

**Alban City School PTA
Annual General Meeting
20.01.22**

ATTENDEES

Lizzi Hodgkinson; Amy Leary; Julie Fernandes-Tansley; Helen Page; Marie Sprakes; Hazel Eccles; Danielle Brawn; Reena Chibber; Marta Skotnicka; Lucy Cooper; Mrs Carter; Roxanne Barrett; Josilda Pereira; Nicole Ho; Jenni Malcolm; Beth Bailey; Kate Davis; Nadeene Stewart

APOLOGIES

Sophie Ashcroft; Ana Martins; Abbie Hollick; Mrs Stray; Gizem Erdem

AGM

Introduction to the PTA

Short background of PTA and how it functions as a charity. Trustee obligations, useful to run through what this all means.

Helen presented slides detailing

- Background/intro of PTA as a charity
- Purposes of PTA and roles/responsibilities of committee and trustees.
- Charity Commission and benefits of registering.
- Parentkind – umbrella body for PTAs
- AGM

See slides accompanying these minutes for further details

Treasurer's Report

Helen Page

Written in Charity Commission report format, **see full report and accounts attached to these minutes.**

Financial year runs with school year, report relates to school year Sep 2020-Aug 2021.

Another challenging year with Covid, home schooling and no events in school. Despite this we were still able to run 12 different events and adopt new online payment platforms, which were welcomed by parents as an easy way to pay. Generous support from parent community and our sponsors B&H.

Opened year with £10,899 in accounts, Total Gross Receipts for the year: £12,576.07
Total Gross Payments for the year: £7,554.23.

Raised money with events listed in accounts. Hamper raffle at Christmas was the most

successful. 100 club did better than previous year.

£10,576 net raised from fundraising and other sources.

Crazy Hair Day donations went through Just Giving to gain benefit of Gift Aid. As school is a registered charity an additional £931 went directly to the school on top of this.

Donations directly to the school amounted to £4121, donations to fund trees to help eco school commitments.

Whole school Christmas disco and Year 6 disco were also funded and donations were made to fund trees to help eco school commitments, amounting to £5554 net expenditure in total.

Just over £5000 added to the pot, giving us a balance of £15,920 at the end of the year.

Events to date this financial year

£6648 net income from fundraising so far this year. An additional £760 was raised from Christmas jumper day which went straight to school.

We have already made a number of donations to school this year including spellcheckers, books, book stamp, pantomime subsidy and prizes for the festive craft competition. We have committed to the purchase of 16 new I pads, musical chimes and a contribution to the school gardening project. We have also committed to fund more trees to offset our carbon until April (this will be discussed as to whether to renew then). A total spend of £5604 has been committed.

We currently have a balance of around £21,000 which will go back to £15,456 after purchasing these committed items.

Chair's Report

Jan 2021 - Jan 2022

Lizzi Hodgkinson

Another strange year, with lots of changing rules after home schooling. Very proud of what we have achieved in 12 months, we ploughed on despite the restrictions to raise funds and fun for children and adults. Needed to be creative, and it was good to add new events to the calendar. Events included virtual balloon racing, Easter trail, virtual quiz, NNS, lolly sales, tote bags and a summer raffle as well as an in person coffee morning in September. We also ran another 100 club and the much loved Halloween disco returned in October. The Odyssey takeover sold out, and we raised funds from personalised Christmas cards, the Yr-Y3 film night, Christmas jumper day and our first ever baking/craft competition. We also held an online Christmas raffle for the first time.

Lots of activity meant we could treat the school to lots of goodies, including the new book wish list. It was great to see the tangible benefit of all the fundraising. We also had a very successful appeal for the Salvation Army toy donations just before Christmas.

Lizzi said how much she's enjoyed being Chair and is very proud of everything that's been achieved.

We decided it would be a lovely idea for the PTA to donate a favourite book of the leaving committee member to the school library.

Class Reps

Apple:	Rachel Hughes Elinor van Leempoel
Lime:	Rozanne Barrett Lizzie Jones
Sky:	Kate Davies is joining Jenni Malcolm

Everyone else staying in position.

Election of Formal Committee Positions:

It was announced that we are delighted to have nominations to take on the role of Chair and Comms Officer – everyone was happy to vote in Hazel Eccles and Danielle Brawn as Co-Chairs and Lucy Cooper as our new Comms Officer.

Chairs	Hazel Eccles and Danielle Brawn taking over from Lizzi Hodgkinson as Co-Chairs.
Treasurer	Helen Page
Communications officer	Lucy Cooper is taking over from Julie Fernandes-Tansley
Secretary	Amy Leary

Other Roles:

External Examiner of Accounts:	Susanne Lamb (tentative, will confirm)
Instagram	Gizem Erdem

Metro Bank Account

We want to have a tidy up of the names listed as authorised signatories on the account as many of these are quite historic. Bank accounts need 2 signatories.

The following names will be removed from the account;

- K R Francis
- C J Nash
- K Rhodes
- J P Meaden
- E A Hodgkinson (Lizzi will remain on the account during the transition period from Chair and will be removed when Danielle and Hazel have been added)

- N Stewart
- C L Toms
- J A Milligan
- J A Fernandes-Tansley

Hazel Eccles and Danielle Brawn to be added to the account as signatories.

Approve Changes to Constitution

Helen has sent a very useful comparison document detailing the proposed changes. Very similar, main differences:

- Current named specific committee roles, new one doesn't
- Minimum of 2 committee members

Helen had emailed full details around ahead of this meeting, she asked if anyone would like to go through the constitution changes in detail and asked for any questions. Vote was taken. Motion unanimously passed to change constitution.

This concluded the AGM meeting and we moved on to the usual bi-monthly PTA meeting.

JANUARY GENERAL PTA MEETING

Nothing outstanding from minutes in November – approved.

100 Club Draw

72	1 st prize	Craig Bennett
11	2 nd prize	Lizzi Hodgkinson

Events Roundup

- **Christmas card project** raised - **£996.51**. a little less than last year, but this may be due to fewer children in Reception this year. Good company to work with, went well. This year, we sorted items into class piles in the community room, office asked parents to collect. May be easier to go home with parents in future. Jenni has agreed to take this on next year.
- **SA toy appeal** – fewer donations generally so SA were particularly grateful
- **Film night** – raised **£436.99**. Went well, no DVDs in computers anymore so films were streamed instead. Crib notes on google drive.
- **Panto** – subsidised, **£639.50** donated. New payment system, not quite as easy to donate extra. Offered £1 more towards each ticket this year.
- **Christmas jumper day** - **£760** went straight to school.

- **Online Christmas raffle - £1838.80.** Fees weren't too bad, cheaper than paper tickets and better for the environment and much easier. Was an interesting experiment, to see how proactively people bought tickets when not actually given them. A few very large donations balanced out some people not buying. Much easier to buy more when not having to write out stubs. People's Fundraising were a good company to work with so on the whole it worked well. Big push to try and hit £2000, came in slightly less but still a good amount raised.
- **Festive baking/craft competition:** Right number of entries, would have taken too much judging time if too many more. 5/6 entries in each category. School council enjoyed doing it, discussed fairness. Prizes were very well spread. People enjoyed doing it, and was a fun festive event when we couldn't run the Christmas fair. Donations were optional but not a big deal, not about raising money.
- **Christmas Treeasy:** Good response, easy fundraising – just need to advertise - **£98.25**, money for nothing

Upcoming Events

We shared a sign-up form with the AGM notice, asking people to volunteer to run events. Important that people take ownership of events with committee support but more autonomy. Make more of sub-committees. We made it clear when we were looking for new Chairs that if people didn't volunteer then events would not be able to continue so we hope that the message has been made clear that people need to put their name forward for things more.

- Launch of preloved uniform shop – coming soon
- Crazy Hair Day – 11th Feb
- Spring Disco Y2&3 - 17th March. Need to get DJ Mole booked in.
- Film night – 31 March Y4-6
- Odyssey Takeover – inset day after easter. No inset day in October this year so this will be run in April instead
- Summer disco R/Y1 – new event, makes sure all children get one disco in now the Halloween disco has been limited to 3 year groups (Y4-6).
- Summer fair – Sat 9th July
- Raffle – mid July

Other Fundraising Ideas:

- Lizzi highlighted that another local school has raised £12k on grants alone – is there anyone who could research this, may be more options open when become registered charity? Match funding may be easier when registered as well.
- Welcome packs for reception children, welcome from PTA. Julie happy to take this on.
- Sponsored events – sponsored reads etc, money from their family – possibly easy money.
- Jubilee commemoration ideas? Could be some sort of fundraiser.

School Wish List:

- Comfortable seating for library
- Air conditioning (env friendly option)

AOB

25 Hannah Sessions prints ordered. Do we want to buy more? We have sold 16, £5 profit each.

Sponsorship from B&H, hopefully they sponsor us again – we will contact them

School need to order some more books from Easyfundraising. Lizzi happy to keep pushing this.

Next meeting TBC – Zoom meeting preferred by Mrs Stray but Hazel/Danielle commented that it may be preferable to do in person for first one as chairs.

Alban City School PTA

An Introduction



Who we are:

We are a [charity](#) formed of volunteer parents and teachers who help to support [Alban City School](#) through fun and creative fundraising events and projects.

Our purpose is: to advance the education and wellbeing of pupils in the school in particular by:

- developing effective relationships between the staff, parents and others associated with the school;
- engaging in activities, or providing facilities or equipment, which support the school and advance the education or wellbeing of the pupils.

Everything we do has to meet one or both of those objectives.

Structure:

Committee:

Currently

Chair

Communications Officer

Treasurer

Secretary

Committee members are elected annually at the Annual General Meeting.

Membership:

All parents/guardians/carers of pupils currently at the school

Any teaching or other staff currently employed by the school

Class representatives are members who come to meetings regularly, help with communication to class parents and often also help run or organise events

All members are invited to our general meetings and have a vote at them.

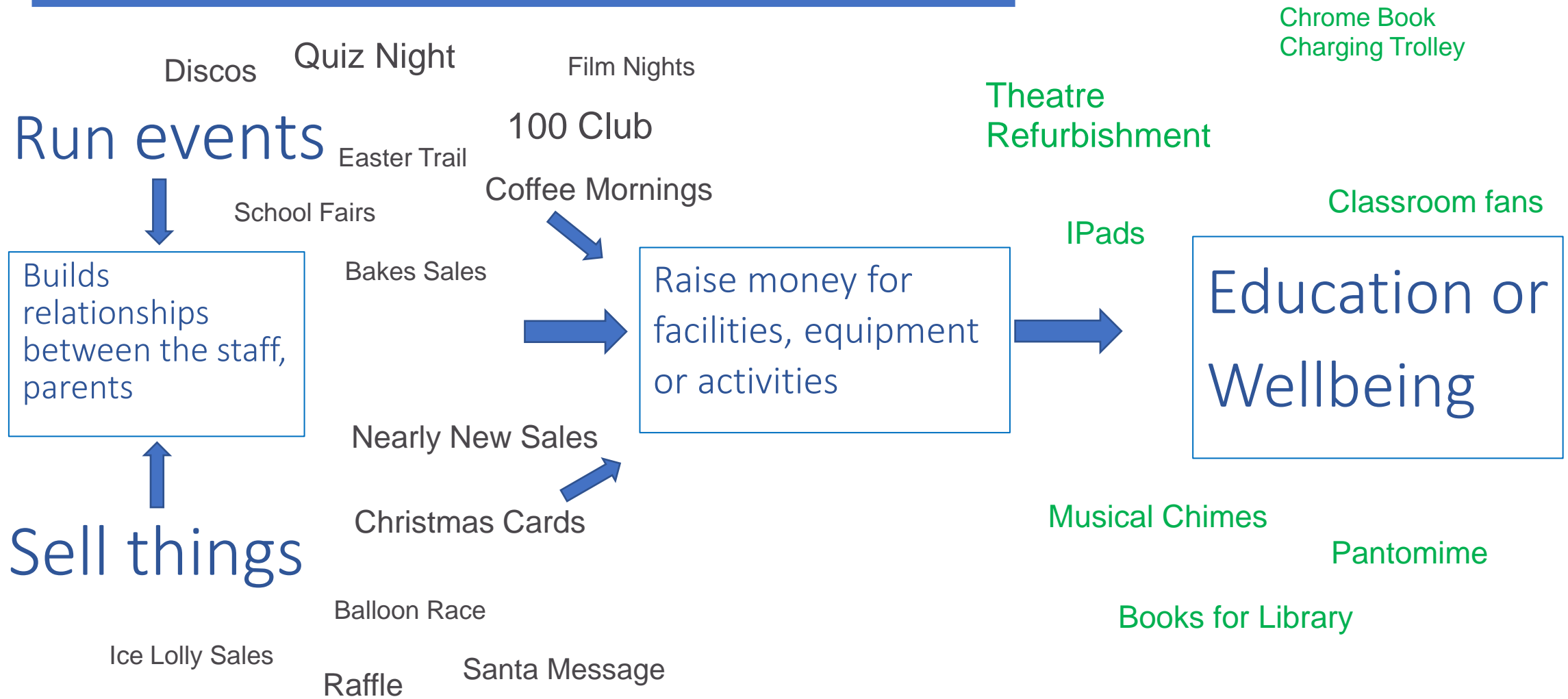
Staff Representative:

Usually the head teacher

Mrs Stray

Helps with advice on needs of the school and of logistics of events held at school

How do we meet our objectives?



Committee / Trustees:

The committee are also Trustees of the charity. This means we have legal responsibilities to manage the charity and its funds. We must:

- Make sure everything we do is in line with our purposes and is for public benefit,
- Make sure things we do are in line with our Constitution and within the law generally
- Act in the PTA's best interests
- Manage our funds and other resources responsibly
- Act with reasonable skill and care
- Make sure the PTA is accountable to our members. Comply with statutory accounting and reporting requirements set by the charity commission.

We are responsible for deciding how money is spent. We take advice from school in the form of a wish list, but we are a separate body and the decision lies with the trustees.

We are also personally liable if the charity loses money – the PTA is insured to cover a lot of reasons this might happen.

Charity Commission:



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Charity Commission is the government department which registers and regulates charities in England and Wales.

Any charity which makes over £5K a year must register with them.

We need to do this.

Lots of benefits available once we are a registered charity that we can't get now:

Gift Aid

Better rates on Paypal and other accounts

Grants

Matchfunding

Raffle prizes

Charity Commission:



CHARITY COMMISSION
FOR ENGLAND AND WALES

What does this involve?

Submit our Constitution and Register

Then every year:

- Trustees need to sign a eligibility declaration document.
- For charities earning over £10K – must do an Annual return – list of questions to check we are meeting our purpose and running charity sensibly. Check our financial controls.
- For a charity earning less than £25K we do not need to submit our accounts or annual report, but must have these ready if asked to provide it.
- Our accounts don't need to be independently examined, but as it is good practice we still do this.

Parentkind:



Parentkind are the umbrella body for PTA's in the UK.

- Insurance
- Advice
- Resources

We are members.

They have a template constitution for PTA's. This is preapproved with the Charity Commission and if we use it we will get fast track charity commission registration. It is very similar to our current one.

AGM:

This meeting happens once a year to:

Elect trustees

Report on work of the last year

Receive the financial accounts from the last year and appoint an independent examiner for the next year

Make any changes to our constitution

We need to do all of these today!

Treasurer's Report:

Treasurer's Report:

2020-21 Financial Year Summary:

Opening Cash: **£10,899.06**

Total Net Income from fundraising and other sources:
£10,576.53, but if including Crazy hair day money
which went directly to school: **£11,508**

2020-21	INCOME	EXPENDITURE	NET	LY
Income				
100 Club				
100 Club	£2,760.00	£1,242.00	£1,518.00	£730.00
Sponsorship and Other Income				
Sponsorship	£1,000.00	£0.00	£1,000.00	
Bank Interest	£1.93	£0.00	£1.93	£2.58
Other Income	£629.86	£0.00	£629.86	£710.58
Other Income Subtotal	£1,631.79	£0.00	£1,631.79	£713.16
Fundraising Events				
Nearly New Uniform Sales	£360.03	£0.00	£360.03	£219.01
Hamper Raffle	£2,160.00	£133.20	£2,026.80	£0.00
Santa Message	£164.00	£0.00	£164.00	£0.00
Christmas Cards	£1,139.64	£20.54	£1,119.10	£1,132.73
Balloon Race	£667.12	£45.00	£622.12	£0.00
Quiz Night	£616.91	£114.39	£502.52	£763.12
Easter Trail	£576.48	£30.00	£546.48	£0.00
Tote Bags	£825.00	£28.12	£796.88	£0.00
Leavers Print	£160.00	£125.00	£35.00	£0.00
Summer Hamper Raffle	£1,352.00	£198.29	£1,153.71	£0.00
Ice Lolly Sales	£130.10	£30.00	£100.10	£0.00
Halloween Disco				£917.91
Bake Sale (Oct)				£249.95
Odyssey (Oct)				£238.00
Comedy Night				£300.94
Christmas Fair				£4,030.10
Cook Book				£80.00
Popcorn Film Afternoon (Phase 1) (Dec)				£201.85
Bake Sale (Feb)				£160.90
Spring Disco				£246.67
Lockdown Event 2				£122.20
Online Comedy / quiz night				£707.72
Fundraising Total	£8,151.28	£724.54	£7,426.74	£9,371.10
Income TOTAL	£12,543.07	£1,966.54	£10,576.53	£10,814.26
Money Direct to School				
JustGiving Events - donations paid direct to school				
Crazy Hair Day			£931.36	
			£931.36	

Treasurer's Report:

2020-21 Financial Year Summary:

Opening Cash: **£10,899.06**

Total Net Income from fundraising and other sources:
£10,576.53, but if including Crazy hair day money which
went directly to school: **£11,508**

Total Net Expenditure on donations, funded events and
running costs: **£5,554.69**

Total Gross Receipts: **£12,576.07**

Total Gross Payments: **£7,554.23**

Remainder of this years funds to be added to savings, to
be used for future grants as and when suitable
opportunities arise: **£5,021.84**

Closing Cash: **£15,920.90**

Expenditure				
PTA Gen Expenditure	£0.00	£333.63	-£333.63	-£644.78
Money Donated / Events Funded				
Payments to school			£0.00	-£8,685.96
Art Equipment		£557.97		
Pantomime money		£150.00		
Book money		£1,626.91		
Book money		£664.00		
Chrome Book Charging Trolley		£965.74		
5 Fans for classrooms		£156.95		
Money to School TOTAL	£0.00	£4,121.57	-£4,121.57	-£8,685.96
Other Donations - Trees for Life	£0.00	£150.00	-£150.00	
Christmas Disco	£0.00	£384.00	-£384.00	
Year 6	£33.00	£598.49	-£565.49	-£1.00
Other Donations TOTAL	£33.00	£1,132.49	-£1,099.49	-£1.00
Expenditure TOTAL	£33.00	£5,587.69	-£5,554.69	-£9,331.74

	Receipts	Payments	Remainder
NET TOTALS	£12,576.07	£7,554.23	£5,021.84

Treasurer's Report:

2021-22 Financial Year Summary for year to date:

Opening Cash: **£15,920.90**

Total Net Income from fundraising and other sources:
£6648, with another **£760** which went directly to school.

MAIN INCOME AND EXPENDITURE ACCOUNT 2021-2022				
	These columns form accounts			olumns for PTA
2021-22	INCOME	EXPENDITURE	NET	LY
Income				
100 Club				
100 Club	£1,144.00		£1,144.00	£1,518.00
Sponsorship and Other Income				
Sponsorship	£500.00	£0.00	£500.00	£1,000.00
Bank Interest	£0.00	£0.00	£0.00	£1.93
Other Income	£326.40	£0.00	£326.40	£629.86
Other Income Subtotal	£826.40	£0.00	£826.40	£1,631.79
Fundraising Events				
Nearly New Uniform Sales	£109.76	£0.00	£109.76	£360.03
Christmas Raffle	£1,838.80	£0.00	£1,838.80	£2,026.80
Santa Message	£0.00	£0.00	£0.00	£164.00
Christmas Cards	£996.51	£0.00	£996.51	£1,119.10
Film Night (Oct)	£520.59	£83.60	£436.99	
Balloon Race			£0.00	£622.12
Quiz Night			£0.00	£502.52
Easter Trail			£0.00	£546.48
Tote Bags			£0.00	£796.88
Leavers Print			£0.00	£35.00
Summer Hamper Raffle			£0.00	£1,153.71
Ice Lolly Sales	£0.00	£0.00	£0.00	£100.10
Halloween Disco	£708.53	£154.98	£553.55	
Bake Sale (Oct)				
Odyssey (Oct)	£1,514.50	£772.00	£742.50	
Fundraising Total	£5,688.69	£1,010.58	£4,678.11	£7,426.74
Income TOTAL	£7,659.09	£1,010.58	£6,648.51	£10,576.53
Money Direct to School				
JustGiving Events - donations paid direct to school				
Christmas Jumper day			£760.00	
			£760.00	

Treasurer's Report:

2021-22 Financial Year Summary for year to date:

Opening Cash: **£15,920.90**

Total Net Income from fundraising and other sources: **£6648**, with another **£760** which went directly to school.

Total Net Expenditure on donations, funded events and running costs: **£1,510** so far, plus we are committed to giving another **£5,604**

We have therefore fully allocated all money raised so far this year and spent **£466** of the money raised last year too.

Current Cash: **£21,060** and after other grants are paid this will be: **£15,456**.

Expenditure				
PTA Gen Expenditure	£0.00	£123.00	-£123.00	-£333.63
Money Donated / Events Funded				
Payments to school				-£4,121.57
Spellcheckers		£303.49		
Books		£248.21		
Book Stamp		£25.98		
Pantomime Subsidy		£639.50		
Money to School TOTAL	£0.00	£1,217.18	-£1,217.18	-£4,121.57
Other Donations	£0.00	£120.00	-£120.00	-£150.00
Christmas Disco			£0.00	-£384.00
Festive Craft Comp	£30.38	£80.00	-£49.62	
Year 6	£0.00	£0.00	£0.00	-£565.49
Other Donations TOTAL	£30.38	£200.00	-£169.62	-£1,099.49
Expenditure TOTAL	£30.38	£1,540.18	-£1,509.80	-£5,554.69

Grant Commitments	
16 I pads	-£4,304
Gardening	-£420
Musical Chimes	-£760
Trees to April	-£120
Total	-£5,604

Treasurer's Report:

We are grateful for the many hours the trustees and other member volunteers have spent in organising our fundraising events. Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much!

