

Boldmere PTA Annual General Meeting Minutes

Tuesday 4th October 2022 at 8pm

Attendees: Simon Clifford (Chairperson), Sue Emmerton, Alex Housden (Treasurer), Charlotte Clifford, Sophie Worthington, Emma Lewis, Sam Kenny (Head, infant school), Sarah Clarke, Bronwyn Farrell, Jamie Reed, Megan Coulson, Kate Pierart, Jana Buettner, Matt Sadler (Head, junior school), Annabel Bottrill, Evelyn Mensah Adober, Rhys Worgan, Amy Jones

Apologies: Andy Merkel, Liz Southgate, Claire Butlin

Review of previous AGM minutes	There were no issues or comments from those attending.
Chairperson review	<p>The Chair gave a brief introduction about his involvement in the PTA. He started attending meetings when his son was in reception, became social media rep and then took over from the departing chair, Melanie Holloway in 2021.</p> <p>The PTA survived the Covid years and has bounced back with a successful 2021 and last year funded £23,000 worth of requests from the school. £22,000 was raised and some additional funding from the reserves was added.</p> <p>Examples of funding requests in 2021/22 school year were: contribution of £10,000 towards junior school playground equipment, classroom Christmas decorations, Christmas gift for each child, science show, bark kitchen, garden design, Year 6 leavers party, Easter eggs and a Platinum Jubilee remembrance bookmark for each child.</p> <p>In the past funding has gone towards pantomimes, playground decorations, updating the infant library and the road safety signs outside school.</p> <p>The PTA runs a number of fundraising events and in 2021/22 these included: fireworks, Christmas fair, Christmas cards, Elfridges, coin wars, school discos, summer ball and the summer fair. The comedy night was cancelled due to poor ticket sales.</p> <p>Ice cream sales during the summer term and the new pre-loved uniform sales are ongoing commitments.</p> <p>Communication from the PTA is via social media, school newsletters, ParentMails and WhatsApp groups.</p>
Treasurer report	<p>The 2021/2022 accounts are attached to these minutes. The Treasurer went through the accounts highlighting achievements and comparing 2021/2022 to previous years.</p> <p>The Treasurer stated that whilst he keeps and prepares the accounts, the decisions are made collectively via the PTA as a whole.</p>

	<p>The Treasurer’s role includes payments to school and creditors, the annual return to the Charity Commission, submitting accounts to an independent auditor (due to raising over £10,000 per year), keeping the bank accounts updated, managing the chequebook and presenting cheques to the school.</p> <p>The Treasurer explained the current account needs to cover future liabilities and remain in credit.</p> <p>The Treasurer is looking to move the bank account this year to a new bank which should make things easier administratively.</p>
<p>Constitution Amendments</p>	<p>The Chair stated the existing Boldmere PTA constitution was from 2004 and compared it to a model constitution from Parentkind.</p> <p>Changes proposed:</p> <p>Current constitution</p> <p>Clause 1.4 states that there needs to be 9 Officers and 2 co-opted committee members/ officers.</p> <p>The constitution makes no allowance for “online meetings”.</p> <p>Changes:</p> <p>Clause 1.4: The number of officers is 3 (Chairperson, Secretary and Treasurer) and there be 0 co-opted committee members/ officers.</p> <p>We wish to add the following paragraph to the constitution. “Meetings can be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the committee members in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including chairing, taking of minutes and quorums.”</p> <p>It was agreed the changes would be made.</p>
<p>Election of roles</p>	<p>The Chair explained that there needed to be 3 elected officers/ trustees of the charity but the committee members could be anyone and he did not intend to vote particular people into these other roles.</p> <p>Chairperson – Simon Clifford nominated, Alex Housden seconded Secretary – Kate Pierart nominated, Charlotte Clifford seconded Treasurer – Alex Housden nominated, Sam Kenny seconded</p> <p>The other roles would not be formally elected but it was recognised that significant contributions had been made by:</p> <p>Emma Lewis – pre-loved uniform Claire Butlin – head elf</p>

	<p>Steph Donovan – PR/ social media</p> <p>Steph Donovan could no longer continue with the social media role due to other demands on her time.</p> <p>The new PR team would comprise of – Simon and Charlotte Clifford, Amy Jones, Sarah Clarke and Megan Coulson.</p> <p>Events leads – anyone can put themselves forward for an event to spread the workload.</p> <p>The PTA needs a “Lottery Promoter”.</p> <p>This person is to be named on future lottery licenses and is aware of the necessary returns and is responsible for ensuring the paperwork is kept upto date. For the “Your School Lottery” this is a simple task, as they provide the paperwork to forward on. However if we run a custom paper ticket raffle, there is more involvement required and a returns form is needed to be created and submitted.</p> <p>Independent auditor – Simon knew someone and would enquire.</p>
<p>Overview of year ahead</p>	<p>Simon mentioned the PTA needed to be mindful of the cost of living increase and could perhaps change the focus away from money making to being of more help to the school community.</p> <p>Ideas mentioned were coat swap, fancy dress swap for Halloween and world book day costume swaps.</p> <p>Agreed events included: fireworks, Christmas fair, Christmas cards, Elfridges, mother’s and father’s day Elfridges, discos and the summer fair.</p> <p>New ideas were also welcome such as Gingo (gin and bingo) for adults.</p> <p>It was hoped that more volunteers would come on board to spread the workload rather than rely on the existing volunteers.</p>
<p>Any other business</p>	<p>Simon mentioned that someone had messaged him regarding a wellness grant the school had supposedly applied for. He would speak to Sam Kenny separately.</p> <p>Matt Sadler stated current school budgets were tighter than ever and the PTA may be asked to fund more routine things such as subscriptions to websites such as TT rockstars, Mathletics etc. There was discussion about what constituted routine and whether this was covered by the constitution. It was agreed the PTA had funded such things in the past and the constitution was very broad stating it’s aim was to “<i>advance the education of pupils in the School</i>”. Each request would be considered.</p> <p>Simon made the point that he didn’t want to be funding things such as the fuel bill which he had seen occurring in other schools. The heads agreed there was no intention of this happening at this stage.</p>

	<p>Simon asked that everyone should please vote on the closed Facebook page when funding requests were posted so a majority could be obtained and the request approved (or not).</p> <p>There was a discussion about removing old members from the Facebook page. It is likely this can be done when the minutes are sent out and people ask for this to be done.</p>
Date of next meeting	Thursday 20 October 2022 (in person and hopefully a live stream via Facebook or similar). Venue TBC.

Meeting closed 9.30pm



Income and Expenditure Summary

For the period from 01 September 2021 to 31 August 2022

	Income	Expenditure	Net Funds Raised	Net Funds Raised	inc/dec
			2021/22	2020/21	
	£	£	£	£	£
EVENTS					
Fireworks Night	7,652	3,571	4,081	-	4,081
Christmas Fair	2,535	463	2,072	1,430	642
Christmas elfridges	1,870	856	1,014	813	201
Christmas cards	474	-	474	680	(206)
Coin Wars	2,202	87	2,115	-	2,115
Tea Towels	-	-	-	278	(278)
Y2 Leavers Hoodies	1,134	1,040	94	273	(180)
Ball	7,257	3,632	3,625	-	3,625
Ice cream Fundays	2,150	929	1,221	663	558
Summer Fair	5,895	1,945	3,950	-	3,950
Uniforms	544	1	543	79	464
Elfridges - Mothers day	798	392	406	-	406
Elfridges - Fathers day	773	423	350	444	(94)
YSL Deposits	811	-	811	809	3
Easy fundraising	117	-	117	131	(14)
Amazon smile	319	-	319	244	76
Bank interest	-	-	-	0	(0)
Big PTA Raffle (Summer 21)	-	-	-	171	(171)
School Disco	2,871	894	1,977	-	1,977
Other Income	44	-	44	98	(54)
SUB TOTAL - EVENTS	37,448	14,234	23,214	6,112	17,103
OTHER EXPENDITURE					
Operational expenses	-	1,397	(1,397)	-	(1,397)
Birmingham City Council Licensing	-	62	(62)	-	(62)
Bank Charges	-	125	(125)	-	(125)
NCPTA Subscription including PTA Insurance	-	128	(128)	(123)	(5)
Deposit for Ball 2022	-	-	-	(500)	500
Stock Held for future events	-	314	(314)	-	(314)
Deposit for Fireworks for following year	-	188	(188)	-	(188)
SUB TOTAL - OTHER EXPENDITURE	-	2,214	(2,214)	(623)	(1,591)
TOTAL	37,448	16,447	21,001	5,489	15,512
School Donations			23,425	7,201	16,224



Balance Sheet

At 31 August 2021

	31/08/22		31/08/21	
	£	£	£	£
CURRENT ASSETS	16,229		17,839	
Cash				
Current Account		14,064		13,937
Savings Account		1,051		1,050
Floats retained		800		-
Stripe balance		-		1,982
Cash awaiting deposit		-		869
Debtors				
None		-		-
Fixtures and equipment				
Commercial ice cream freezer (approx purchase value £390)				
Outdoor festoon lighting (approx purchase value £275)				
Sumup card readers x 2 (approx purchase value £70)				
Stock				
Sweets purchased for summer fair but not sold - for future sale		314		
CURRENT LIABILITIES	45		-	
Creditors				
Sum owed to Bronwyn Farrell for Ball - awaiting receipts		34		
Bank Charges for August 2022 - paid in September 2022		12		