

Friends of Broadbottom Primary School (aka Broadbottom PTA)

Annual General Meeting

Thursday 14th November 2019, 7.30pm

Present: Joanne Marrow, Kim Dodd, Helen Roscoe-Rutter, Rebecca Threlfall (minutes)

1. Rebecca opened meeting. It was noted that there were insufficient people in attendance to make the meeting quorate, however we would continue to meet in order to progress future plans for the PTA.
2. Minutes of the last AGM were circulated, however because no one present had been in attendance at the previous AGM, they could not be confirmed as a correct record.
3. Rebecca (Vice-Chair) presented the Chair's report (in the absence of a chair) (see attached)
4. Rebecca ran through Treasurers report- key highlights being that over the year we had raised £2,371.23
5. Election of committee

It was noted that Deborah Smith stepped down as Chair at last PTA meeting on 27th June (children moving to a different school). Sara Probert also confirmed her intention to step down as Treasurer at the same meeting, however agreed to continue until her children also left the school (4th October). Hayley Gaskell also resigned from her post as Secretary on 11th September. Rebecca agreed to continue in her position of Vice-Chair until / and if new recruits for the officer posts could be found. Kim expressed an interest in taking on the position of Treasurer.

6. School priority projects for year ahead
 - a. £300 coach for Robinwood
 - b. £250 leavers hoodies
 - c. £130 Christmas book / other gift for all children
 - d. £250 Match grant recently received from Church Mottram Fund 'Literacy for Pleasure' to enhance provision in the library
 - e. Also spoke about committing to 2020/21 Music in Schools (funds already sourced for this academic year).

7. Options for future fundraising:

Discussion took place around future fundraising activities. In particular group agreed to progress with Christmas Fair, and look at further joint ventures with Broadbottom Pre-School (including Broadies Bingo and Pre-loved). Also discussed value of requesting donations using FaceBook and also EasyFundraising (currently have an inactive account).

8. Next steps: Send out note (via bookbags and FaceBook page) that more people were needed, especially a Chair and Secretary. Also, to include planning meeting date on Tuesday 19th November for Christmas Fair.

After Friday 22nd November, decision to be made about future of PTA. If we get three officers, we need to:

- a) Amend Charity Commission details removing old committee and adding new officers.
Complete Annual Return.
- b) Update bank mandate to include Kim Dodd, another PTA signatory, plus add Deborah Meadon on as school signatory to ensure continuity. Make sure that clear financial controls are established and recorded.
- c) Rebecca, Kim and Sara to meet to agree payments to school to commit to activities as outlined above, and then confirm handover of treasurer information to Kim.

Rebecca thanked everyone for attending.

Meeting ended 9.10pm

Friends of Broadbottom Primary School (AKA Broadbottom PTA)

Chairs Report: Key achievements in the academic year 2018 – 2019

Firstly, a massive thanks to everyone involved in the fundraising events that have taken place over the last 12 months. For such a small school we have managed to raise an amazing amount of money, which is testament to the good will and community spirit at Broadbottom Primary School.

A particular thanks to the parents who have been involved in the Committee over the academic year, including Liz Vincelli (Chair) and Karen Boothroyd (Secretary) who stepped down from their positions on 4th February, with Deborah Smith moving from Vice Chair to Chair, and Hayley Gaskell being appointed as Secretary. I also took up position as Vice-Chair at the same time. Throughout the year Sara Probert continued as Treasurer. Deborah also resigned from her position as Chair when her children left the school at the end of the academic year.

Over the year we raised an impressive **£2,371.23**.

A range of activities and events took place over the year; the biggest school based income generator was the Christmas Fair and related activities raising £545.64.

Two large community based fundraisers also took place co-ordinated by parents from Broadbottom Primary School and Broadbottom Pre-School. The annual Pre-loved event raised £866.90 (including the bag2school weigh in) and the new Broadies Bingo raised £349.93. As far as I understand, there will be plans to repeat these activities during this academic year.

Some smaller school events took place over the year where the emphasis had been on raising funds but also providing fun activities for the children. These included 2 school discos, an Easter Trail, and dressing in red for Valentine's Day. These raised £340.16.

In addition, PTA also provided refreshments at events throughout the year including parent pride assemblies, on sports day (where second hand school uniform was also sold) and achievement night. These activities raised £268.60.

A special thanks to all parents, grandparents, school staff and fellow PTA committee members for your combined efforts in planning, donating, raffling, pouring, wrapping, counting and lugging amongst many other tasks; without your efforts, these activities would not have taken place and the amounts raised would not have been reached.

During the year this funded:

Leavers Hoodies 2018 £245.32, PTA insurance and membership £105, Kids Hi Visibility Vests £162.79 and Leavers Hoodies 2019 £243.95. A total of £757.06 was spent.

The PTA committee was also approached by the school to support the redevelopment of the playground and it agreed to commit £1,000 towards this venture. (This figure will show in 2019-2020 accounts)

Total of £1757.06 spent or committed during 2018-2019.

Next steps for supporting school:

The PTA is a charity and as all members of the PTA who are currently officers have already or will be formally stepping down at the AGM, if no-one is able to take up these positions, then as a last resort we may need to 'wind up' the charity. It is important to note that the charitable status of the PTA does have advantages including allowing us to access funds from grant making trusts that schools sometimes are unable to access directly; plus trying to re-instate a charitable status for the PTA in the future may be challenging and time consuming. It would not however stop us fundraising for the school; parents and school staff would just have to take a different approach.

The remaining funds raised during 2018-2019 are available for activities or items that will further support the school and children. The school have mentioned possible options this year including: new laptops, support towards coach costs for trips and enhanced library provisions. We have also supported the music service regularly and this may be something we should commit to again. These options can be discussed again at the AGM.

We need to consider now how the Charity can move forward. In the meantime if you would like to help the school in the run up to the Christmas Fair which is being co-ordinated by school this year, please let the school office know as they would love to hear from people who can help out.

Once again, thank you to all involved during 2018-2019 and I hope that there is now an opportunity for new people to come along, get involved and support the school!

Rebecca Threlfall, Vice-Chair, on behalf of Broadbottom PTA

Appendix Two

Broadbottom CofE School PTA Accounts 2018/2019

	£	£
Balance B/f 2017/18		1,910.22
<u>Income</u>		
Christmas	545.64	
Parent Prides	80.10	
KS1 Disco	32.36	
Valentines wear Red	92.20	
Easter	163.55	
Broadies Bongo Bingo	349.93	
Pre-loved	732.50	
KS2 Disco	52.05	
Bags2School	134.40	
Sports Day	58.00	
Achievement night	130.50	
	<hr/> 2,371.23	
<u>Expenditure</u>		
Leaver Hoodies 2018	245.32	
Parent Kind	105.00	
Kids Hi Vis	162.79	
Leavers Hoodies 2019	243.95	
	<hr/> 757.06	
Total income less expenditure		1,614.17
Balance c/f 30/09/2018		<hr/> 3,524.39
balance b/f		<hr/> 1,910.22
Increase in funds in 2018		1,614.17
cash in tin		39.66
September 2019 - contribution to playground renovation		(1,000.00)
Bank balance as at 14.10.2019		2,524.39