



**Boxgrove Parent Teacher Association
Agenda for the PTA AGM
Tuesday 26th September 2023 at 7.30pm in Staff Room**

***Welcome Persons Present:**

Marianne Webb; Alison Fitch; Samia El Osta; Joshua Andresen; Louisa Furniss; Nick Griffiths; Pareesha Dos Santos; Mona Dave; Sagar Rane; Philip Harris (Chair)

***Apologies for Absence**

Mary Chambers; Will Illet; Victoria Keating

***Election of Committee**

Co-Chair 1 – Philip Harris nominated; Alison 1st vote, Marianne 2nd vote, Nick 3rd vote

Co-Chair 2 – no one came forward for this therefore Philip is Chair Person

Events Co-Ordinator – Marianne Webb nominated; Alison 1st vote, Pareesha 2nd vote, Philip 3rd vote

Media Secretary – Nick Griffiths nominated; Marianne 1st vote, Pareesha 2nd vote, Louisa 3rd vote

Secretary – Pareesha Dos Santos nominated; Marianne 1st vote, Nick 2nd vote, Alison 3rd vote

Treasurer – Louisa Furniss nominated; Pareesha 1st vote; Philip 2nd vote, Nick 3rd vote

***Chair Report 2022-2023**

We were able to enjoy a full programme of events in 2022-23, including the Christmas and Summer Fairs, BBQ, Fun Run, and Painting & Prosecco. 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 £29k. Many thanks to those who put in the time and effort to ensure the events ran smoothly and successfully.

Over the past year, BPTA was delighted to be able to provide funding for essentials such as books and replacement classroom computers and iPads; a video camera, to record children's performances; a mural to depict British history along a corridor; yearbooks as an invaluable memento for the y6 leaving cohort; a shed, for storage of outdoor activity equipment; school-wide resources for mathematics, art/design, and for Special Educational Needs; and, in response to an initiative put forward by the School Leadership Team pupils, the & "Zones of Regulation" banners that may be seen around the playgrounds.

Banking matters: In September 2023 Lynn Silvester requested by email that Rebecca Churchill should be given access to the uniform shop bank account (which is now with NatWest), as she will be taking over the co-running of the shop from Stephanie Levy. As required by the bank, on Friday 15th September 2023 the PTA Committee held a virtual meeting over Whatsapp to discuss this. It was unanimously approved. A mandate request was therefore submitted by Philip, subsequently approved by Louisa and by Lynn (as the other uniform-shop account holder). Stephanie will stay on the books for the time being to ensure a smooth transition. This year, it is crucial that we find replacements for Chair and for Events Coordinator. Interested parties should please get in touch with committee members!

***Treasurers Report 2022-2023**

This report relates to the financial year running from 1 September 2022 to 31 August 2023.

During this period, we raised funds from our regular fundraising activities, including the Christmas and Summer Fairs (the best attended and highest profit generating events) as well as the Summer BBQ, School Disco and Quiz Night. A full list of the events and activities run by the PTA alongside the profit generated (income less expenses) is shown below.

Overall, the profits from fundraising in the 2022/23 year were £29,145.35 compared to £42,575.32 in the previous year (2021/22), a decrease of £13,429.97. This is largely attributed to a loss in income from the Big

Give and Happy Circus, two activities which raised c.5k each in the 2012/22 year but which were not continued into the current year.

Nevertheless, the profit generated from the events held in 2022/23 has contributed a substantial amount to the

overall funds held by the PTA and sustained the ability to continue to support the school purchases.

See Appendix I.

Expenditure

Total expenditure for the year was £48,430.63. Of this, £12,931.09 was incurred in running the activities and

events outlined above and has been netted off the profits as stated.

The remaining expenditure included provision of funding to the school (£32,389.66) and general expenses (£3,109.88) as outlined on Appendix II.

Summary Income vs Expenditure

The gross income from fundraising activities for the financial year 2022/2023 was £43,652.50. As above, deduction of expenditure resulted in a net profit of £30,721.41 (including a donation as mentioned above). Total expenditure was £48,430.63. Therefore, the resultant net income for the year was -£4,778.13. In 2021/22 our net income was -£5,080.95.

Other Income – Uniform Store

Sales for 2022/23 were £18.1k with a profit of £3.7k (average margin of 21%) compared with £16.7k sales and

profit of £4.8k (average margin of 29%) in 2021/22. Margins declined this year due to higher supplier costs.

See Appendix III.

***Events Co-Ordinator 2022-2023**

Events from last year were covered at the end of last term's meeting and Louisa has covered the income from those events. The main message to keep pushing out there is that the events need more help and more volunteers so that they can run efficiently.

As for 2023-2024, the events we have coming up kicks off with the annual Fun run, happening on 15th October with Will Illett and Victoria Keating organising it. We are in need of volunteers to help set up the course on the 14th and of course again on the day of the event. The Christmas fair is well underway with a little team of volunteers. We are always looking for sponsors from companies for raffle prizes for the Christmas fair so if anyone knows of any company that is willing to donate a raffle prize please do let us know. Painting and Prosecco is a question mark at the moment as Palavi who usually does it, is not sure that she is able to commit to it this year. If anyone knows a parent who is an artist, do let us know. Pancake flip is a great little event for the kids, headed up by Mary Chambers. It is lots of fun for the kids as they each get a turn to flip a pancake and see who gets the most. The school disco needs to be discussed in more detail to finalise the dates, so Alison and Marianne will get that sorted. The PTA usually split it over 4 discos throughout an evening (splitting the year groups up) but it does make for a very long day so this

year we may split it across 2 days instead. The quiz night is very much to be confirmed at the moment as we need to see who can create the quiz as well as who can help to organise the event and lastly who is able to be the MC at the event. The final events of the year, the Summer fair & Family BBQ day, currently has a team of ladies happy to do that again so should be all good!

***Uniform Shop Report 2022-2023**

See last point on the treasurer's report.

***Review PTA Policies**

We are to review it annually on how we run the PTA and for safeguarding how we run the PTA, for example, do we require 2 signatures to sign a cheque, etc. It is available on the school website under the PTA page. All our events are actually on our PTA events website but our main core of information is on the school website. We have looked and can confirm we are happy with it this year.

***ACTION points from last meeting**

- PTA Test Your Strength machine – Couple of years ago we had a lady come in with a test your strength machine where she charged £3 a turn. We thought why can't we have that for profit. It's very expensive to buy so Philip built one himself. Last year it broke after being used for a couple of hours. Then it was fixed by a school parent but at the Christmas fair it was broken again so Philip hopes to fix it before this next Christmas fair.
- St. Peter's Equipment Loan – repurchasing the coconut stands – not yet done, Marianne still to action and email St. Peter's
- Co-Chair vacancy for next year – We are in need of 2 persons to come forward to both take on a role of Co-Chairperson or 1 person who is happy to take on the role of Chairperson alone. Sometimes it works best if there are 2 as then the role and work involved can be split across two persons, however the role is not overly demanding that someone couldn't do it alone as Philip has done these past couple of years. At the end of this year, Philip will be stepping down as his time at the school comes to an end and so please do let us know as soon as possible if you are interested in this role on the PTA committee.
- Events-Coordinator vacancy for next year – After many years with the school, lovely Marianne will be stepping down in her role as events-coordinator as her time at the school comes to an end. We are in need of someone who loves to organise events and has an eye for project management and creativity to take over when Marianne steps down. Please do let us know if you are interested in this role on the PTA committee.
- Small Funding Requests – At the end of last year we proposed offering each teacher up to £100 for their classroom needs that would be approved with a fast turnaround so they don't have to wait for the next meeting if they need something. So this new school year we have rolled out the new policy on small requests up to £100 with rapid turnaround to the teachers – Alison has already mentioned it to the staff and spoken to Janet in the office, who is happy to coordinate this with the teachers and order what they need which the PTA will then expense. We as the PTA, do not mind on the time scale or what they need to order. Alison is keen for the staff to plan on what it is that they will need for the year and let Janet know who can order and provide us with the funding request form and details. Alison already has 3 year groups who have put forward their request for what they needs as a combined £300 for the year (3 classrooms at £100 each).
- Summer Fair – brainstorming ideas meeting – it has not taken place yet but talks have been happening
- Charity donation website – Philip did check if BPTA is part of the website that was mentioned in the last meeting whereby companies can pay towards the charity of their employers choice. The PTA are planning to do some marketing around mentioning this information to parents in case their companies have this same salary charity donation scheme (whereby the employer chooses their charity and their employer donates to that charity on their behalf)

- Process on what happens once funding requests are approved (from a financial point of view) – a final piece from last year’s meeting just to confirm that we need to let Janet, in the school office, know that we approve a funding request so that she can plan accordingly. Alison is on hand to help make sure that once a request is approved that Janet is aware.

***Feedback on Events** – No events since July, no feedback.

***New Events/Initiatives** – None brought forward at this time

***Funding Requests**

- OPAL project (Outdoor Play and Learning – revolutionises playtime for the children; helps the school make better use of the school grounds for children’s playtime) championed by Alix Blakeway. So far, the staff have been trained on the principles of play. 20% of children’s week is spent on playtime. The PTA have agreed to fund for a big shelter to store all the play items (aim to have 6 items per children). The idea is about enabling children to be creative but also to build things and keep them out once built. Big project for the next 18 months. Consultant is yet to come to do a site walk to see where various activities can happen on the school grounds. The school are hoping to have collections and donations for most items rather than needing to spend to purchase.
- On the horizon as a funding request is iPads for the classrooms. As the Seesaw programme is no longer being used for homework, it will now be used as a way for teacher to show parents what works has been done in the classroom. The issue the school has is that the current iPads the teachers have are old and outdated so photo quality is not great and soon they iPads won’t be useable as they won’t update anymore. The school also would like more iPads for Reception and Year 1. Ideally the school need 25 so 1 for each classroom as a ‘class iPad’. Just to note, the School does have an account with Apple; our academy trust has an IT department that negotiates with Apple for a good price. Alison will find out if there is a recycling discount as well.
- The school football kit would be like to be updated. 2 sets ideally (Boys and girls; and enough for all who play) for KS2. 20 needed so far plus 2 goal keeper kits and 3 coach sets. Alison also suggested that we get 20 pe bags to that are labelled per kit so that the kits go home in a bag and can be returned accordingly. **VOTED YES.** £427 required.

***Dates for Diary**

- 15 October – 8am – 1pm – Fun Run
- 15 November – 9.15am PTA Meeting (Buzz Room)
- 17 November – Merry Mug Mufti
- 24 November – Bottle Mufti
- 25 November – Christmas Fair
- 26 January – 7.30pm PTA Meeting (Zoom)
- 2 February – Painting & Prosecco
- TBC – Pancake Flip
- 6 March – Disco
- 12 March – 7.30pm PTA Meeting (Staff Room)
- 16 March – Quiz Night
- 8 May – 9.15am Buzz Room
- 7 June – Summer Fair Bottle Mufti
- 22 June – Summer Fair
- 2 July – 7.30pm PTA Meeting (Staff Room)
- 12 July – Family BBQ

***AOB**

Pareesha to contact MuddyBoots on their proposal for giving a £10 donation to PTA per new family who books onto them.

A mention from Nick Griffiths: The PTA Events website is now full on the premium advertising spots, so it's income covers our platform fees but also a bit of extra profit and we have some great businesses that have come forth to advertise their space for a certain cost. Really grateful to all the businesses who support our school.

This led to an idea from Philip to design and give these loyal companies some stickers that say 'Proud to support Boxgrove' that they can display in their shop window/office.

Appendix I.

RECEIPTS	2022/23	2021/22
	£	£
Profits from Fund raising		
Christmas Fair	6,636.24	6,922.02
Christmas Cards	1,796.15	1,497.47
Christmas Raffle	1,059.40	1,757.07
Quiz Night	1,702.32	3,764.00
Summer Fair	6,527.37	5,824.49
Astra Recycling	490.20	469.70
Family BBQ	3,328.82	2,482.26
Happy Circus	0.00	4,612.90
School Disco	2,229.17	489.50
Virgin Money	0.00	825.61
Fun Run	215.93	1,167.91
Paint & Prosecco	653.21	1,174.36
Easy Fundraising	335.71	323.33
Just Giving	0.00	247.38
School Lottery	1,328.10	1,476.30
Amazon Smile	535.83	169.23
Pancake flip	686.16	2,675.00
Advertising PTA website	499.22	714.12
World of Books	0.00	36.27
Big Give	0.00	4,983.94
Year 6 leavers	614.98	737.16
My Nametags	0.00	126.96
Stikins	150.61	0.00
Stripe*	355.93	98.34
	29,145.35	42,575.32

*The Stripe amounts shown above are the amounts which remain unassigned beyond those which have been attributed to the various events shown above. They have not been analysed in detail at this stage but a further analysis will take place before the accounts are submitted as part of the annual return process.

Additionally, we also received £1,576.06 in donations.

Appendix II.

School funding

Funds toward Daily Mile track	£7,908.94
2 x noticeboards	£527.00
123 learning resources	£708.00
Science resources – STEAM week	£1,710.00
Maths resources	£553.01
Wall art – zones of regulations	£2,665.00
Wall art – mural	£3,415.00
Photography materials	£160.94
ICT equipment	£590.72
30 x iPads/cases and charging trolley	£10,690.20
Outdoor learning resources	£1,096.93
Outdoor area materials	£399.99
Arts week resources	£1,212.27
Overpayment to school owing to PTA	£751.66
TOTAL	£32,389.66

General expenditure

PTA subscription	£359.99
Year 6 yearbooks	£1,706.50
Parentkind initial payment	£140.00
General PTA expenses	£66.76
Payment to Uniform Shop*	£836.63
TOTAL	£3,109.88

*This payment was made in error and was repaid back to the Uniform Shop as a correction.

Appendix III.

BALANCE OF ACCOUNTS – 31ST AUGUST 2023

NatWest Main PTA Bank Account

Opening Balance 01/09/2022	£41,087.82
Total Receipts	£43,652.50
Total Payments	£48,430.63
Closing Balance 31/08/2023	£36,309.69

Uniform Bank Account as at 31/08/2023	£9,865.24
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