



HOLLY TREES FUNDRAISERS

Minutes of the Annual General Meeting

Holly Trees Primary School

Wednesday 11 January 2023 at 7pm

In attendance	Amy Roberts (Chair)	Flavia Conde (Vice-Chair)
	Laura Austin (Treasurer)	Nicola Walker (Secretary)
	Andrea Wilkins (Events Coordinator)	Sarah Meacher (Headteacher)
	Sarah Day	Jen Ungoed
	Paula Peskett	Tori Rajaratnam
	Kate	Sarah Adams
	Vanessa Terra (on Zoom)	Zsofia Paulik (on Zoom)
	Lisa Black (on Zoom)	Christine Harwood (on Zoom)

1. INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Introductions were given by all attending.

Apologies were received from Lucy Young, Cath BM, Faye C, Carla, Zoe, Oxana, Claire Moorey, Nicola Chottin, Evie Green.

2. MINUTES OF THE LAST ANNUAL GENERAL MEETING

The minutes of the last meeting held on 5 October 2021 were approved.

3. TO NOTE THE TERMS OF REFERENCE OF THE FUNDRAISERS

Received and noted the Fundraisers' Terms of Reference.

4. TO RECEIVE AND CONSIDER THE AUDITOR'S REPORT UPON THE STATEMENT OF THE ACCOUNTS FOR THE PERIOD TO 31 AUGUST 2022 AND CONFIRM SUBMISSION TO THE CHARITY COMMISSION

Laura advised that our income for the academic year September 2021 to August 2022 was over the £25,000 audit threshold, so we would need the accounts to be audited. Laura had contacted Watson Accountants for an independent review and was quoted £150. All agreed the cost was necessary.

The Charity Commission submission needs the auditors report, so will be completed later in the year as we have ten months after the close of our financial year to make the report.

5. TO RECEIVE AND CONSIDER THE REPORT OF THE COMMITTEE

Received a verbal report from the Chair. Amy thanked everyone for their hard work in the past year, especially the exiting committee who had achieved a lot for a small team. Amy highlighted the great teamwork and ability for everyone to pull together and support each other's roles when needed. Thanks to all who had helped at events over the previous year, including the Holly Trees staff who have supported us. Amy expressed her hope that more support from other parents would be available over the next year.

Mrs Meacher also expressed thanks for the funding contributions over the last year, and acknowledged the hard work from the committee and fundraisers over the last year. Beyond the financial figures, Mrs Meacher thanked the fundraisers for their role as part of the school community and support for children and families.



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6. **TO RECEIVE AND CONSIDER THE REPORT OF THE TREASURER AND THE STATEMENT OF THE ACCOUNTS FOR THE PERIOD TO 31 AUGUST 2022**

Received a verbal report from the Treasurer regarding the accounts to 31 August 2022 [see Appendix 1].

6.1 **Achievements and Performance**

During the school year 1 September 2021 to 31 August 2022, the Fundraisers raised £32,679.26 from events and activities. The Fundraisers total outgoings were £16,253.33 (not including donations to the school), generating a total gain of £16,425.93. Of that gain we donated a total of £14,279.91 to the school to purchase reading books, provide a significant contribution towards IT equipment (that was later repurposed to support urgent outdoor playground repairs), as well as making our usual donations to School Christmas activities and Year 6 Leavers party. This leaves us with additional cash funds of £2,146.02.

The biggest fundraisers of the year were our annual fireworks display, Christmas grotto, wine tasting, Krispy Kreme donut sales, Happy's Circus and the school disco. Thank you to all those parents who have regularly contributed their time at our events, without their support we would not have been able to run such brilliant events for the children and the wider community.

This year we have seen a huge increase in engagement with fundraising activities from everyone across our school community and beyond, as is evidenced by the staggering amount of money which has been raised. Credit goes to both Nici Walker and Flavia Conde for driving our communications strategy and making our marketing materials and social media presence more engaging. The launch of our new website hosted by PTA Events (www.pta-events.co.uk/hollytrees) has been a valuable investment and has enabled the Fundraisers to enhance our event communications and reduce some administrative financial burden on both the committee and the school office.

6.2 **Financial Review**

The opening balance on 1st September 2021 was £17,171.18 and the closing bank account balance on 31st August 2022 was £19,127.87. Uncleared transactions at the point of writing this report amount to £773.05 bringing our final balance for the year to £19,531.92.

Total receipts (all fundraising activities as well as the School Lottery, Amazon Smile, Easy Fundraising, Essex Passes and parent donations) total £32,679.26.

Total payments amount to £15,560.29 for fundraising event costs and miscellaneous expenses (as listed in the Receipts and Payments Accounts summary) and donations to the school.

Additionally, there remains a cash float of £50 within the school office.

At no point this year was the bank account overdrawn.



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7. TO ELECT CHAIRPERSON, SECRETARY, TREASURER, VICE-CHAIRPERSON AND OTHER COMMITTEE AND LEAD ROLES

- 7.1 Noted that the Committee for 2021/22 was now disbanded. The 'Roles for discussion' document (Appendix 2) was reviewed and there was a discussion about how existing roles could be segmented to help lighten the load of holders.
- 7.2 **Chairperson**
Amy Roberts offered to stand again, but advised she would have very little time during the days given her teaching role. Flavia Conde also offered to stand as Chair, but advised she would like to share the role. Sarah Adams put herself forward as Co-Chair with Flavia. They were proposed by Nicola Walker and Laura Austin respectively and seconded by Andrea Wilkins and Paula Peskett. Both were elected as Co-Chairs for 2022-23.
- 7.3 **Secretary**
Nicola Walker agreed to act as Secretary with support, although advised she would not be able to work on large events again. Jen Ungood offered to be co-secretary. They were proposed by Flavia Conde and Laura Austin, seconded by Andrea Wilkins and Amy Roberts, and were elected as co-Secretaries for 2022-23 unopposed.
- 7.4 **Treasurer**
Laura Austin agreed to continue as Treasurer, was proposed by Flavia Conde, seconded by Amy Roberts and was elected as Treasurer for 2022-23 unopposed.
- 7.5 **Assistant Treasurer**
Sarah Day expressed an interest in getting more involved in Finances and it was agreed to make a new committee post in support of Laura with some of the banking, Zettles, maintaining the float in school for events, Sarah's ongoing role in purchasing stock, and supporting with event admin such as TENS licences. Proposed by Andrea Wilkins, seconded by Flavia Conde, Sarah was appointed unopposed to the new role.
- 7.5 **Vice-Chairperson**
It was agreed the majority of the Vice-Chair role could be covered by the Co-Chairs, so this role would be retired for 2022-23
- 7.6 **Events Co-ordinator**
Given the historic scale of some of the events, and lack of anyone able to take ownership these, it was agreed this role should be retired. Andrea Wilkins agreed to take on the new non-committee role of Playground Events Lead, overseeing activities such as uniform sales, Doughies, Krispy Kremes and Bag2School among others.
Zsofia Paulik, Vanessa Terra and Lucy Young (with her prior agreement) offered to coordinate uniform sales, including monitoring the yellow uniform bin and sorting available stock at other points in the term.
- 7.7 **Full list of new non-committee roles**
School liaison - Amy Roberts
Minutes clerk - Tori Rajaratnam
Playground events lead - Andrea Wilkins
Volunteer coordinator - Christine Harwood
Uniform sale co-leads - Vanessa Terra, Lucy Young and Zsofia Paulik
Social media lead - Cath BM (discussed ahead of meeting if no one else



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interested)
Event management support - Paula Peskett

8. **TO ELECT AUDITORS FOR THE COMING YEAR**
As Watson Accountants will be conducting the review of 2021-2022 records, it is likely they will be appointed for the year 2022-2023, but this will be confirmed at a later date in a regular meeting.
9. **TO FIX THE REMUNERATION OF THE AUDITORS**
To be confirmed depending on company and quotes received.
10. **TO NOTE THAT THE ANNUAL RETURN WAS SUBMITTED TO THE CHARITIES COMMISSION PRIOR TO ITS DEADLINE OF 30TH JULY**
Struck off as this was a duplicate point with section 4.
11. **ANY OTHER BUSINESS**
Confirmed that there was no other business.
12. **DATE OF NEXT MEETING**
The date of the next Annual General Meeting of the Holly Trees Fundraisers was not confirmed as there was a discussion if it would be better to hold this immediately after drop off to encourage new people to join, or push the time back to 8pm which might allow more commuters to join.
To be set at the next 'regular' meeting on Tuesday 21 February.



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Appendix 1

Holly Trees Fundraisers
Registered Charity No: 1144665
Receipts and Payments Accounts
Academic Year 2021-2022



Fundraising Activities	Receipts	Payments	Profit/Loss	Other Receipts		Summary of Bank and Cash	
Preloved Uniform	£388.29		£388.29	School Lottery	£1,919.50	Opening balance 01/09/21	£17,171.18
Bags 2 School	£277.00		£277.00	Amazon Smile	£218.71	Cleared funds from 20/21	£214.72
Fireworks	£10,504.60	-£5,218.74	£5,285.86	Easy Fundraising	£20.36	Total Receipts	£32,679.26
Pizza Evening	£155.00		£155.00	Donations	£832.34	Total Payments	-£30,533.24
Christmas Crafts/Chocs	£142.00		£142.00	Essex Passes	£12.83	Accounts balance	£19,531.92
Grotto	£1,203.96	-£494.86	£709.10	PTA Expense refund	£60.00	Uncleared debits	£550.85
Secret Gift Shop 2021	£928.76	-£601.38	£327.38	Fundraisers stock purchase	£58.00	Uncleared credits	-£954.90
Face Masks	£5.00		£5.00			Closing Bank Balance 31/08/22	£19,127.87
Christmas Cards	£367.97		£367.97	Total Other Receipts	£3,121.74	Cash float	£50.00
Wine Tasting	£1,641.71	-£1,041.84	£599.87	Other Payments		Cash funds year ending	£19,177.87
Non-uniform Day	£311.15		£311.15	School Donations	-£14,279.91		
Year 4 Refreshments	£82.50	-£53.50	£29.00	PTA Expenses ¹	-£761.14		
Krispy Kreme Donuts	£1,438.88	-£735.95	£752.93	Miscellaneous ²	-£219.24		
Easter Chocs	£197.80		£197.80	Year 6 Leavers party	-£300.00		
Happy Circus	£8,996.63	-£5,581.74	£3,414.89	Total Other Payments	-£15,560.29		
School Disco	£1,155.51	-£415.27	£740.24				
Secret Gift shop 2022	£0.00	-£81.28	-£81.28				
Gin Tasting	£808.27	-£610.14	£198.13				
Musical Soiree	£310.01	-£45.14	£264.87				
Sports Day	£387.64	-£55.00	£332.64				
Year 6 Refreshments	£254.84	-£38.11	£216.73				
	£29,557.52	-£14,972.95	£14,634.57				

Notes

¹PTA Expenses for this year include Zoom A/C renewal, annual PTA Membership fee, investment in Zettles, PTA Events Qflow code scanner app, gazebos, padlock, Holly Trees hand stamp

²Miscellaneous costs for this year include a flowers for Mrs Masters (former head), committee leaver gifts and a donation cheque cancellation



Roles for discussion and election

Chair

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved. The Chair will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

The Chair will work closely with the Treasurer and Secretary to ensure that the Fundraisers charity is run effectively. As an Officer of the committee, the Chair will be one of the designated signatories and will sign cheques on behalf of the Fundraisers along with other designated signatories.

Job Function

To ensure that the business of the Fundraisers is conducted in accordance with the wishes of the representatives of the Fundraisers, to uphold the constitution of the Fundraisers, and prepare and submit statutory reports to Regulatory Bodies

Main duties:

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner ensuring that everyone can contribute
- Agree on a date for the next meeting
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary
- Sign cheques for the Fundraisers with one other committee member

Vice-Chair

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson when necessary, the Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post.

Job Function

To support the chair in all aspects of their role, to ensure that the business of the Fundraisers is conducted in accordance with the wishes of the representatives of the Fundraisers and to uphold the constitution of the Fundraises.

Main duties

- To chair meetings in the absence of the Chair
- To draw up an annual Fundraiser calendar and program in consultation with the Chair.
- To prepare meeting agendas by consulting with the Fundraisers Chair.
- To welcome and involve other parents in the PTA.



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- To lead parent and wider school community engagement in Fundraising activities (school volunteers, use of local contacts and skills).
- To prepare with the Chair the Fundraiser's annual report for the Annual General Meeting.

Secretary

The Secretary ensures that the Fundraisers run smoothly and provides a link between Committee Members and the Fundraisers and between the Fundraisers and the School. This requires good organisational and communication skills and the ability to stick to deadlines.

Job Function

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the Fundraisers and the school.

The Secretary deals with all the correspondence that the Fundraisers receive and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help the smooth running of events and ensure efficient communication.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the Fundraisers.

Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the Chair
- Work with the communications officer to prepare and distribute newsletters and other communications to parents
- Preparation of tickets for events through PTA events or other platforms as required

Treasurer

A key role for all committee members is to manage and control the funds the Fundraisers raise. Although all the committee members have equal responsibility for the control and management of the Fundraiser's funds the Treasurer plays an important part in helping the committee carry out these duties properly.

Job Function

To maintain up-to-date records of all Fundraiser's financial transactions

Main duties:

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the Fundraisers and making payments.
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders. Money raised at school events will be locked in the school safe after the event.
- To prepare and report financial statements at Fundraiser's Meetings.
- To prepare a concise Financial Report for the Annual General Meeting.
- Charity registration and Gift Aid



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Communications Officer

A vital role within the PTA is promoting and communicating the work of the PTA. The communications officer should be an excellent and confident communicator both in writing and in person.

Job Function:

To communicate and promote the work of the Fundraisers.

Main duties:

- Work closely with the school office to circulate information to parents via email, Facebook and Instagram
- Advertising Fundraisers events and fundraising initiatives
- Preparing flyers, posters, etc. for events
- Liaising with local businesses to advertise events.
- Ensuring posters are displayed around the school in good time.
- Ensuring all information on fundraisers' work is kept current and up to date

Events Coordinator

From uniform sales to fireworks, the events coordinator will be a key person making sure the pipeline of fundraising activities takes place and raises money. They must be organised, and a good communicator and delegator to ensure that everyone is aware of what is needed and when.

Job Function

The Events Coordinator leads on planning and delivery for the fundraising events, with support and guidance from the rest of the committee and leads.

Main duties:

- Planning and setting timelines for events, from working with other companies such as catering vans to deciding when to launch tickets.
- Working with the leads to check there are enough volunteers, emails are written and the budget plans add up
- Overseeing the health and safety aspects of events to ensure the council is informed (if necessary) and we have the correct licenses.

Further support roles (non-committee) for consideration

Volunteer lead – to enthuse and inform volunteers to encourage people to get involved with delivering fundraising activities. Request support and pull together lists of volunteers and assign tasks for activities, mainly via WhatsApp group.

Uniform sales lead – organise the termly / half termly uniform sales, including managing stock in the shed and working with volunteer lead to get help to run the events

Purchasing lead - a bargain hunter who is happy to source good value items at reasonable prices for events. This could be tea and coffee to serve at a play, a tens of bottles of Prosecco for a large event, or hundreds of wholesale gifts for the gift shop!

Playground sales lead - liaising with external vendors such as Krispy Kreme and Doughies to order stock (numbers agreed with committee) and school to arrange tables etc. working with volunteer lead, social lead and comms lead to help get people to sell items and make people aware. Also to book and organise Bags2school collections each term.



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Design lead – using Canva (free package available) to create and share posters, social cards, event tickets and other attractive material. Also leading on crafts for the Christmas event, and others (if planned) over the year.

Committee Members/Volunteers

Committee Members work alongside the Officers.

Main duties:

- Attends Fundraiser meetings
- Gets involved in planning, owning and running events
- Runs smaller projects
- Help with playground sales
- Encourages participation and involvement for the events organized by the Fundraisers
- We would like representation across all year groups. New parents to the school will be warmly welcomed.