

**St Mary the Virgin School, Hartfield
PTFA
Registered Charity No. 1048046**

ANNUAL GENERAL MEETING

01 October 2024

Held in the School Hall at 2.45pm

Minutes of Meeting

Present:

Kerry Powell (KP), Gemma Russil (GR) Helen Law (HL), Lindsey Kelly (LK), Jane Robinson (JR), Caroline Halawa (CH), Katie Schreiber (KS), Emma Lee-Moss (ELM), Frances Brunsdon (FB).

1. Apologies:

N/A

2. Minutes of previous AGM

No outstanding items, minutes were approved & signed by KP

3. Chair's Report

2023/24 was a good year. The PTFA was able to finally deliver the outdoor stage on schedule, as per the terms of the grant.

Overall, the PTFA was delighted with the final fundraising total of over £6,000 for the year, especially considering there were no supermarket or external grants received during this time.

In November, we held a Christmas wreath-making evening, which was a great success. We will run this event again and continue to bring new ideas and activities to the school community.

KP has requested a new 'wish list' for the year ahead—a fundraising focus for 2024/25. JR confirmed that their wish is to help replace the school's current laptop stock, which the PTFA is happy to support.

What's next?

KP explained that new activities will be introduced throughout the new school year, including a 'movie night' and an 'Elfridges' gift store' around Christmas time. The PTFA would like to run a 'sponsored walk' event and is considering ways to support parents selling second-hand items, suggesting that a donation be made to the PTFA for successful purchases.

Overall, we are really satisfied with the year's efforts and the final total.

The PTFA will continue its fundraising work, supporting the school and hopefully engaging the wider community and other federation schools to increase fundraising potential in the year ahead.

KP thanked everyone involved for their time and participation throughout the year.

4. Treasurers Report

GR presented her report, confirming a final fundraising total of £6,069.71. This figure is down slightly from 2022/23, which can be explained by the lack of supermarket funding this year.

There were many fundraising highlights throughout the year, and it was noted that the discos and Christmas Fair remained the biggest earners. It was also noted that the Rocking Horse donation bin did particularly well this year, proving how lucky we are to have such a convenient option on the school site.

The new PTFA bank account is now up and running with NatWest, with KP, GR, HL, and KS named as account holders.

GR suggested that we should secure a grant this year to help support normal fundraising. The PTFA will continue to look for suitable grant applications that support the fundraising efforts for the year ahead.

GR successfully applied for an Asda Cash Pot this year, hoping to add some extra money to the PTFA account through school families shopping at Asda. This incentive is available until November 30th.

GR asked that we promote the 'Easy Fundraising' scheme with parents in the run-up to Christmas. It was agreed that we would include a flyer in the school newsletter explaining how to set this up.

The treasurer's full report will be attached here as 'Appendix A.'

5. Head Teachers Report

JR took the opportunity to thank the PTFA and the wider fundraising community for all their efforts and for their continued support in fundraising for the school.

The school is grateful for the addition of the outdoor stage to the playground and is extremely thankful for the extra 'cash pots' awarded to each class each year to support teachers in providing fun opportunities for the children. This year, Lilac has opted to take a school trip to a local escape room, which supports their current 'Code Breaking' project work—the class is delighted that PTFA funding has helped them secure this fantastic opportunity.

JR confirmed that the fundraising focus this year should be on replacing the school laptop stock.

The PTFA confirmed that the school can make a request for funding at any time by submitting an email to the PTFA, which will review and vote on the request.

JR is grateful for this support and looks forward to working closely together during the remainder of the school year and beyond.

6. Election of Officers and Trustees of the Committee:

Chair – Kerry Powell

Vice Chair – Helen Law

Secretary – Katie Schreiber

Treasurer – Gemma Russil

Ordinary Committee members – Caroline Halawa & Claire Levis

All members were reelected and there were no objections.

7. AOB

It was noted that for 2 years prior, the class pots and swimming PTFA contributions were added together in the Treasurers Report in error.

Action – to work out the true amounts for class pots & swimming in 2022 & 2023.

ST MARY THE VIRGIN SCHOOL PTFA
Treasurers Report

We have had a successful year of fundraising for our lovely school with a grand total of £6069.71

The biggest earner this year was the Christmas fair, followed closely by the disco's which have been great fun and the children have loved it.

We are slightly down on last year's figures, which is due to a lower number of supermarket grants. Rockinghorse charity bin is quite a bit higher this year which is great.

The expenditure has been high this year, we have managed to do some lovely things for the school such as the new stage, swimming, art project and science projects.

	<u>22/23</u>	<u>23/24</u>
<u>Fundraising</u>		
Christmas Fair & Cards	£1,397.79	£1,689.56
Bake sales	£329.41	£290.20
Disco(s)	£1,570.23	£1,435.72
Summer Social	£108.24	£691.90
May Fair	£154.80	£194.42
Bingo	£288.00	£225.00
Uniform Donations	£54.00	£50.00
Easy Fundraising & Amazon	£237.38	£152.41
Co-op	£1,289.94	£ -
Tesco	£1,125.00	£375.00
Small sales and donations	£107.30	£ -
50p Friday	£ -	£57.50
Wreath making	£ -	£180.00
Raffle	£ -	£344.00
Rocking Horse	£207.00	£384.00
	£6,869.09	£6,069.71
 <u>Benefits to school</u>		
Leaver Hoodies	£ -	£140.00
Class Fund (Maple, Cherry, Willow, Lilac, SEN, Forest school, caretaker)	£ -	£900.00
PTFA - License	£83.00	£ -
Swimming	£ -	£900.00
Playground equipment	£ -	£6,795.00
Dragon/Scholastic books	£ 2,160.87	£ -
Art Project	£ -	£528.00

KS1 board	£ -	£180.00
KS2 science	£ -	£793.00
Maple rug	£ -	£132.00
EY Storage and play	£ -	£4,430.00
School to school trip support	£400.00	£ -
	£ 2,643.87	£14,798.00

2022 – 2024 FUNDRAISING SUMMARY

		Accounts and Cash			Total
		Cash a/c	Savings a/c	Cash	
01/10/2023	Opening	£ 14,006.95	£ 775.40	£ 918.89	£ 15,701.24
	Payments	-£ 16,750.45			-£ 16,750.45
	Receipts	£ 7,557.41			£ 7,557.41
	NET	£ 4,813.91	£ 775.40	£ 918.89	£ 6,508.20
30/09/2024	Closing	£ 4,319.94	£ 790.48	£ 1,635.00	£ 6,745.42