

RALPH BUTTERFIELD SCHOOL PTA

ANNUAL GENERAL MEETING – Wednesday 25th September 2024

Welcome and thank you everyone for coming today.

Today is our AGM – short meeting to talk through what we did last year and elect our committee. There will be a short report by me and then one by Clare as our Treasurer. There will be an opportunity at the end for any of matters

Attendees: Joanne, Clare, Celia, Lucy G, Claire H, Mrs Robinson, Katie, CJ Mortimer

Apologises: Lucy C, Janice, Nina, Ben and Denise

Chairpersons Report 2023-2024 – Joanne Barrow

Firstly, I would like to say thank you for attending today and all your support for the PTA. We have such a lovely team and school that makes raising money such a nice experience.

Last year we had a PTA team of around 20 people, which includes the committee members consisting of a Chair, Vice Chair, secretary and treasurer, who also hold positions as charity trustees, who decide how the charity should run and spend its funding aligned to its objectives.

I normally start my report with a summary of what events we have had last year but I am going to start this report with how we have spent our funds. Last September, we were all so proud to be part of the opening of the new school playground, including some of our children. As a whole PTA – current and past members we have all worked hard in raising the £16,500 that we contributed to this project. It looks amazing and we know it will be enjoyed by current and future children for years to come. This also demonstrated the great relationship the PTA and school have – both working towards the same goals. Clare, our Treasurer will go through other spends but I was pleased that it included a number of school trips and visitors into school. As a PTA we are lucky to raise good sums each year and we want to keep spending it so our school feels they can afford resources and special events that really enrich the children's school lives.

Last year was a very successful year again, raising £12,300, which was consistent with the year before, which is amazing.

We have come to have three discos in a school year – one in October, a UV one in February time, which adds a bit of excitement and finally a summer outdoor one which has always benefitted from lovely summer evening weather. The children also enjoy a Break the Rules Day – a simple format but the children enjoy wearing something different for the day and our funds really benefit.

It was great to join forces with Haxby Playgroups and put on a small fashion show, this not only raised some funds for both settings but started to forge good relationships between us too. We also welcomed York Concert Band for a second year for their Christmas concert,

which was a wonderful evening of songs from the musicals and Christmas carols and we attracted a slightly larger audience of community members.

I am particularly pleased with the amounts raised from the Parvin night which raised over £200 more than last year and we had greater ticket sales from the school community. I'm also proud of how the Summer Fair went. We receive really nice feedback from parents that they enjoy the Fair, it has a good atmosphere and they enjoy the bar, food and games. We received great feedback from Flying Ducks also who enjoy performing on the night, we are lucky that they can join us. We opened earlier by 30mins and it was quite a big task to get enough volunteers and we had a busy week prior trying to plan for wet weather, but thankfully it stayed dry. We nearly topped £4000 for the Fair – which is incredible for 2.5 hours.

We continued with other firm favourites like Christmas cards, bags2school and the Christmas raffle and I'm sure Clare will go through this detail.

We continue to adopt the Parentkind Model Constitution, giving us a structure to run our PTA by. We are also a registered charity approved by the Charity commission.

As a group, the PTA meet once a month usually on an evening, and it is a very informal meeting to discuss ideas and the sharing out of tasks. The PTA serves a vital role within the school community and for it to continue and go from strength to strength it needs more people to volunteer their time.

I would like to say a huge thank you to the Committee – to Lindsey the Vice Chair, who has stepped down as Elsa has gone to secondary school, we will all really miss her. Her fabulous organisation skills and how she held the secret room events with fantastic shopping skills. Also to Celia as our wonderful secretary in her first year and Clare as Treasurer who somehow smashes it every single year. I would also like to say thank you to all the team who give their time and creativity all year and make it so enjoyable and finally to Mrs Robinson, who remains a wonderful Teacher Representative for our PTA. We will also miss Mrs Clark this year but we look forward to her return as soon as she is well enough.

As many of you know I am stepping down this year to a team member. My son is in year 6 so I will soon be leaving school, like he will. I think I make it very obvious in the PTA and in my life generally how much I have loved chairing the PTA, even in the covid years, which were incredibly hard personally I have enjoyed making a difference to school, meeting new people and being part of a team who all love raising funds for school. I will miss it very much but I have this year to hopefully pass on experience to the new chair and vice chairs.

We will move on to the election of the committee following Clare's financial update.

We really hope you can join our team. It's good fun and makes a big difference to the school. We even get a night out or two together! Thank you very much and now we will have the Treasurers report from Clare.

Joanne Barrow – PTA Chair

Ralph Butterfield School PTA - Finance Report 2023/24

Last year was my ninth year as treasurer of the PTA. Once again, we had another fantastic year of fundraising – raising an amazing £12,300 in total.

The PTA hold a community account with Barclays. There are three authorised signatories on the account – myself, Joanne and Celia. Payments out of the account are made by cheque only, with two signatures required to authorise any payments over £100. The balance on the account as at the end of August was £19,071 – down from £31,498 at the same time last year, mainly due to the large spend on the playground equipment that went out of the account last year.

The finance report shows the amounts raised by each of the fundraising events we held last year - the biggest fundraiser being the summer fair, which was once again lucky enough to benefit from great weather on the day. To raise almost £4,000 in just over 2 hours is an incredible achievement which we should all be very proud of. School discos are always popular, raising just under £1,500 in total across the three discos. The Parvin quiz night was also well attended again this year, raising a fantastic £950.

In the run up to Christmas, we organised a number of different fundraisers – our big Christmas raffle, the York Concert Band Christmas concert, selling Christmas Eve bags/baubles and the ‘design your own Christmas card’ scheme. Between them, these fundraisers added £2,850 to our total. Mother’s Day and Father’s Day secret rooms are always a firm favourite with the children, enabling them to choose a gift independently from our secret room stalls. This relies on the expert shopping skills of PTA members, along with some creative thinking (and crafting) to ensure our stalls are fully stocked on the day. Together these events raised £1,490 this year – our best result ever. We received a generous donation of £250 again this year from Aire Logic. We also continued to run all the usual smaller scale fundraisers (such as break the rules day, bags2school, 2nd hand uniform sales and so on), which all contributed to our brilliant total of over £12,000 – a massive achievement.

As you can see, donations from the PTA to the school this year have totalled more than £22,500, including £16,500 on the playground climbing frames and equipment, £1,750 on a laptop charging trolley and another £1,500 on other equipment for the children to play with at breaktimes. £1,200 was spent on funding school trips for a number of year groups.

We have funded a number of experience days and visitors to school such as the Diwali dance workshop, the Buddhist visitor and the KS1 experience day at a cost of £670. We have also continued to provide the usual funding for a year 6 fun day, the purchase of book bags and gifts for new starters and a small Christmas gift for each child in reception and key stage 1, together totalling £950.

We look forward to seeing more spending over the next year.

Regarding my role as treasurer, as my youngest daughter is now in year 5, I am looking forward to handing over the reins to the next treasurer at some point in the near future, so if you are interested or know of anyone who might be then I’d be more than happy to have a chat about the role.

Funds raised:

Summer fair	£	3,930
Discos	£	1,490
Parvin night	£	950
Christmas Raffle	£	920

Christmas Eve bags	£	790
Mother's Day secret room	£	750
Father's Day secret room	£	740
Christmas cards	£	610
York Concert Band Christmas concert	£	530
Break the rules day	£	410
Bags2School	£	360
Donation from Aire Logic	£	250
Ice pops	£	200
Fashion show	£	180
Stikins	£	130
Second Hand Uniform	£	60
Total	£	12,300

Donations to School:

Playground climbing equipment and markings	£	16,500
Laptop charging trolley	£	1,750
Playground toys/equipment	£	1,560
Coach travel for school trips	£	1,100
Year 6 fun day	£	600
Diwali dance and storytelling workshop	£	440
Reception book bags and gifts	£	230
KS1 experience day	£	130
Infants Christmas Presents	£	120
Harlow Carr trip – EYFS	£	100
Buddhist visitor	£	100
Total	£	22,630

Equipment purchased:

N/A

Bank Balance as at end Aug 2024	£19,071
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Appointment of an Independent Examiner of Accounts for 2023-2024 – Matt Humphreys

Election of the Committee

These roles are also Trustees as we are a registered charity

- In the role of Chair – **Not filled**
- In the role of Co-Vice Chair – Claire Hoskin
- In the role of Co-Vice Chair – **Not filled**
- In the role of Secretary – Celia Cameron
- In the role of Treasurer – Clare Parr
- In the role of Vice Treasurer – **Not filled**

Election of Team members – CJ Mortimer

School Representative – Mrs D. Robinson

Adoption of the Constitution - All agreed to continue to adopt the constitution in place by Parentkind and to continue to work with the school to provide funding to support resources required.

Any Other Business:

Discussion of getting more committee members

In Addition:

EXTRAORDINARY GENERAL MEETING – Friday 15th November 2024

Attendees: Joanne, Clare, Celia, Claire H, Ben, Rachel, Natalie

Apologises: Lucy C, Janice, Nina, Denise, Lucy G, Lucy H, Hayley B, Lauren, Becky M, Leanne, CJ Mortimer, Karen C and Emma B

Election of the Committee

These roles are also Trustees as we are a registered charity

- In the role of Chair – Ben Lodge
- In the role of Co-Vice Chair – Rachel Hawkins
- In the role of Vice Treasurer – not filled

Election of Team members – Lucy Heath, Hayley Broom, Natalie Conversion, Lauren Lucas, Emma Bennett, Abbey Withers and Becky Macfarlane.

Any Other Business: None