



**Boxgrove Parent Teacher Association  
Agenda for the AGM  
Tuesday 20<sup>th</sup> September 2022 Buzz Room 7.30pm**

**Welcome Persons Present:**

Emma Sepassi, Marianne Webb (Events Co-Ordinator), Philip Harris (Co-Chair), Louisa Furniss (Treasurer), Alison Fitch (Co-Headteacher), James Herriotts, Nick Griffiths (Media Secretary), Mary Chambers (Staff), Hannah Heather, Will Ilett, Pareesha Dos Santos (Secretary)

**\*Apologies for Absence**

Peter Wright (Assistant Headteacher)

**\*Election of Committee**

During the meeting, the following persons were voted in as committee members:

Philip Harris - Co-Chair 1 (Nick nominated & Alison Fitch (Co-Headteacher) seconded)

No persons volunteered - Co-Chair 2

Philip Harris will stand as Chairperson with no co-chair.

Marianne Webb - Events Co-Ordinator (Nick nominated & Emma seconded)

Nick Griffiths - Media Secretary (Marianne nominated & Pareesha seconded)

Pareesha Dos Santos - Secretary (Alison Fitch (Co-Headteacher) nominated & Marianne seconded)

Louisa Furniss - Treasurer (Marianne nominated & Nick seconded)

**ACTION: Nick will email all committee members to confirm addresses to update with Charity Commissions**

**\*Chair Report 2021-2022** – Philip Harris addressed the meeting with his Chair report. Below is his report:

With the Covid lockdowns lifted, we were able to enjoy a full programme of events in 2021-22, including the Christmas and Summer Fairs, BBQ, Fun Run, Painting & Prosecco and a circus. Marianne will give more details in her Events Coordinator Report. As we will hear from Louisa in her Treasurer's Report, the total funds raised during the year exceeded £31k.

As an experiment, throughout academic year 2020-21 we were using PTA funds to employ, part time, a professional fundraiser. Those were, of course, exceptionally difficult times, and it was decided to continue the relationship into the early months of 2021-22. The initiative was successful, in that despite circumstances the funds raised exceeded the salary costs. However, the drain on PTA funds was too heavy to continue, and it restricted the areas for which we could provide money to the school, so from January the fundraiser in question was taken onto the school payroll instead.

The school's primary fundraising focus last year was around outdoor activity. To this end, the PTA provided £20k for the KS1 playground equipment. In addition, one of the fundraiser's initiatives was use of The Big Give to provide external match funding of money raised at and around the Christmas Fair, which was put towards the first tranche of funds to provide a Daily Mile track. The remainder of the money is being found by the school, and it is my understanding that the bidding process for construction is underway.

On 29th March the PTA held an Extraordinary General Meeting to approve the adoption of a new Constitution. The previous document dated back to 2002. The new Constitution, provided as a template by the national PTA umbrella organisation Parentkind, had been pre-approved by the Charity Commission and its adoption was recommended by our fundraiser as a preference of some external organisations. It has a side benefit of making quoracy at meetings easier to achieve.

We have also changed our bank account, prompted by HSBC's decision to start charging a monthly fee. We have now moved to NatWest. Transfer of the Uniform Shop account is underway. As a side note, we are moving more

towards digital and online banking, with the purchase of several card readers to reduce cash handling and an increased use of bank transfers rather than cheques.

None of our activity would be possible without the help of all of our volunteers. We had an excellent response from our community to calls to help out at events, with many parents not only helping to organise but also taking turns running stalls, setting up, tidying up and so on. It's probably invidious to name individuals, but I'd like to give special thanks to last year's co-Chair Kristi and Treasurer Debbie; to Lynn and Steph, our uniform-shop volunteers; Lisa, Nicci, and Emma, who oversaw organisation of Christmas and Summer fairs; to the class reps, who are our invaluable communications link with the parents in each class; to Pallavi, who ran Painting and Prosecco; Mary Chambers, for the pancake flipping; to the office staff and to Ivor, who are always very supportive and helpful; to all those families who went above and beyond to help out at our events; and finally to those local businesses who support us so generously.

In closing, I should note that this year will be a difficult one for many families; it will not be easy for the school either, with a manyfold increase in its energy bills. To what extent this will affect the PTA's fundraising or its expenditure priorities remains to be seen, but we must keep an eye out for each other and do all we can to help to build our positive and supportive community.

I look forward to working with many of you, and especially to meeting those who are interested in helping out and becoming more involved in the PTA in the coming year.

When Philip finished, Alison Fitch (Co-Headteacher) echoed a big thank you to Philip for stepping into the co-chair role so early on into his time at Boxgrove last year and reiterated that he's been doing a great job!

**\*Treasurers Report 2021-2022** – Louisa addressed the group with the treasury report. Below is her report: Following a period of limited fundraising activities due to the Coronavirus pandemic, during the 2021/22 academic year we were pleased to resume events including the Christmas and Summer Fair.

During the period September 2021 to August 2022, we raised funds from our regular fundraising activities, including Christmas cards, Christmas hampers, School Lottery, Summer BBQ (including raffle), Happy Circus and the School Disco.

In addition, we organised a sponsored Pancake Flip to celebrate Shrove Tuesday, which proved a huge success raising £2,675.00 in sponsorship donations, and a Painting & Prosecco evening, raising a further £1,531.65.

Overall, this year (2021/22) our profits from fundraising were £30,738.02 compared to £15,596.99 in 2020/21, an increase of £15,141.03. This is largely attributed to being able to resume events as normal over the course of the academic year with the key contributors being the Christmas and Summer Fairs, and the Happy Circus.

Below is a comparison of profits from these events compared to 2020/2021:

	<b>2021/22</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
<b>Profits from Fund raising</b>		
Christmas Fair & Hampers	6,150.50	1,611.17
Christmas Cards	1,497.47	1,206.79
Christmas Raffle	1,757.07	0.00
Quiz Night	3,764.00	703.00
Summer Fair	5,435.98	0.00
Summer raffle & bounty bags	0	1,108.17
Summer Silent Auction	388.91	162.62
Happy School Bag/Astra Recycling*	469.70	1,037.50
Family BBQ	473.00	0.00
Happy Circus	4,807.90	0.00
School Disco	472.64	0.00

Virgin Money	825.61	54.19
Fun Run	457.29	1,738.35
Luke Bishop – Sponsorship	0.00	2,391.20
Summer Cycle 2021	0.00	748.66
Paint & Prosecco	1,174.36	0.00
Balloon Racing	0.00	164.21
Easy Fundraising	323.33	237.79
Just Giving	247.38	0.00
School Lottery	1,476.30	1,794.20
Amazon Smile	169.23	277.29
My Nametags	126.96	23.00
Merrow savouries	0.00	106.50
Gin Hampers	0.00	515.84
Mini Bakers	0.00	52.21
Mufti	0.00	1,051.76
Easter Treasure Hunt	0.00	291.72
Advertising PTA website	714.12	320.82
World of Books	36.27	0
	<b>30,738.02</b>	<b>15,596.99</b>

\*Astra Recycling replaced Happy School Bag this academic year.

Additionally, we also received £942.41 in donations.

Finally, we received two grants of £5,000 each; from the Poyle and Surrey Community Foundations, which were subsequently provided to the School and put towards the Young Carers funding.

### **Summary Income vs Expenditure**

The gross income for the financial year 2021/2022 was £71,611.89, compared to £29,666.22 in 2020/21, an increase of £41,945.70 from last year. However, as above, £10,000 was income from grants which were subsequently paid out to the School for Young Carers and £8,108.94 was raised via the Big Give towards the new track for the School Daily Mile and will be transferred to the School in the near future.

Expenditure for the financial year 2021/2022 was £76,692.84, compared to £40,032.46 in 2020/21, an increase of £36,660.38. The increase in expenses is mainly attributable to the monies paid over to the School to fund the new KS1 playground, as well as the funds transferred to the School towards the Young Carers budget and the School allotment. The increase in expenses was offset slightly by the reduction in fees paid to Eclipse fundraising due to the PTA's decision to no longer utilise this service with it now paid for directly by School.

These expenses include £49,577.06 given to the school (see breakdown below).

The resultant net income for the year was -£5,080.95. We spent more than we raised this financial year. In 2020/21 our net income was -£10,366.24.

### **SCHOOL FUNDING**

Funds toward KS1 playground	£20,000.00
Funds toward Young Carers budget	£10,000.00
Funds toward School allotment (Betty Riseley)	£8,398.10
Donation from Café B	£1,000.00
Tesco Award	£500.00
Harper Collins – Big cat book sets (purple)	£187.00
Harper Collins – Big cat book sets (topaz)	£237.95
Harper Collins – Big cat book sets (turquoise/emerald)	£341.95
Harper Collins – Big cat book sets (ruby)	£251.95
Baker Ross jubilee pencils	£165.00
School merit stickers	£195.20

Laburnum House Yr3 dictionaries and thesaurus	£208.00
Arts week – assortment of materials	£347.62
Arts week – canvas and equipment for display	£238.63
Sports week – contribution of Souleyman Bah	£300.00
Happy circus fee	£2,950.00
Andes Camping	£234.95
Sensory garden project	£2,985.80
Amazon wall covering	£194.76
Year 2 outside area – storage unit	£302.65
Supporting phonics – RWI Get Writing	£180.80
Christmas crackers for Christmas lunch	£356.86
<b>TOTAL</b>	<b>£49,577.06</b>

### Other Income – Uniform Store

Sales for 2021/22 were £16.5k with a profit of £4.8k (average margin of 29%). Margins recovered this year due to increasing selling prices in line with increased cost of purchases. £4k is available for the PTA/Hardship fund this year as per previous two years.

### BALANCE OF ACCOUNTS – 31<sup>ST</sup> AUGUST 2022

#### **NatWest Main PTA Bank Account**

Opening Balance 01/09/2021	£46,168.77
Total Receipts	£71,611.89
Total Payments	£76,692.84
<b>Closing Balance 31/08/2022</b>	<b>£41,087.82</b>

(Of which £4,983.94 is in relation to the Big Give for the Daily Mile track and is to be transferred to the School in the near future.)

<b>Uniform Bank Account (as at 31/08/2022)</b>	£7,557.00
<b>Petty Cash</b>	£ 0.00

When Louisa finished, Alison Fitch (Co-Headteacher) explained that the Hardship fund already has had 3 applications this term. It is funded through the uniform shop & the PTA. We are expecting the number of applications to increase this term given the current energy prices/cost of living on the rise. Crisis fund really helped during the start of the Covid-19 pandemic and it was the school's way of helping families who were struggling financially for various reasons. Alison Fitch (Co-Headteacher) mentioned that some funding requests this term might be to help top up the hardship funds. The funds are a discretionary award to all families who apply to receive aid and the application is currently such that allows all families to feel comfortable enough to come forward without prying into too many details.

**\*Events Co-Ordinator 2021-2022** – Marianne Webb addressed the group with her report of last school year's events. Her report read:

I am Marianne, I have a daughter in year 5 and an older son so this is my 10<sup>th</sup> year as a Boxgrove parent. I am officially PTA Events Coordinator - my role is to talk to anyone who wishes to organise a fund raiser for the school and work out where and when it can be done, be here to answer any questions and provide support. I have also organised the Christmas Fair and School Discos for the last few years too.

We have a number of regular events that have been run successfully for years by various groups of parents and last year being able to get back to full-on events was fantastic!

I know that Louisa has/will go through the funds raised in more detail but the general overview:

Fun Run: £1332

Christmas Fair: £8000

Sponsored Pancake Flip: £2687

Quiz Night: £2890

Circus: £3000

Painting & Prosecco: £383

Summer Fair: £5800

BBQ: £2111

Y6 disco: £200

surplus stock sale: £217

**TOTAL: £26,620**

We are hoping to run all the same events this year and have scheduled in dates as follows:

Event	Date	Organiser Contacts
Fun Run	16 <sup>th</sup> October	Will Illett
Christmas Fair	26 <sup>th</sup> November	Marianne Webb and Emma Sepassi and Vicky Searle
Painting and Prosecco	3 <sup>rd</sup> February	Marianne Webb and Pallavi Sanghi-Sharma
Sponsored Pancake Flip	21 <sup>st</sup> February	
Disco	1 <sup>st</sup> March	Marianne Webb and Mary Chambers
Quiz Night	25 <sup>th</sup> March	
Summer Fair	10 <sup>th</sup> June	Emma Sepassi
Family BBQ	7 <sup>th</sup> July	

We would love these to continue but (can you guess what's coming?) we need some more people to organise!

The Pancake Flip happens in school time and Mary Chambers was instrumental in its organisation last year alongside Kristi Hanna. Someone to take this on would be excellent.

There are 2 bigger events that need a new team which are the Quiz Night (boozy great fun child free for parents/carers/friends) and The Family BBQ (a lovely evening of BBQ, picnics and socialising for all Boxgrove Families). If anyone would like to take either of these on or just help out in preparing events then come and have a chat with me.

We like to warn all the neighbours of up and coming events in case of noise and the inevitable car parking and post letters round to all the local houses at the beginning of the school year. If anyone can spare an hour or so to do that in the next week it would be appreciated. I have written and photocopied the letter already so it's just posting it. And finally, if anyone works for a company that would like to sponsor an event with a raffle prize for the fairs or fund matching then please let me know.

When Marianne finished with her report, Will Illett who is organising the Fun Run mentioned that he has put together a spreadsheet of stalls previously had and needs to have a look in the shed to see what stock/equipment we have already. Will is to liaise with Marianne and he will be in contact with who he needs to to get the sponsorship forms and medals sorted out. Time is quite tight – 16 October so first things to get done is print out the sponsorships forms and get them into bookbags.

**\*Uniform Shop Report 2021-2022** – was not present at this meeting; treasury report helped to cover the financials on this

### **\*ACTION points from last meeting**

- Uniform shop & account usage – update from Philip - We have officially moved our PTA bank account over to Natwest. Natwest has confirmed it has received the signatures and all it needs, so the uniform shop can also use this account now.
- PTA Events Premium – update from Nick –The Events Management platform we use, called PTA Events, allows us to provide auctions, sell e-tickets and advertise events as well as a host of other beneficial features. There is a subscription fee cost, but this gets covered by the advertising space we sell to local businesses. We currently have advertising on the PTA Events site: Chantries & Pewleys Estate Agents, TR Plastering, Katie Kelly Pilates, Kumon Guildford East, RSM Domestic Appliances, Guildford Butchery and Invites By Heather. We currently have 1x Primary and 4x Secondary advertising spaces still available. Marianne will contact MTech to see if they'd like to advertise on the site. As a result of monetising the PTA Events site we have more than covered the annual subscription fee. The other costs associated with running PTA Events are transaction fees, which anyone purchasing through this platform can opt to cover these charges at check out, which will help keep the PTA keep costs down.
- Co-Chair vacancy? Unfortunately, no one stepped forward for this role.

**\*Feedback on Events** – this was adequately covered in Marianne's events co-ordinator report.

### **\*New Events/Initiatives –**

- Summer fair - Emma Sepassi is happy to help again for the summer fair but of course we still need more volunteers too. **Volunteers Required.**
- This year we will also need someone to help organise the Family BBQ event for next summer. **Volunteers Required.**
- Marianne is really hoping to be able to have a disco for all the classes this year.
- Emma Sepassi is keen to know if there is anyone who is able to help with setting up a geocaching event for the children. **Volunteers Required.**
- Alison Fitch (Co-Headteacher) is going to look into the possibility of a Wreath making workshop ahead of Christmas or perhaps even next Spring.
- Marianne is going to reach out to companies that we know for more raffle prizes or fund matching
- Marianne mentions that we need to find someone to put together the quiz for next term. This involves putting together the quiz itself & organise the food as well as having someone be the quizmaster. **Volunteers Required.**

### **\*Funding Requests**

Alison Fitch (Co-Headteacher) discusses possible future funding requests that may come in.

Firstly, that the school is still keen to have a history timeline mural. The curriculum around History subject is changing and there is a company who creates a huge mural which can be done as a historical timeline to match what the children are learning in class but plot it on a timeline so that the children can visualise that some events happened at the same time and when they happened in history. To bring history alive as a mural. The company is coming to the school soon to see the site of where timeline can go.

Secondly, that the school has set up Zones of Regulation which has had great success with certain children (Mood zones such as feeling blue or needing space). The school plan to upscale this so that children have options to find it during the day (at lunchtime as well as class time, for example). The plan is to relaunch it this year and to add it to lunch time for children who might need it. Also have additional resources for lunchtime that are linked to Zones Of Regulation such as writing for pleasure and for a couple of quieter indoor activities for children who may find lunchtime too overwhelming. There is also plans to hopefully have more visitors come in to show and tell for the children rather than having as many school trips outside of the school.

Thirdly, that the school will have incidental requests this year too for example equipment for IT to make sure that the school has the correct number of resources and up to date resources for the children.

### **AOB:**

Notice Boards – the PTA have a couple around the school that they can use to pin posters and information for parents to see. However, the one on the wall is looking very tired and not very easy to access (lift it up over your head). Philip asked at the meeting, if the PTA could use funds towards updating the noticeboards and perhaps include upgrades like having them light up so they can be looked at at night/early evenings. Voted yes.

**Action: Alison Fitch (Co-Headteacher) will look into this for us and let us know who we can contact to organise this.**

Chantries & Pewleys – update from Nick - As a local business, Chantries & Pewleys support the PTA throughout the year with Christmas & Summer Fair sponsorship boards, business advertising on PTE Events and offer raffle prizes, etc. Recently one of the Directors approached Nick and, whilst they can't offer to do the sponsorship boards this year, they will be willing to donate a prize for the raffle of equivalent value. In recognition of their support, the PTA won't be asking another estate agent for sponsorship boards. The plan is to try put Chantries & Pewleys logo on the programmes/raffle tickets as well. **Voted: Yes.**

**Action: Nick will pass contact details over to Emma to get in touch with them further.**

The updated school website – The updated school website is much more user friendly and comes with a sleeker style. On the old website, Nick used to update the PTA pages and has done so for several years. As time has moved on, the PTA has evolved into utilising Facebook & the PTA Events platform more and so we need to slim down our content on the school website to reflect this. We will have 1 page on the new website which Nick will update with information. Nick proposes to revise the PTA page on the school website which can include links to the PTA Events platform, where parents can view all the upcoming event information as well as read some previous meeting minutes. The PTA are able to provide further historical Minutes upon request.

**Action: Nick will provide information for the school website PTA page to Peter Wright to upload.**

Fun Run – A year 6 student has qualified for a marathon so Alison Fitch (Co-Headteacher) plans to speak to Christine and to the sports team to provide help to Will Ilett for the fun run. Will might need a personal trainer or dance instructor for the fun run as well.

**Action: Nick to put Will in touch with a school parent he knows may be able to help.**

#### **\*Dates for Diary**

Fun Run – Sunday 16<sup>th</sup> October

PTA Meeting – 2<sup>nd</sup> November 9am in Café B

Christmas Fair – Saturday 26<sup>th</sup> November

PTA Meeting – 13<sup>th</sup> December 7.30pm in the Buzz Room

PTA Meeting – 24<sup>th</sup> January 2.30pm in the Buzz Room

Painting & Prosecco – Friday 3<sup>rd</sup> February

Sponsored Pancake Flip – Tuesday 21<sup>st</sup> February

Disco – Wednesday 1<sup>st</sup> March

PTA Meeting – 7<sup>th</sup> March 7.30pm in the Buzz Room

Quiz Night – Saturday 25<sup>th</sup> March

PTA Meeting – 26<sup>th</sup> April 9am in Café B

Summer Fair – Sunday 10<sup>th</sup> June

PTA Meeting – 4<sup>th</sup> July 7.30pm at the Horse & Groom

Family BBQ – Friday 7<sup>th</sup> July