

# Trellech Primary School P.T.F.A

## A.G.M minutes

**Thursday 27th June 2023**

Meeting held in Trellech Primary School hall

Present: Ann North, Bex Goodyer, Rhian Hockey, Jody Walker, Laura Sims, Corella Williams-Young, Kate Peacock, Becky Evans, Catrina Whyte, Helen Rees, Joanna Kersley, Holly Pither, Kim Oliver

Apologies: Annabel Holtam, Clare Catto

### 1) **Welcome, apologies and minutes from the last A.G.M**

A.N opened by welcoming everyone and thanking them for attending. She explained that the A.G.M was being held earlier than in previous years as she and the other officers believed it practically made more sense to hold in the Summer term to allow better planning for the next academic year. All agreed. No matters arising from the last A.G.M minutes.

The Chair's full report is shown below:

### ***Chairs Report - Thursday 27th June 2024***

*Thank you for taking the time this afternoon to attend Trellech Primary PTFAs AGM.*

*The PTFA's role is to organise fundraising events and activities for the children, making them as much fun as possible, to involve as many people as we can and to access funding and grants on behalf of the school where applicable. The AGM is the PTFAs only strictly formal meeting of the year, covering committee elections and the treasurer's report.*

*This year has seen quite a few changes within the PTFA due to almost all the elected committee positions being filled by new parents. It's been a very steep learning curve and lots of lessons learnt along the way.*

*Together we have continued to strengthen our relationship with the school, have implemented a more robust financial operating system and have tightened other policies to ensure everyone's safety at all PTFA events.*

*We have been fortunate to see an increase in active membership resulting in us being able to facilitate events for the children to enjoy and make lasting memories.*

*Here is a summary of events run so far this year.*

***Termly disco*** - new format - Over 100 children at each disco.

***Wreath Making*** - First adult only social. Hope to have more in the future.

***Christmas Fayre*** - Really well attended, great to collaborate with the school. We were keen to make it more of a craft event rather than games and this was well received. There were some space issues but sure we can appease this in the future.

***Easter Eggstraveganza*** - Another really well attended event, with egg decorating and rolling and a fantastic egg hunt. Thank you to Poppy for securing so many free eggs for this event.

***TGT*** - This event is organised by our wonderful sub committee headed up by Clare Catto and Annabelle Holtam who created a fantastic event for the juniors with 14 acts performing. Great to receive sponsorship from Playworks and Jim Hannington to help with the running of this event. Sponsorship really is an area the PTFA should explore more when organising events as it does have quite a large impact on profitability.

***Olympic event*** coming soon

*In addition to these larger events we have also seen the PTFA organise:*

*Book sales*

*Refreshments for sports days/ school play/new parents meeting*

*Second Hand uniform scheme - Rebecca Evans has very kindly taken this on this year and has whipped the pre loved uniform into shape, streamlining products and keeping an up to date spreadsheet with current stock. In addition she has set up an online system that is accessible to all.*

*School lottery - This is a real benefit to the PTFA and generates a steady and substantial income throughout the year. Helen Rees has overseen the School Lottery this year and has done a fantastic job of advertising and promoting it at events and online. Thank you Helen for your time and work in this area.*

*By running these events the PTFA has liaised with the school to identify areas that would benefit from a little financial assistance. We have provided funding for*

***Netball Equipment***

***School trip transport £150 per year group***

***Louby Lous Foundation Phase Workshops***

***Book tokens for World book day***

***Gardening Project***

***Personalised Christmas Pens for every child***

***Leavers hoodies***

***Cameras x 4 +SD cards***

*Having recently consulted with the school we are currently researching the cost of  
Sunshades in the infant yard*

*Blind in the hall*

*Sports equipment top up*

*Shed for PTFA equipment*

*Covering resource costs for afterschool clubs*

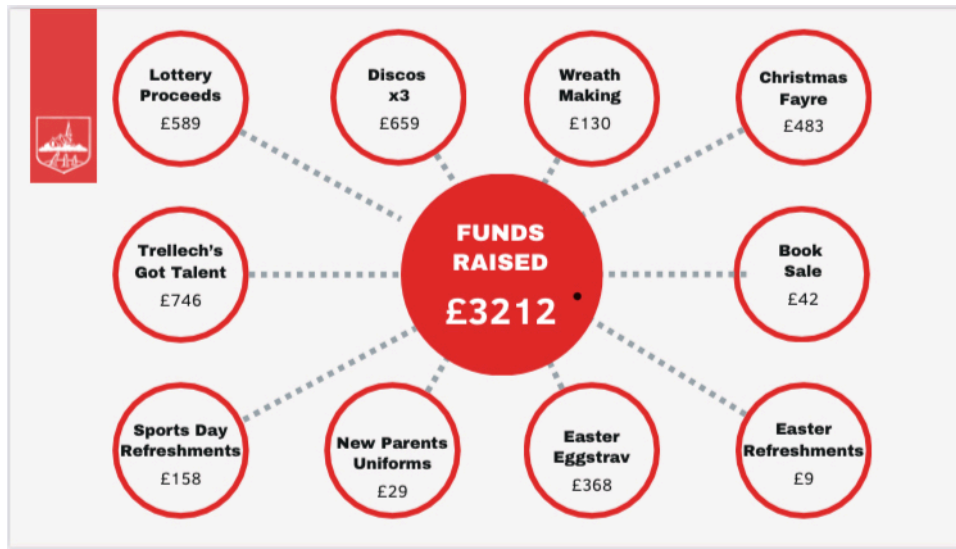
*Looking back over these lists it makes me feel quite proud of what we have achieved and before we move onto the formal part of the meeting we would like to issue a few thank yous.*

*Firstly a thank you to Mrs Appleton and Mrs Shaw in the office to whom we are always extremely grateful for their continued support. Without them you probably would not know about half of the events and activities we arrange. Not only do they support us through communication, Parentpay, they help arrange diary dates, DBS checks, photocopying, and many more ad hoc requests.*

*Thanks also to Laura Sims for admin and advice. A massive thank you to Mrs Peacock and her fabulous team who have supported us and helped us navigate this year of PTFA change.*

*Finally a huge thank you to the committee members and all the helpers who yet again have somehow managed to pull together these amazing events despite having to work, look after children, cook, clean, do reading, spellings, wash forest school clothing and with many other things along the way. It goes without saying that without all the PTFA helpers, who generously bake, man stalls, loan equipment, boil eggs, pack and unpack the shed, apply tattoos, sponsor, donate and contribute there would be no PTFA.*

A.N stated that she felt this year had been a steep learning curve with lots of hard work, but a success. She was polarised with support, with no event struggling for volunteer numbers. A.N also showed a Powerpoint presenting photos and a visual summary of all the events and funds raised. One such slide is shown below:



## 2) Treasurer's report

The treasurer's report as given by J.W:

AGM 27 June 2024, Trellech Primary School

Trellech PTFA Treasurer's Report September 2023 – June 2024

Prepared by Jody Walker

This is my first AGM as Treasurer after taking over the role in November 2023. We have had a busy year of successful events with a new team at the helm of the Trellech PTFA.

During this period, there were two strands to the PTFA's finances. One is a grant from the National Lottery Community Fund, to be used to benefit the community and school. The other is the PTFA activities.

### Fund raising activities and events

Fundraising activities raised net receipts (i.e. after deducting costs) of £3,212.67.

The main activities were:

Event	2023-2024 Fund raised
Discos x 3	£659.24
Wreath Making - 30 November	£129.82
Christmas Fayre - 15 December 2023	£482.94
Book Sale - 8 March	£42.05
Easter Play Refreshments - 18 March	£8.70
Easter Extravaganza - 22 March	£368.01
New Parents Session (Uniform) - 2 May	£29.00
Sports Day - 11 & 12 June	£158.09
Trellech's Got Talent - 7 June	£745.82
Lottery proceeds	£589.00

We received direct donations from Playwood and 21 at 12 for Trellech's Got Talent. A big thank you to Becky and Jim.

### School projects and trips

• Rossiter Books – tokens for Book Day	£37.50
• Leaver's hoodies	£522.00
• Christmas gifts – named pens for each child	£250.75
• Year 2 – Brooks Dairy (to be paid)	£150.00
• Years 4 & 5 – BBC Studios Cardiff (to be paid)	£300.00
	<b>£1,260.25</b>

We have agreed to provide £150 each to Reception, Y1 and Y3, but this not yet been claimed therefore is not included in the totals.

In addition to the above, Ceri Jones secured a grant from the National Lottery Community Fund of £7,345. The grant was to be used primarily for projects or items that benefit the community.

With this grant we funded an extension to The Pod including built in storage seats, a sound system & microphones and 2 gazebos.

Netball equipment, including nets, bibs and balls have been purchased as well as cameras to be used for school and other events.

The grant was also used to purchase items essential for running events such as tables, hot water dispensers and squash dispensers.

There is **£354.10** of the fund remaining.

### Bank balances:

• Opening balance on 1 September 2023	£8,263.75
• Closing balance on 24 June 2024	£9,050.18*

\*includes remaining NLCF grant of £354.10

### Comments and observations:

- Some school projects included in the last AGM report were paid after 1 September but have not been included again in this report.
- We should look to increase participation in the School Lottery as this provides a good steady income for minimum effort.
- We need to encourage parents to book events via ParentPay as soon as possible to help with budgeting and catering for events.
- A reminder to submit receipts as soon as possible to ensure timely reimbursement. Email to [trellechptfareceipts@gmail.com](mailto:trellechptfareceipts@gmail.com)

I am happy to conclude that the PTFA's finances are in a healthy state, and that the PTFA are in a position to continue to fund projects in 2024-25.

Jody Walker

PTFA Treasurer

27 June 2024

