

Walter Evans PTFA meeting – Weds 5th October 2022 19:30

Held in person at school and also on Zoom

Attendees:

Claire Wilson
Ashton Reed
Gill Richardson
Andy Wright
Rob Owen
Vicky Seal
Zoe Clarke
Raki Raya
Phil Cunliffe
Heather Dunbar
Upnesh Grewel
Raphaelle Lambertin
Lisa Hodgkinson
Runa Picton
Jenny Carter
Nikola Smith
Clare Hadway-Ball
Keith Coull

1. Apologies

Karen Merchant
David Brown

Welcome to everyone and the warmest of welcomes to those of you new to PTFA meetings. Fantastic to welcome new people.

2. Actions from the Annual General Meeting held on 14th October 2021

Last year's AGM was predominantly discussion around the restarting of events post-Covid. No specific actions to discuss.

3. Co-Chair's Report and Headmasters feedback for 2021/2022 – Gill Richardson/Andy Wright (Co-Chairs) & Claire Wilson (Head of Early Years, on behalf of David Brown)

Co-Chair report – Gill Richardson

“On behalf of both Andy and myself, we would like to begin by thanking everyone that has been involved in supporting the PTFA over the past year. The PTFA Committee and members, all of the volunteers that have supported us, all of the families that have attended events and the school itself. Everyone has played a valuable part in an extremely successful year of fundraising and events.

We are very pleased at what the PTFA has been able to achieve in supporting over the past year - funding over £14,000 of equipment and support for our children's school is so important in being able to enrich the school experience that they have. Whether it is a well-earned ice cream at the end of a sports day, or hundreds of new books or a new climbing frame; all of these things are so important to our children.

It has been a very challenging year as we emerge from the Covid situation into a new normality. Covid has meant that we haven't had the usual progression of new parents experiencing events and therefore becoming involved and so we have endeavoured to put on the traditional events with a reduced amount of people running these. We are proud of the successes that we have made but we equally accept that it is right to make some changes as we move forward into new times.

For the year ahead it is clear that changes need to be made and we have been grateful for the survey responses to understand a little more about what our school community want.

We intend to start with fewer events but with more opportunity for the school community to get involved. We have taken note of the events that people particularly enjoy and will endeavour to continue with these. We want this year to be about encouraging everyone to know that they play a part in the PTFA and the school community and that we are open to trying new things and welcoming everyone to be part of the continued success.

We look forward to welcoming the new committee and to helping Walter Evans to be a happy and successful school for many years to come."

School report – Claire Wilson

"Echoed Gill's words. As staff we couldn't do half the things without the PTFA. Through having everybody pulling together, it has allowed us all to work together across the school.

One of the areas that we would like to do is to bring more staff involvement to the PTFA and we will endeavour to involve more staff where we can moving forward.

It is great to see 16 parents attending, which is the most we have had involved for a number of years. It is really important to acknowledge that the Early Years families are where it starts. Families starting with their children in the nursery have potentially 8 years involved in the school and if we can involve more people that would be great.

Well done on behalf of the school, brilliant work."

4. Treasurer's Report for the year ending 31st July 2022 – Rob Owen

Firstly re-echo what has been said. Rob became treasurer as he attended events and liked to become involved. He doesn't get involved in the organising of all of the events but has seen the strain that it has put on a few people over the past few years. However, it is great to note the good engagement of people involved.

Considering the concern about getting events running post Covid it has been an excellent year.

- Summer fair raised over £4,573.67 profit and gave donations to the year 6 leavers' do as a result
- Summer party was difficult to organise due to minimal engagement, but raised £1,968.86 profit
- Christmas raffle raised £1,673.95
- Secret Santa raised £1,336.52
- Quiz and chips raised £871.56
- Movie night raised £769.02

There was also income from elements such as the school uniform, however this is legacy money (PTFA would buy stock and sell through reception and PTFA would make small profit. It became too difficult once the school grew and so we moved to online sales which is not connected to the PTFA).

It was acknowledged that the card readers that were purchased over the past year have been amazing and have made a significant difference at events.

It was also acknowledged, and particularly thanks to Vicky for her work on this, that the PTA Events website has been excellent. Being able to buy tickets for events without involving the school has relieved the pressure on the school staff and also reduced the need for cash.

Action: The accounts will be audited in the coming weeks by one of the parents, Andy Walker

5. Election of Officers and Trustees of the Committee

It was acknowledged that most of the committee were keen to step down from current roles.

- Chair

It was accepted that both Andy and Gill were keen to step down, however there were no other nominations. As a result it was proposed by Zoe Clarke, seconded by Raki Raya, that Andy and Gill continue for another year. However, this was requested by Andy and Gill to be on the basis of running less events and of some changes being made for the meetings and the general organisation moving ahead, especially noting their work commitments at present.

Co-Elect: Andy Wright and Gill Richardson

- Vice Chair

Zoe was willing to support for this year as Vice-Chair to assist where Andy or Gill are unavailable. Proposed by Gill Richardson, seconded by Rob Owen

Elected: Zoe Clarke

- Secretary

Thanks was made to Phil for her support over recent years as Secretary, however Phil is stepping down due to personal commitments. Nikki was willing to take on the role. This was proposed by Raki Raya, seconded by Runa Picton

Elected: Nikola Smith

- Treasurer

Rob was willing to continue for this year as his last year and to do a full handover during the year under a succession plan. As a result Vicky was willing to undertake this. This was proposed by Gill Richardson, seconded by Zoe Clarke

Elected: Rob Owen and Vicky Seal

- Grant Finder/Comms and Media

Raki asked to step down from this position. It was suggested to do this as a joint role moving forward. Jenny and Clare were both interested in supporting this. Proposed by Gill Richardson, seconded by Vicky Seal

Elected: Jenny Carter and Clare Hadway-Ball in support

- Social Secretary

Keith is stepping down from the role, but will be happy to support over the coming year on explaining licensing etc. The role will also include the compiling of a volunteers register on the PTFA Google Drive and liaising with individual volunteer teams for events. Raki expressed an interested in undertaking this role. This was proposed by Runa Picton, seconded by Rob Owen

Elected: Raki Raya

- Trustees

A minimum of two are required. A decision was made to have the two Chairs and the two Treasurers as the Trustees for the coming year.

Elected: Rob Owen, Andy Wright, Vicky Seal, Gill Richardson

- Moving forwards: Phil Cunliffe, Heather Dunbar, Lisa Hodgkinson, Runa Picton, Raphaelle Lambertin and Upnesh Grewel are all keen to be part of the PTFA moving forward

It is accepted that not everyone will be available for all meetings.

6. Any Other Business

Survey output

A survey was run a few weeks ago asking for input on PTFA events. There was an excellent response, although less response from the later years in the school.

- With respect to events attended, 92.5% had attended the school disco, 85% attended the summer fair, 72.5% had participated in Secret Santa and 60% on the Christmas Cards.
- 85% of respondents liked the opportunity to see the children interacting with one another, with 65% enjoying the opportunity to see the school and also to raise money for the school. There was less emphasis given to meeting other parents.
- With respect to what was disliked about events this was generally around people not having the time to be involved or around the events being at difficult times. This was noted for organising future events.
- Out of proposed new ideas 50% of respondents were interested in a clothes sale, 47.5% in a family bingo event and 45% in a crafting workshop and also the sale of ice lollies in the summer.
- When asked how people like to find out about PTFA events, 90% of respondents stated through ParentHub, 75% through the parent year group whatsapp groups, 35% through facebook and 22.5% through Instagram.
- For future volunteering – 60% said that they would prefer not to be involved, 32.5% said that they would love to volunteer at an event and 7.5% said that they would love to be involved in planning an event

Key actions:

- *Spreadsheet of potential volunteers on the google drive and make contact with those that have expressed interest in helping – Social Secretary*
- *Discussion with school about how to support Nursery and Reception parents getting onto Whatsapp groups – Co-Chairs*
- *Push for earlier ParentHub messages – Comms Officer / Co-Chairs to provide agenda and meeting details two weeks before the meetings*

- *Utilise social media for business engagement more to support prizes etc – Comms Officer*

Requests for funding from the school

Miss Reed is the reading lead and has noted that there are no books for stage 9 onwards to Stage 16, meaning that children are not inspired to read the books. Miss Reed is asking for money for new books, costing around £3,000. Booklife will match half and so school are proposing £1,500 request, which will be for 40 books at each stage/reading level.

Decision: The £1,500 was unanimously supported

Immediate Events

Action: Crafting workshop to be discussed further on whatsapp group

Christmas Raffle – Heather and Upnesh are happy to arrange this

Secret Santa will be run as usual but Runa is going to shadow to learn how to do it

Rob raised that the Year 6 mums want to lead the summer party and want to pull something together and are talking to an event space. Good opportunity to put an open invite

Action: Jenny and Clare to look into this

Future meetings

- a. 2nd November at 19:30
- b. 7th December at 19:30
- c. 11th January at 19:30
- d. 1st February at 19:30

Post meeting update from the Co-Chairs:

1) Year Group Representatives

It would be preferable if we have a couple for each Year Group as there are large year groups. These will be people to share meeting invites and comms within the whatsapp groups, but also for people to approach with offers or feedback to be fed into the monthly meetings and the Co-Chairs. There should be no need for anyone to be a representative for more than one year group as it becomes too much on one person, plus we are keen to encourage more people to feel part of the PTFA. This also reduces the pressure on people to attend all meetings.

2) Rev Peter Barham

As we are the PTFA it is worth noting that we like to include our friends too and friends of the village and school. Walter Evans is a church school with very strong links to St Matthews and St Edmunds. Some may be aware but our Vicar, Peter, is currently very seriously unwell. Request from the Co-Chairs to send a card to Peter and his family on behalf of the PTFA, expressing that we are thinking of him and hold him and his family in our thoughts.

Walter Evans CE Nursery and Primary School PTFA - Accounts
(1.8.21 - 31.07.2022)

	Income	Expenditure	Net Income
Income from Events			
Amazon Income	£76.61	£0.00	£76.61
School Uniform	£2,181.00	£1,197.00	£984.00
Miscellaneous Income	£1.25	£0.00	£1.25
Christmas Raffle	£1,767.10	£93.15	£1,673.95
Secret Samta	£1,336.52	£0.00	£1,336.52
Film Night	£945.20	£176.18	£769.02
Cauliflower Cards	£516.50	£0.00	£516.50
Salvation Army	£30.27	£0.00	£30.27
Quiz and Chips	£1,893.39	£1,021.83	£871.56
Summer Fair	£5,759.55	£1,185.88	£4,573.67
Summer Party	£3,401.81	£1,432.95	£1,968.86
Total Net Income			£12,802.21

		Expenditure
Administration Expenses		
Tea & Tissues Event		£102.45
Parentkind		£128.00
2 Sum Up Card Machines		£39.20
Sub total Administration Expenses		£269.65
Donations to School		
Sandbags - ballast for sun shelters		£23.59
30 bags playsand		£135.00
6 Torches and charging station		£74.95
6 Rugged Racers and charging station		£149.95
6 Mobile phones and charging station		£149.95
Football Goals		£1,240.00
Eco Team Litter Pickers		£31.90
Prizes for KS1 & 2 Science Competition		£60.00
Nursey Outdoor Water Trays and Toys		£300.26
Year 4 Circuit Materials		£62.12
Year 6 Disco		£395.00
Ice Creams for sports day		£410.00
Phonics Books		£6,000.00
Jubilee Pin Badges		£453.96
PE Climbing Frame		£3,920.00
Yr3 Stone Age Workshop		£395.00
Year 6 Disco Contribution to Expenses		£132.00
Sub total Donations to School		£13,933.68
Total Expenditure Admin Expenses & Donations to School		£14,203.33

Profit/Loss for Year	-£1,401.12
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Bank Account Summary	
Balance as at 01.08.21	£14,996.90
Petty Cash as at 01.08.21	£655.00
Total Cash as at 01.08.21	£15,651.90
Balance as at 31.07.2022	£13,395.74
Petty Cash as at 31.07.2022	£855.00
Total Cash as at 31.07.2022	£14,250.74

Cash movement 01.08.20 to 31.07.2022	£1,401.16
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Walter Evans PTFA – Treasurers Report (07.06.2022 to 31.07.2022)

Position as at 07.06.2022

Cash at Bank		£17,882.37
Float		<u>£855.00</u>
<u>Balance</u>		<u>£18,737.37</u>

Income From Events

Summer Fair	£5,757.59
Summer Party	£3,401.81
Uniform Money	£618.00
<u>TOTAL</u>	<u>£9,777.40</u>

Expenses

Summer Fair Drinks & Cups	£81.95
Summer Fair Bouncy Castle	£149.00
Summer Fair Napkins and Catering Boxes	£30.00
Summer Fair Drinks	£186.04
Summer Fair Food	£196.85
Summer Fair Dancing Duck Brewery	£150.00
Summer Fair Drinks	£330.08
Summer Fair Yr 6 stall expenses	£40.96
Summer Fairy and Summery Party Licence Fees	£42.00
Summer Party Catering	£1,050.00
Summer Party Disco Deposit	£30.00
Summer Party Rugby Club (balance)	£100.00
Summer Party Decorations and Raffle Tickets	£98.98
Summer Party Decorations and Raffle Tickets	£32.97
Sum Up Machine	£39.20
<u>TOTAL</u>	<u>£2,558.03</u>

Donations to School

Year 6 Disco	£395.00
Ice Creams for sports day	£410.00
Phonics Books	£6,000.00
Jubilee Pin Badges	£453.96
PE Climbing Frame	£3,920.00
Yr3 Stone Age Workshop	£395.00
Year 6 Disco Contribution to Expenses	£132.00

TOTAL **£11,705.96**

Net Income/Expenditure **-£4,486.59**

Position (31.07.2022)

Cash at Bank		£13,395.74
Float		<u>£855.00</u>
<u>Balance at (31.07.2022)</u>		<u>£14,250.74</u>

Committed Contributions to School

None

Total **£0.00**

Reserve

Proposed Reserve £6,000.00

Total **£6,000.00**

Cash Available for School contributions **£8,250.74**

Summer Party

Summer Party Ticket Income	230.81
Summer Party Ticket Income	288.12
Summer Party Ticket Income 27.06.2022	144.25
Summer Party Ticket Income	403.14
Summer Party Ticket Income	230.61
Raffle Ticket Income	100
Auction Prize Income	855.28
Auction Prize Income	25
Auction Prize Income	113.2
Auction Prize Income	9.4
Auction Prize Income	990
Auction Prize Income	12
Total Income	3401.81

Less Expenses

Deposit for Rugby Club	100
Deposit for Disco	30
Summer Party Catering	1050
Balance for Rugby Club	100
Licence Fee (no invoice)	21
Decorations and Raffle Tickets (8.99 + 76 + 13.99 = £98.98)	98.98
Decorations and Raffle Tickets	32.97
Total Expenses	1432.95
Total Profit	1968.86