

AGM – Friends of St Anne’s Primary School 23rd April 2015

Minutes

Attendees

Amanda Loach – Chair, Lucy Moment, Sue Wilkinson, Emma Jones, Clare Passarelli
Gemma Deal, Lisa Dadds, Roksana Kordys, Katie Hutchings, Helen Burge

Apologies

Natasha Beaumont, Nicky Frisby, Elizabeth Lawrence, Alison Simms

Welcome

The PTFA (parent teachers friends association) task is to provide the school with funds to enable the pupils to have the extra benefit of resources or fun activities that government funding does not stretch to. This is accomplished by organising fund raising events for family and friends to contribute too. Whilst at the same time building a community for the school.

Help and support is vital to organising and running events. The PTFA have regular attendees at meetings. These consist of Trustees and regular volunteers. We also have helpers that show up at events to help. The times that we meet varies, to fit in with work-life and child care.

The PTFA became a charity in December 2014 using the name ‘Friends of St Anne’s Primary School’. In order for us to comply with the charity commissions guidelines, some members of the PTFA have been registered as trustees for the charity. They are responsible for ensuring the running of the charity is legal and the money is used for its intended purpose. The number of trustees that a charity has is agreed by the trustee members.

- Current trustees for the charity
Amanda Loach – Chair
Nicky Frisby –Secretary
Lucy Moment
Sue Wilkinson
Natasha Beaumont
- Trustees that have stepped down from the role in the past year:
Leanne Havinden
Emma Ledury
Julie Vanstone (treasurer)
- Regular volunteers
Alison Simms
Katie Hutchings
Liz Lawrence
Katie Hutchings

Chair's Report

In the year September 2013 – August 2014

- **The PTFA became a charity**
- **We were donated £1000 by the Harvest home committee towards our kitchen.**
- **Fund raising Activities included:**
 - Organised Christmas cards scheme
 - Summer fair
 - Christmas fair
 - Disco
 - Assisted with the movie nights
- **Non fund raising events**
 - Easter Egg Hunt and supplying prizes for the Plant pot competition
 - Refreshments at sports day
 - Refreshments for new starter evening for reception
 - Teddy Bear picnic refreshments
 - Covered hire cost for the year 6 production. (Going forward this is not required due to West Wick having lighting and a stage).
 - Poppy seed planting in memory of the Wars Centenary date.

Since September 14 – April 15

- **Fund Raising activities included:**
 - Christmas cards – (the addition of tea towels gave a big boost to this, especially with reception and year 6 classes)
 - Christmas fair
 - Disco
 - Easter holiday quiz
 - Mothers-day card sale
 - Assisted with the movie nights
- **Non fund raising events**
 - BRAND SPARKLING NEW KITCHEN
 - Refreshments for new starter viewing day
 - Easter Egg hunt
 - Purchased 2 Shaun the Sheep from the Children's Hospital Charity

Treasurer's Report

A copy of the figures are provided as an attachment for tax return period 1st sept 2013 – 31st Aug 2014. In addition there is a year to date figure supplied from 1st Sept 2014.

The PTFA raised a figure of £3029.26 between Sept 2013 and Aug 2014, including the £1000 donation.

The accumulated funds raised totaling £5275 were used to pay for a new kitchen at Hewish in December 2014.

Funds raised year to date from Sept 2014 totals £1457.52.

Lisa Dadd's has suggested that funds raised could be used for a 'computing pot'. Enhancing the technology over the next few years, would provide both school sites with a much needed school resource.

There is £1000 available to spend.

Microsoft sell programmes to charity at a reduced price.
John Lewis have a charity department.
Gemma and Lucy are looking into obtaining costings from IPAD.

Appointment of an Independent Examiner

As a charity we are required to have the funds books independently verified.
A request is going to be submitted on the newsletter asking for a volunteer to step forward with an accounts background.

Election of Committee Members

It was discussed that Amanda (Chair) would like to concentrate energies on setting up the gift aid, collaborating with the governors on funds. As the chair and stand in treasurer, this could not be achieved. Amanda suggested the idea of her becoming a treasurer or joint chair, freeing up time from organising events and concentrating on other aspects of the charity.

Gemma Deal showed an interested in chairing, or becoming a joint chair. As her baby is due in June, she requested time to consider.

A secretary still needs to be put in place

Depending on Gemma's decision, a notice may be required in the newsletter asking for support.

Add Katie Hutching as a trustee, attending meetings and ongoing support at events

Add Helen Burge as a trustee – Helen as a job role sets up requests in order to receive grants. These requests must go via charity.

Chair- TBC

Treasurer - TBC

Secretary- TBC

Bank Signatories

The trustees are in the process of adding members to the bank accounts -Amanda, Sue, Helen.

It was suggested to add Lucy Moment as she works at the school every day and is available to sign checks

Fundraising collaboration with our VA Governors

Lisa Dadds explained the requirement as a VA school for the governors to supply 10% of the money that the church contributes.

It was agreed that this information should be supplied to parents and put in the welcome packs, so that they have an understanding.

Funding meetings are currently in place between the governors (Jonquil), schools finance manager (Helen), Amanda and Sue.

The PTFA decided on a 30% - 70% split of their profits to contribute in partnership with the governors to the 10% required. £6000 is required this year.

This will be boosted by the Gift aid contributions that Amanda is in the process of registering for.

Preceding and Future Fundraisers

Swishings - in partnership with the governors - May 18th (put a book out to write where they found out about event.

Summer fair – date agreed 4th July. ('Dance festival' dancers will take part).

Teddy Bear picnic – 2 will be held. One being at west wick and one at Hewish

Fathers day cards – to be sold after half term.

Sports Day

Ladies Night – Friday 16th October. £5 entry

Christmas Fair- Market night suggested
BBQ social evening – next year
Quiz night – adults only. 'Bring your own'

Date of next meeting, location and time

Wednesday 13th May 6.00 -6.30 start time.
Helen checking if someone is available to close the school after.

A.O.B

Facebook

Due to parents viewing the page as a school contact point, instead of being run by volunteers on the PTFA, it has been suggested that the page is set up as the official school page. The School will take over managing it. There will be no option to comment on the page. It will post all events and information required. It will also provide a link to the internet page.

There is also the potential for it to link to the twitter feed.

Katie is going to set up a group for members of the PTFA to be a member of. It will provide updates on what is happening, plus event planning without waiting for the next meeting to provide updates.

It also means members that can't attend meetings can still vocally be involved.

In new starter packs add sections on:

VA schools 10% contribution to the church

A crib sheet/ dummy guide of roles within the school.

Explanation on PTFA roles and what is expected by volunteers

Plus send an information pack to all parents again.

Close of business

1st September 2013 - 31st August 2014			
Account Balance as of 23/08/2013	£2,246.45		
Fundraising	Income	Expenditure	Profit/Loss
Sports Day 2013	£0.00	£48.11	-£48.11
Book Club	£18.00	£0.00	£18.00
Christmas Fayre	£1,741.50	£819.39	£922.11
Christmas Cards	£652.25	£443.70	£208.55
Harvest Home Donation	£1,000.00	£0.00	£1,000.00
Insurance	£0.00	£131.00	-£131.00
Christmas Cake	£0.00	£22.06	-£22.06
Easter Egg Hunt	£0.00	£33.94	-£33.94
Easter Disco	£379.00	£228.20	£150.80
Summer Fayre	£2,060.00	£983.00	£1,077.00
Tropic Game Donation	£0.00	£0.00	£0.00
New Reception Parents Evening	£0.00	£17.35	-£17.35
Storage Boxes	£0.00	£40.00	-£40.00
First Aid Kit	£0.00	£10.00	-£10.00
Face Paints	£0.00	£25.74	-£25.74
Stamps	£0.00	£19.00	-£19.00
Totals for the Year	£5,850.75	£2,821.49	£3,029.26
Profit for year	£3,029.26		
Closing Balance as 15/07/2014	£5,275.71		
Cheques yet to clear	£12.99		
Petty Cash	£85.93		
Events paid for with Petty Cash	Income	Expenditure	Profit/Loss
Sports Day 2014	£27.02	£13.42	£13.60
Year 6 Production	£0.00	£20.00	-£20.00

1st September 2014 - 31st August 2015			
Account Balance as of 23/08/2014	£5,275.71		
Fundraising	Income	Expenditure	Profit/Loss
New Kitchen		£5,000.00	-£5,000.00
Christmas Fayre	£1,220.17	£342.32	£877.85
Christmas fayre raffle tickets (chq)		£74.00	-£74.00
Christmas Cards	£1,146.75	£810.90	£335.85
Charity commission Lottery License		£20.00	-£20.00
Insurance		£101.00	-£101.00
Sale of Mothers day cards	£50.00		£50.00
Easter Egg Hunt		£39.87	-£39.87
Easter Treasure hunt	£44.00		£44.00
Easter Disco	£336.00	£169.24	£166.76
Summer Fayre			£0.00
New Reception Parents Evening			£0.00
Sports day			£0.00
Biscuits reception open day		£5.14	-£5.14
Making Biscuits for new kitchen		£30.75	-£30.75
Busy Bees picnic (July 2014)		£13.89	-£13.89
Xmas thank you to Office		£8.00	-£8.00
Totals for the Year	£2,796.92	£6,615.11	-£3,818.19
Profit for year	£1,457.52		
Closing Balance as Aug 2015			
Petty Cash	£85.93		
Events paid for with Petty Cash	Income	Expenditure	Profit/Loss
Easter Egg Hunt		£39.87	
Petty Cash remainder	£45.15		