



Baston School PTA AGM Minutes

Wednesday 11th September 2019
from 1930hrs at **Baston Primary School** .

1. Attendees: Clare Burke, Emma Bush, Lucy Hartley, Lisa Holmes, Colleen McCallum, Scott McCallum, Rebecca Mills, Christina Pitchford, Gemma Wright.

2. Apologies: Katherine Ashwell

3. Annual Reports: The Chair, Head teacher and Treasurer gave their Annual Reports – please see attached and summarised below.

- On behalf of the children, staff and governors I would like to thank all of the PTA for their tremendous dedication and hard work this year whilst the school faces continuing budget cuts.
- It is in these times of hardship that the work of the PTA and the additional funds you, as parents, provide become even more important to us.
- I hope that your sense of achievement is as high as the sense of pride that your children show, knowing that their parents are a part of this group.
- On behalf of us all I thank you for:
 - All discos, Christmas parties and fayre, Gift Stalls, Refreshments at key events, Rainbow Raffle, Bedtime Stories, Contributions to Sports Week, Christingles, Support for trips, and - above ALL else -

THE LIBRARY BUS!

5. Committee Roles Assigned and Committee Members

Changes to Committee Members: Many thanks to departing members of the PTA Committee: Rebecca Amos, Leighann Campbell, Jenny Godderidge, Kirsty Sweeney, Lisa Holmes for all their contribution to the Committee.

Chair – Emma Bush

Vice Chair – Gemma Wright

Treasurer – Colleen McCallum

Secretary – Christina Pitchford

Committee Member – Katherine Ashwell, Clare Burke, Lucy Hartley, Scott McCallum

As part of the change, new signatories for banking are required, as Lisa Holmes, former Treasurer, hands over to Colleen McCallum. With this change of Treasurer, new signatories are designated as: Colleen McCallum, Emma Bush, Gemma Wright.

We welcome Katherine Ashwell as a returning member of the Committee, and also note with thanks that Kirsty Sweeney, whilst stepping down as a Committee Member, will continue handling Uniform.

Lead Role for:

Gift Stalls – Lucy Hartley

Tuck Shop – Clare Burke

Cake Raffle – Carly Manna

Uniform – Kirsty Sweeney

Refreshments/Movie Nights/Discos – Emma Bush and Gemma Wright

6. Funding Requests for 2019/2020

a. Replacement of play shed in the far corner of the field (opposite to the Forest School area). An old play shed from the reception area was there which the children thoroughly enjoyed but it has since had to be removed due to poor condition. Therefore a new play shed in that same space would be well used. Mrs Mills shared some possible ideas (attached) and *Emma/Gemma will make further enquiries and feedback at next meeting.*

b. Replacement of former stage area adjacent to PE sheds. This area had a stage space on it but this has been removed and the space could be better used by the addition of a gazebo-style covered structure. Mrs Mills shared some possible ideas (attached). A concrete base would be needed, and this was likened to a similar outside seating gazebo in Laurence Park, Thurlby. *Emma/Gemma will make further enquiries and feedback at next meeting.*

c. 4 raised gardening beds to be constructed behind the Mobile classrooms with flagstone walkways between each one. This would allow children to plant and tend to new crops, providing learning activities to understand their local farming area. Crops grown could then be harvested and used for cooking, e.g. wheat to make bread, activities within school. *Emma will make further enquiries regarding pricing and feedback at next meeting.*

7. Library Bus – Funding and Books

Discussion was held regarding stocking the library bus with books from Peter's - a book wholesaler linked directly to publishers, who also have barcoding capabilities. This continues as lists of titles are reviewed for relevance and interest in relation to funds available. Regarding the existing funds available for the bus and books, it was planned that of the £8,200 available, £7,000 would be used for purchasing books, and associated equipment e.g. dust covers, and the remaining £1,200 would be retained as a contingency fund for bus maintenance.

The maintenance of the bus would be the responsibility of the school. Miss Loom is the school reading champion and plans are in place for appropriate community/parent reading buddies and Miss Loom to act as bus librarians. *Emma will investigate book and shelf labelling.*

Thomas Cook had previously shown interest in financially contributing to the bus but this has yet to be completed. *Emma will follow up on this matter.*

8. Tuck Shop

5/6 new volunteers have been added to the rota this term, continuing rotation of seasonal fruit supplies to provide variation of what is offered.

9. Cake Raffle – starting in October

10. Future Events and Dates

Wed 25th Sept – School run Macmillan Coffee Morning at the Barn.

Fri 11th Oct – Bags 2 School drop off at 2 Rous Court

Thu 17th Oct – Disco

Thu 7th Nov – Movie Night – Toy Story 4

Thu 28th Nov – Disco

Fri 6th Dec – Christmas Fayre – Visit Santa on Bus?

Fri 13th Dec – Christmas Party Day, Gift Stall

11. Any other business

a. Mid year/mid school starters to receive timetable of school and PTA led events

b. Fundraising ideas

- Colour raffle as worked well in Summer
- Share out Christmas Raffle collection duties
- As so many local businesses made donations to the bus fund, perhaps try for experience days/slave days to be auctioned off
- Penny wars in sweetie jars, where classes compete to fill with coppers only
- Break the Rules Day, ten rules. 50p per rule broken.
- Sponsored Spell – aligned with school charity – NSPCC w/c 17th Feb 2020
- Christmas Bakeoff
- Special guest reader – local celebrities e.g. Warwick Davies

12. **Date, time and Location of the next meeting** – Wed 2nd Oct 7.30pm. The White Horse, Baston.
Key topic to be Christmas Fayre and Raffle planning.



Baston School PTA – Chair Report 2018/19

I would like to start this Chair Report by saying a huge thank you for all the support and help over what was an amazing and busy year for our PTA.

It saw us working hard together to achieve such an amazing space for our children to dream, thrive and read.

Back in September 2018 when the idea was put to us for space to encourage our children to read, who would have thought a year later all we need to do now is keep putting exciting reads on a library bus!

I would also like to thank not only the PTA committee members, but our School Head Teacher Mrs Mills for having the faith in our team to let us run with the idea of the new library bus and the interiors. I would also like to thank all the businesses, families and friends that have kindly donated time, materials and funds to create our new school library. We have had so many positive comments about the space from the general public and most importantly the children love it!

With a fantastic amount raised of £39k for the library bus project and £9k raised from the PTA funds from events held in 2018/2019 and from previous years we have been able to complete the bus for £30800 and are now working with the teachers and Peters rep to stock the bus with the remaining funds of £8000.00 this will cover topics for fact and fiction novels and covering the books to protect them.

We are very lucky to help provide our children's school with not only educational extras but also the fun things that help make the children's time at Baston School a little bit more memorable, from the ice lolly on a hot day, party day, different sports to try, a gingerbread friend when they start through to a leavers book full of friends and memories made 7 years later.

All these extras are only achievable because of the commitment of the PTA team, teachers, friends and family supporting events such as the Disco, movie nights, fayres and gift stalls to name just a few events!

I look forward to seeing what we can do this year on Mrs Mills wish list and what new ideas we can come up with, to keep raising funds to make the education fun for all the children at Baston School.

Kind regards

Emma Bush

BASTON CE PRIMARY SCHOOL - PTA AGM

Headteacher's Report – 2018-2019

On behalf of the children, staff and governors I would like to thank all of the PTA for their tremendous dedication and hard work this year.

The importance of the work that you do cannot really be measured and the contribution that you make to our school, your time and commitment is invaluable to our school community.

No doubt you will have heard on the news that school budgets continue to face serious challenges and, having taken in the small number of 20 children into EYFS last year (17 on paper), we were left with an incredibly tight budget and in fact quite a shortfall.

Our school budget remains incredibly tight and many schools alongside ours are having to make cuts in staffing and resources. We have very strong leadership through the governance of our school and so such financial constraints are well-managed and planned for wherever possible. Perhaps because of this we do not have to make quite such radical changes as our neighbours - but we are by no means exempt. For example, you may notice we have not employed additional staff to man the gate in the mornings since Mrs Goddard's departure. Mrs Dickson and I have added this to our daily duties.

It is in these times of hardship (sadly likely to get worse) that the work of the PTA and the additional funds you provide become even more important to us.

I feel so lucky to be part of a school with a PTA so strong and I feel that what you achieve for our children is truly unique. I hope that your sense of achievement is as high as the sense of pride that your children show, knowing that their parents are a part of this group.

On behalf of us all I thank you for:

- All discos
- Christmas parties and fayre

- Gift Stalls
- Refreshments at key events
- Rainbow Raffle
- Bedtime Stories
- Contributions to Sports Week
- Christingles
- Support for trips

And - above ALL else -

THE LIBRARY BUS!

There are simply no words big enough!

With your unwavering support and tenacity, you have provided the children with a library so special that not only is it the 'talk of the town'; it is also a project that most definitely would have remained on the wish list for many years to come without you.

So thank you again for what feels to us like the most amazing year ever - and for giving up your time so willingly to make Baston such a special place to be; for contributing so positively to our community and for your continued dedication and hard work.

We are all really looking forward to creating more exciting plans with you for 2019 - 2020.

Mrs Mills x

Baston C of E Primary School P.T.A
Annual General Meeting 11th September 2019
Treasurers Report

It has been an incredibly successful year of fundraising for the PTA.

During the Financial year to 31/08/19 the total income generated from fundraising activities was £39,852.91 with expenditure of £38,965.70 thus making a small profit of £887.21. However we had a rather exceptional year where the PTA took on the challenge of acquiring a double decker bus and turning it into a Library bus. Through grants and donations we raised a massive £30,203.80 plus the £9000 PTA pledged and the project expenditure was £30,614.08 so we still have £8,589.72 to spend on Books!

Our bank balance at the 31st August 2019 is £9,493.87. We have £2764 to clear in September giving us £12,257.87. Keeping £8,589.72 for the Bus profit to be spent on books, £3,668.15 is left for the PTA.

Income

We held an early event in October to try and attract new families/members to the PTA by holding a Quiz night. This raised a profit of £207.87.

Also during the second term we ran a new fundraising scheme called £100 Square, where 100 squares are sold for a £1 and the winning square receives £100 and the PTA keeps £100.

We ran with the Christmas Card/Mug fundraising scheme after last year success and raised £278.37 so a big thanks to Rebecca Amos for organising this.

The PTA ran more discos this year (5 to be exact) and raised a massive £1882.58.

We continued with the new approach of providing refreshments at the Christmas productions and Sports day and included the Easter production this year too. Nativity and Christingle raised £108.50, Easter £43.00 and Sports day £198.16 deducting the cost of the cups/tea/coffee/milk etc. the overall combined profit was £301.90

A big fundraising event this year was our “sponsored Read” we were able to raise £2070.04 and as this is a sponsored event we were able to apply for gift aid from HMRC – to date we are still awaiting the value and payment from HMRC.

As usual, the main sources of income Xmas Raffle (690.02), Xmas Fair (810.10), Bus Opening/Summer Fair (443.65), Film Night (242.62), Gift Stalls (893.49), Cake Raffle (320.83), Organised Mum (64.74), Easy Fundraising (15.76), 2nd hand Uniform (57.00), Label Planet (106.95), Bags 2 School (296.00), Water Bottles (5.00) and Tuck shop (321.11). This is a reduction from previous years, mainly due to procuring new cups with stick on PTA labels (this is part of a new venture with the school to be more plastic aware and help reduce our plastic waste), however the overall income from tuckshop is lower this year.

Expenditure

The PTA was able to spend and donate £3,938.03 on the children and items for the School.

Gingerbread for all reception children	14.20
Hessian Sacks for Xmas Party baubles	47.11
Christingles	26.84
Literacy Book Spine	1,087.37
Literacy Book Spine Displays	885.00

Bedtime Stories	95.79
Sport Week – Climbing wall	1,000.00
Bus Journey Book	68.27
Year six Leavers book	323.64
Christmas Party	332.11
Christmas Tree decorations	32.70
Ice lollies	25.00

This financial year also gave the PTA the opportunity to support 'Children in Need' via a cake tuck shop. We were able to make a Donation of £102.00 to Children in need.

We repaired our PTA Storage Shed, which is located within the School's grounds. The work was carried out over the summer holidays and the cost of labour fell into this year's accounts of £250 as per mentioned in last years report

The last of the Lottery Grant £548 was spent with Finding Fitness. 2 and half days of sports was organised in May.

We covered the cost of DBS checking all PTA Members - £100

Wind-breaks and Gazebo £155.97

4 x New PTA Shirts £55.96

These accounts are currently with the independent Examiner and I would like to thank Jonathan Reichelt for auditing the accounts. I hope to have them signed off shortly.

In the coming year we hope to continue supporting the school and the children with some interesting but less challenging projects and activities than last year, and as always the continued support of the parents is vital in our fundraising efforts and we can not express especially with the support we have received over this year how gratefully appreciated it is to us and the school.

Fundraising	Income £	Expenditure £	Net Profit /(Loss) £	Last year
Tuck Shop	448.82	127.71	321.11	641.78
Cake Raffle	320.83	0.00	320.83	336.18
subs / Gift Aid	0.00	0.00	0.00	0.00
Organised	161.86	97.12	64.74	98.79
Educational Treats	0.00	3,548.22	-3,573.22	-3,983.73
Refreshments	349.66	47.76	301.90	306.36
Quiz Night	634.35	426.48	207.87	0.00
Disco	2,720.25	837.67	1,882.58	1,456.80
Easy fundraising	15.76	0.00	15.76	15.30
2nd hand uniform	57.00	0.00	57.00	32.00
Xmas Raffle	737.00	46.98	690.02	704.23
Xmas Fayre	1,118.04	307.94	810.10	704.23
Gift Stalls	2,056.80	1,495.62	561.18	1,211.69
Xmas Party	0.00	332.11	-332.11	-173.14

Xmas Cards	987.00	708.63	278.37	302.30
Xmas Tree	0.00	32.70	-32.70	0.00
Film Night	257.00	14.38	242.62	276.66
BUS	25,583.76	28,064.08	-2,480.32	0.00
Label Planet	106.95	0.00	106.95	173.22
Bags 2 School	296.00	0.00	296.00	364.00
water bottles	5.00	0.00	5.00	0.00
Bus opening Fayre	1,726.79	1,283.14	443.65	622.11
Lottery Grant	0.00	548.00	-548.00	0.00
£100 Square	200.00	100.00	100.00	0.00
Sponsored Read	2,070.04	0.00	2,070.04	0.00
PTA UK	0.00	105.00	-105.00	-105.00
Misc Exp	0.00	808.16	-808.16	-247.58
	39,852.91	38,965.70	887.21	

P.T.A School Gift Stall Year Ending 31st August 2019

Opening Stock	£209.66
Purchases	<u>£1,495.62</u>
	£1600.46
Closing Stock	£437.15
Stock Sold	<u>£2,056.80</u>
	£2,493.95
Net Profit 2018/2019	£893.49

Big Lottery Grant

	£	£
Balance brought forward from 2017/18		548.00
<u>Invoices from Finding Fitness</u>		
Invoice 12 – May 2019	548.00	
		(548.00)
Total Lottery Grant available		0.00

Baston Library Bus Funding and Expenses

<u>INCOME</u>	£
Crowd funder for the Bus - Transfer	657.12
PMK Recycling Ltd	500.00
BGL Group Limited	1,000.00
Mrs Webb cash donation towards Library bus	20.00
Ballast Phoenix Ltd	400.00
All Churches - Donation towards Library Bus	1,500.00
Quiz held by White Horse Pub - Donation towards Bus	134.00
Non Uniform Day	80.00
Waitrose and Baston Church - Donations towards Library bus - Chq	1,185.00
Corvin Fox Ltd	75.00
Porcher Abrasive - Donation towards Library bus	250.00
Rotary Deeping Chair	360.00
BK Supplies Ltd - Donation toward library bus - Chq	520.00
South Kesteven donation towards Library Bus	1,500.00
Baston Events Donation toward Library Bus	6,000.00
Warburtons Donation towards Library Bus	250.00
Spendlove Donation towards Library bus	250.00
Chapel Motors Donation towards Library Bus	250.00
White Horse - Donation towards Library bus	116.61
Garfield Weston - Donation toward library bus	3,000.00
South Kesteven donation towards Library Bus	500.00
Ground works (Tesco)	3,000.00
Ground works (Tesco)	1,000.00
Masonic Lodge	500.00
Donation toward bus from the Later family selling Asparagus	36.03
PTA	9,000.00
Sponsored Read	2,070.04
LarkFleet	2,500.00
Polwright School - never actually received monies	1,000.00
Baston Parish Council - never actually received monies	1,500.00
Branch Bros Voucher - never actually received monies	50.00
	<u>39,203.80</u>

<u>EXPENSES</u>	£
Sainsbury Cleaning items	13.49
Lidl cleaning items	5.90
Lidl Cleaning Items	24.01
Homebase Cleaning scrapper and wire brush	15.49
Branch Bros - Label remover	5.39
Collection pots for pub	2.00
Bus purchases - Mr A Squires	66.76
Martyn Industrials - Library bus Flooring	58.20
Paint and Paint brush -Stringers	7.69
Pearce Carpentry - Library Bus 50% Deposit	6,000.00
Screw Fix cleaning items	9.49
BSW Window - Library Bus new door	577.96
Inside out - masking tapes and brushes	44.17
NS Flooring - Bus Library	850.00
Pearce Carpentry - Library Bus - Final Balance	4,800.00
SKDC Exempt Cert	45.00

Amazon - fire retardant spray / wood preserver	38.53
Fencing around bus	354.92
PPG - paint for bus	104.47
Library Bus Ground Works - Trevor Lyon	3,653.50
School paid for Alarm and Internet for Bus - reimbursing	748.00
M Fire/Alarm Line paid by school	1,000.00
Amazon - hearing loop	109.95
Amazon - Book stands	77.94
Gregg Durose - Art work for bus	605.00
Prographic - Bus	3,649.56
Kents of Spalding - towing Library bus to School	300.00
Inside out - Clear Silicone and applicator	39.45
Amazon Stickers	7.38
Sleepers for Library bus - Emma bush	475.08
Branch bros - Sleeper/compost/mulch	66.35
Branch bros - mesh and nail plates	10.02
Wilko - Picture frame	11.50
Jonathan Harvey - bus Interior	576.00
Jonathan Harvey - bus Interior	600.00
EGM Technical	2,758.68
Smartz UK Ltd	870.00
Prographic - Bus	163.20
SLA - 89	
Ipad - 230	319
Branch bros - voucher spent	50.00
Jonathan Harvey - upholstering (sent straight to Parish Council)	1,500.00
	<u>30,614.08</u>

Donation left to spend

8,589.72



<http://www.kidscrookedhouseuk.co.uk/contact-us/>

<https://www.sovereignplayequipment.co.uk/shade-sails/13-fixed-shade-sail-metal.html>

Contact for quote



<https://www.sovereignplayequipment.co.uk/gazebos/8-gazebo-with-balustrade-sides.html>

£4930

