



PTA AGM Minutes 22nd October 2020 8pm

Full list of attendees held in PTA records but not listed on minutes published on website.

Item	Minutes	Actions
1. Apologies for Absence	Unofficial apologies from anyone not on the attendees list ! Official apologies were sent from DR- but she did manage to join us!	
2. Minutes of AGM 2019	Reviewed and accepted	
3. Matters arising from minutes of last AGM	None	
4. Chair's Report 2019/20	<p>£12,754 raised despite < 2/3 of the events being held Presentation break down of last years events and previous use of funds. (see appendix 1) Justin Hoyer- Sports hall still an idea and work in progress but no plans for this year Main project for this year- Forest School area, ensure some areas are useable all year round, and enable greater use of it all the time. Plans not yet formalised Ideas for this year:</p> <ul style="list-style-type: none"> • Pumpkin Trail • Virtual Coffee morning • Christmas Cards • Virtual/distanced Christmas event- any ideas welcome • Christmas lottery • Support families having a difficult time-again ideas welcome of COVID safe ways to do this 	<ul style="list-style-type: none"> • Please share fund raising ideas for the year • Please promote Acorn fund • Please promote Amazon Smile • Please volunteer in any way you can • KP will email teachers of classes that do not yet have a class rep <p>Join in Don't be Shy and keep in touch</p>
5. Treasurer's Report	See appendix 2 for full details If anyone wishes to see the full accounts please email the PTA.	End of year accounts to be submitted once verified

6. Appointment of independent Examiner of accounts for year ending 31/8/21	Richard Adams has kindly agreed to do this	
7. Election of Officers	<p>Chair- Charlotte Westcott Vice Chair- Putri White nominated by Charlotte Westcott for Vice chair, seconded by Charlotte Sellers- no objections. Putri appointed Secretary- Kirstie Pearson Treasurer- Cath McQuiad Other Officer(s) Ordinary Committee members- class rep posts already discussed</p> <p>Thanks expressed to Paul Swan for his time as Co-Chair and Chair over the years.</p>	
8. New Constitution	Agreed and accepted	To be signed and formally adopted
9. Other business		

Appendix 1:

Break down of profit from last years events:

- Disco £1395
- Wreath workshops £677
- Christmas Fair £3,300
- Move Night £ 550
- Pop up Café £482
- Cake sales £850
- Acorn Fund £5,489
- Gift Aid £2,362
- Just Giving £1021
- Tesco £1166
- Bedtime story £85
- Xmas cards £85
- Yearbook £ 311

Money given to school:

- £1000 for library and book stocks Reading on school improvement plan
- SEN contribution £500,
- Classroom budgets £200 per class

Appendix 2: Treasurers Report

This has been a strange year for fundraising. Due to lockdown, the PTA have not been able to hold the events that would normally take place. This has meant that in comparison with previous years the takings are down approx. 50% on those in 2016/17 and are less than 30% of those taken last school year. Fundraising in this coming year is going to be a challenge, with the normal running of events still on hold. We will need to be more inventive virtually and make more use of the Acorn Fund. This has not been promoted the past couple of years and you can see that it has been reducing, from c£7000 to this year £5480. Without promotion, I estimate that this year's will be around £3600 as in September we saw another drop in the monthly payment when year 6 children / parents left the school

Surplus from previous 3 years for comparison: 2017- £25,550, 2018-£ 38,600, 2019- £ 46,832

PTA Financial Report September 2019 - August 2020			
Summary P&L			
Events	Income £	Expenses	Surplus
Disco	2,150.16	754.25	1,395.91
Christmas Fair	4,394.96	1,066.27	3,328.69
Christmas Cards	706.20	0.00	706.20
Wreath Making W/shops	1,502.75	677.73	825.02
Film Night	1,077.00	500.87	576.13
Pop Up Café	1,244.25	761.75	482.50
Cake Sales & Bedtime Story	935.00	0.00	935.00
Yr 6 Annual	575.00	263.82	311.18
Acorn Fund	5489.57		5,489.57
Gift Aid	2362.51		2,362.51
Tesco	1166		1,166.00
Other Donations	1021.94		1,021.94
Classroom Commitment		3,600.00	-3,600.00
Chrome Books		2,000.00	-2,000.00
Cash Float	162.35		162.35
Other Expenditure		417.09	-417.09
Total	22,787.69	10,041.78	12,745.91

Cashbook Balance:		£
Opening Cashbook Balance Sept 2019		£100,386.22
Plus : Total Receipts		£21,625.78
Less : Total Payments		-£12,738.88
Closing Cashbook Balance Aug 2020		£109,273.12
Movement in the year		£8,886.90

Reconciliation from Bank Account to P&L

	<u>£</u>	<u>£</u>
Surplus from Income & Expenditure		12,745.91
Add		
Deposit from prior year	872.33	
Settlements not cashed	627.25	
		1,499.58
Less		
Spicer & Cole prior year settlement	435.00	
Monies not paid in yet	4,298.59	
Money owed to PTA	625.00	
		5,358.59
Movement in Bank Account		8,886.90
Opening Balance		100,386.22
Closing Balance @ 31st August 2020		109,273.12
<u>Committed to Spend</u>		
Settlements not cashed	-627.25	
Money owed but not paid in	4,923.59	
Committed Funds Playground	-75,000.00	
Library & SEN Last year	-1,500.00	
Classroom, Library & SEN	-5,100.00	
		-77,303.66
Available Funds		31,969.46