total of £511.80. • Our first sponsored event for this team – The Colwich Kilometre - was our best earner making £2,489.80 profit. It was also by far the cheapest event to run at a mere £150.25 and compared to our other events required less organisation and setup. • All cake sales have been very successful generating profit of £525.11. • The Village Summer Fair was less successful this year taking a profit of only £652.95 almost half of last year’s profit. The only difference this year was the communication about no parking at the village hall and the large event at Uttoxeter Racecourse. • Easyfundraising has been a good source of income this year generating £235.29. • The introduction of online and contactless payments by the previous Treasurer continues to help boost our efforts. <p>Donations to School</p> <p>A total of £12,073.16 has been either donated to school or used to make purchases donated to the school this year. This includes:</p> <ul style="list-style-type: none"> • £10,119.25 - Cash donation for new playground equipment (trim trail and bouldering walls) • £906.08 – Spent on classroom investments (equipment and class trip). • £57.00 – Cash donation contribution to new school speaker; and • £990.83 – Cash donation for new musical instrument. Monies from successful grant application from Colwich Association. <p>Committed Spend</p> <p>There are a few outstanding receipts from 2023/24 that amount to £197.71, which mainly relate to Year 6 leaver gifts and cakes. We will do a final audit of any outstanding receipts and ensure these are processed by the end of the month.</p> <p>The team has no further committed spend for the next academic year.</p>	

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	<p>Annual Return Our accounts for 2023/24 will be submitted to The Charity Commission later this month, once reviewed by the previous Treasurer who is also an accountant.</p> <p>Cash Balance We end the year with a cash balance of £3,644.06.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Bank Balance on 1 September 2023</td> <td style="text-align: right;">£9,077.56</td> </tr> <tr> <td>Total Income</td> <td style="text-align: right;">£13,953.19</td> </tr> <tr> <td>Total Expenses</td> <td style="text-align: right;">£19,386.69</td> </tr> <tr> <td><u>Total Donations to School</u></td> <td style="text-align: right;"><u>£10,119.25</u></td> </tr> <tr> <td>Bank balance on 31 August 2024</td> <td style="text-align: right;">£3,644.06</td> </tr> </table>	Bank Balance on 1 September 2023	£9,077.56	Total Income	£13,953.19	Total Expenses	£19,386.69	<u>Total Donations to School</u>	<u>£10,119.25</u>	Bank balance on 31 August 2024	£3,644.06	
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5	<p>Election of Members for the 2024/25</p> <p>The following nominations were made to roles on the PTFA for the forthcoming year:</p> <p>Chair – Lucy Ward</p> <ul style="list-style-type: none"> • Nominated by • Seconded by <p>Treasurer – Liz Plimmer</p> <ul style="list-style-type: none"> • Nominated by • Seconded by <p>Cash Handler – Grace Northwood</p> <ul style="list-style-type: none"> • Nominated by • Seconded by <p>Secretary – xx</p> <ul style="list-style-type: none"> • Nominated by • Seconded by <p>Ordinary members appointed Nicola Benson.</p>											
6	<p>Banking</p> <p>In preparation for Mrs Plimmer to take on the role of Treasurer, the necessary bank forms have been completed for her to join the PTFA COOP bank account. Lucy to chase the COOP.</p>	LW										
7	<p>School Investments</p> <p>The team agreed that it would be great to continue to update and enhance the outdoor areas across the school next year. Lucy to send over the link to Fawns so the team can think about what the next focus for fundraising could be.</p>	LW										

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	<p>Lucy to discuss with Miss De Ste Croix any investments that the school wish to see next year.</p> <p>The team agreed it would be good to be advertising the focus of fundraising from the beginning of the year and across all events, and especially for the sponsored fun run.</p>	LW
10	AOB	
11	<p>Date of planning meeting</p> <p>TBC</p>	