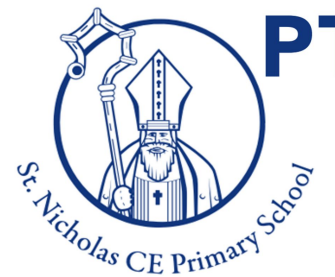


ST NICHOLAS CE PRIMARY
SCHOOL

PTA AGM

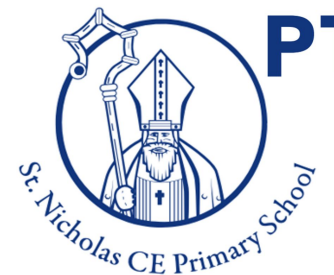
11TH NOVEMBER 2024



PTA

PTA AGA AGENDA

1. Introduction of core committee members
2. Apologies for absence
3. Minutes of the previous AGM To be agreed and matters arising discussed
4. To outline the activities carried out since the last AGM
5. Chair's report
6. Treasurer's report
7. Head Teacher's report - To outline future spending priorities
8. Committee roles and class reps – Re elect for 2024-2025
9. Current plans for year ahead
10. List of planned events and gaps where further ideas are required
11. Any other business



1. Introduction of core committee members.

We formed a team in September 2023

Welcoming Jesscia, (Class rep for EYFS. Nicky, who has helped at the disco and recent bake sale who has twins in EYFS and Charlotte who has also helped at the recent disco. From all of us I would like to welcome you

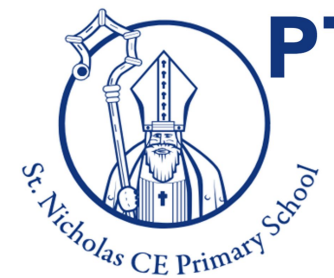
PTA

PTA Team



 Abby Chair	 Shanae Vice Chair	 Nichola Treasurer	 Emma Secretary
 Amy Treasurer Support	 Tanya Secretary Support	 Kate Event Co-ordinator	 Sarah Event Co-ordinator
 Sam Event Co-ordinator	 Emily Art & Design Co-ordinator	 Charlotte Event Co-ordinator	 Nicky Event Co-ordinator

*We are a welcoming bunch! Please do join us with any offers of help, ideas or resources throughout the year.
Together we can do so much*



PTA

3. Minutes of previous AGM - Print out available for anyone to read this evening, but at a glance lets see below.

The New PTA team formed at the end of September 2023. This required all the charity commission information online to be updated, which has been actioned. We had lots of ideas for a busy year of events for the children across all years. Nichola presented her first financial statement, end of year bank balance for 2021/2022 was £7,244. Nichola was also spending time sorting out the gift aid.

Mrs Hilling, agreed funding from Hurst show would go towards tablets. (£5000.00) PTA agreed to buy two rugs, ks2 books.£1200 was donated from Hipp organic. (discuss later on)

Class reps volunteered.

Planned for 2023/24 - See next slide

Agreed the way we communicate to parents needs to be clearer. Emma actioned this by introducing a PTA newsletter.

Shed was purchased and Emily and husband kindly volunteered to build it.



St Nicholas PTA Activities Timeline 2023/4

November

- Film night
- Children in Need
- Bags2School
- Non Uniform (choc tombola donation)
- Wreath Making workshop

January

Kept Clear

March

- Crazy Hair Disco
- 2nd Hand uniform sale
- Easter Egg Hunt
- Easter Bake Sale

May

- Frosty Fridays
- Quiz & Curry Night
- Bag2school

July

- Year 6 leavers hoodies

Autumn/Winter 2023

Spring/Summer 2024

October

- Autumn Bake Sale

December

- Christmas Disco
- Christmas Fayre (with Church)
- Xmas Lunch & Santa visit
- Nativity Play PTA refreshments
- Save the children Xmas Jumper Day
- HVS Dinner Dance – (joint)
- Christmas Singalong & Bake Sale
- Bauble Hunt

February

- Valentines Day Bake Sale
- Chinese new year bake sale
- Leap into spring
- Film Night

April

- Easter Art competition

June

- Hurst Show

4. CHAIR REPORT – WRITTEN BY ABBY JOBY

- Firstly, I would like to thank all the supportive parents we have had this year it's been a team effort.
- Together, we have provided so many events for the children here at the school, which we will run through with Nichola's event summary report.
- I know it can take a lots of time to organise these events, making sure all the supplies are in place, and we have enough volunteers. Thank you to Kate as she is at every event ensuring anything is running smoothly.
- Thank you, to Emma for changing the way we communicate to parents, writing the newsletter each month to inform parents on the success of the events and information about up and coming events. For those new to today's meeting this was implemented this last year and I believe it has been a huge success as a form of communication to the parents.
- All these events have secured an enriched, enjoyable and most importantly a memorable experience for all the children here at St Nicholas CE Primary school – raising money to provide the children with resources and equipment and I think we should be all so proud of those recourses we have provided for all the children.
- Collectively we can be very proud of what we, and those who have now left the committee have achieved over the last year and I look forward to the year 2024/2025 if



St. Nicholas Hurst PTA – Treasurer’s Report year ended 31 October 2024

Annual General Meeting 11 November 2024

Overview

This Treasurer’s Report is for the year ended 31 October 2024.

It was a successful year for the St. Nicholas Hurst PTA (“the Charity”). The Charity generated £8,275 of funds (income net of expenses – not including Transfers to School) via various fundraising events alongside generous parental contributions. The key fundraising achievements are detailed below.

In addition to this the Hurst Show event from June 2024 generated a donation directly to St. Nicholas CE Primary School (“the School”) of £7,500.

A total value of £5,851 was transferred to the School from the Charity in order to directly benefit the education of the children. Please see detail below.

Opening Cash at bank balance: £7,244.16

Ending Cash at bank balance: £9,668.02

A total of £30 is held in petty cash as the event float.

From an administrative perspective the Charity opened a Savings account in February 2024 which earns 1% interest. The £3,000 ring fenced emergency funds will be held in this account until further notice. A total of £22.37 of interest was made during the year.

The PTA also applied for a debit card for the bank account – this is used by the PTA Chair for online expenses. All Expenses continue to be approved by the PTA Chair/ Vice Chair and Treasurer prior to payment.

Fundraising Income

	£
Fundraising	12,266.58
Parent Contributions	985.00
Your School Lottery	1,269.30
Other	329.84
Total Income	<u>14,850.72</u>

**Other comprises Benevity, Easy Fundraising and Charities Trust*

Breakdown of Key Events during 2023/24 Financial Year

Event Name	Date	Income	Expenses	Profit
Film Night (Sing 2)	10 Nov 23	£704	£153	£551
Wreath Making	24 Nov 23	£854	£542	£312
Christmas Fayre	2 Dec 24	£289	£10	£279
Christmas Disco	Dec 24	£1,144	£349	£795
Christmas Pop Ups	Dec 24	£475	£18	£456
HVS Dinner Dance	9 Dec 23	£1,352	£0	£1,352
Film Night (Trolls)	23 Feb 24	£769	£197	£572
Chinese NY Bake Sale	9 Feb 24	£134	£6	£128
Crazy Hair Disco	15 Mar 24	£985	£219	£766
Leap Into Spring	Spring Term	£738	£0	£738
Easter Bake Sale	27 Mar 24	£309	£0	£309
Art Competition	27 Mar 24	£182	£91	£91
Quiz	10 May 24	£1,562	£634	£928
Frosty Fridays	Summer Term	£113	£15	£98
Film Night (Migration)	Oct 24	£953	£274	£678

*note Bags2School & Hurst Show monies are paid directly to the school and are incremental to the £14,828 income above.

**Dinner Dance 2024 is not included in here as event has not taken place yet

The Charity is responsible for organising the Hurst Dinner Dance for 2024. £1,900 in ticket sales have been made during the year. £1,940 in expenses have been incurred. The event will take place 14 December 2024 and profit will be reported in 2024/25 Financial Year.

In October 2024 we received the news that we have been selected for Co-op Local Community Fund initiative (Cause ID 88136). The funding that we will receive will support the children's proposal to create a Wellbeing Area within the School playing field. This initiative will run until October 2025.

Expenses Incurred

Transfers to School

Item Description	Amount	Date Paid
KS1 Rugs	£733	Nov-23
EYFS Sand & Water Table	£150	Nov-23
School Council Trophies	£77.94	Nov-23
Tablets	£2,259	Feb-24
Hardship Fun	£145	Mar-24
SEN books	£511	May-24
KS2 Books	£500	July/ Sept-24
Spelling Shed subscription	£160	Sept-24
Writing Resources	£449	Sept-24
Ear Defenders	£270	Oct-24
WOW Planetarium Day	£596	Oct-24
TOTAL	£5,851	

As of the AGM there are no outstanding agreed commitments to the school.

Other Significant One-Off Expenditure

Christmas Events

The purchase of gifts/ chocolates for children, also including Santa's Grotto and decorating the hall for Christmas lunch £531.29.

PTA Shed

The PTA purchased a shed for £773.63 (including materials to build shed). No labour costs were incurred as this was kindly donated by a parent. The purpose of the shed is to house all PTA equipment in one central location so as to keep track of all items to avoid duplicate purchases/ wastage.

YR 6 Leavers

The Charity donated £420 towards the cost of Leavers Hoodies for the Year 6 children. This was paid directly to the parent organising the event.

Hardship Fund Drawdown

The Charity incurred a £145 drawdown on the Hardship Fund which was replenished in year.

Breakdown of Payments to PTA members/ volunteers

Name	Amount reimbursed (£)
Kate Brownie	279.28
Tanya Robinson	637.18
Gaby Hoekstra	213.98
Samantha Love	99.81
Sarah <u>Sollesse</u>	343.49
Emma Henderson	217.10
Emily Quinn	102.36
Abigail Joby	50.74
Amy Parry	50.04
Shanae Eastland	188.92
Anna Fitzpatrick	67.30
Jessica Boyden	420.00

Appendix 1 Income & Expenditure

	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	YTD-23/24
Fundraising	1,476	1,555	1,352	902	1,834	325	1,555	160	192	-	937	76	10,367
Raffle	-	-	-	-	-	-	-	336	336	-	-	-	0
Dinner Dance 2024	-	-	-	-	-	-	-	-	-	-	1,150	750	1,900
Parent Contributions	110	140	110	105	80	80	80	80	50	50	50	50	985
Benevity	-	-	-	-	-	38	-	-	-	-	-	-	38
Easy Fundraising	172	-	-	16	-	-	-	-	-	32	-	-	219
Charities Trust	50	-	-	-	-	-	-	-	-	-	-	-	50
Your School Lottery	69	105	99	101	89	134	131	90	124	112	69	145	1,269
Bank Interest					2	3	3	3	3	3	3	2	22
Total Income	1,877	1,800	1,562	1,125	2,004	577	1,767	666	31	193	2,205	1,021	14,851
Expenses	- 856 -	808 -	885 -	308 -	197 -	450 -	695	46 -	159	- -	246 -	77 -	4,636
Dinner Dance Expenses 2024	-	-	-	-	-	-	-	500	-	-	-	1,440	1,940
Transfer to School	- 961	-	-	2,259 -	145	-	511	-	107	-	1,002 -	866 -	5,851
Total Outgoings	-1,816 -	808 -	885 -	2,567 -	342 -	450 -	1,206 -	454 -	267	- -	1,248 -	2,383 -	12,427
Net Income/ Expenditure	61	992	676 -	1,442	1,661	127	561	212 -	236	193	958 -	1,362	2,424

Thanks to the PTA from the teachers and children!

Your hard work and dedication make a real difference in our children's school experience.

Thank you for Fun & Enriching Events

All the well planned Film nights, Discos, cake sales, Wreath Making events, Non uniform days and other activities not only bring joy and create a vibrant school community, but they have a huge impact in the support of the purchase of the resources and equipment over and above what the school can otherwise purchase.

This fundraising has also supported our recent wow experience for the children where we were able to host a Wonder Dome where the children could become immersed in their learning in a fun and exciting way which inspire and engage our children in unforgettable ways.



Current School Wish List

Teacher Requests:

Football / Sports Team kit

Updated Thesaurus and Dictionaries (Class Sets)

Whole School Requirements

Toilet refurbishment*

- School have obtained 3 quotes for the toilets by the hall to be refurbished. The preferred company and quote came in at £21,500.

£7,500 Hurst Show Contribution

£7,500 School Fund

(£6,000 PTA fundraising contribution for balance)

Total: £21,500

*This does not include the toilets at the lower end of the school. We will endeavour to move towards refurbishment of these in 2025-2027.

Longer Term Projects / Dream list

Outdoor Classroom

5. Committee roles and class REPs

Use this slide Voting for Roles for 2024/2025,

Chair –

- Co-ordinates the overall running of the PTA ensuring that fundraising, events and activities take place as planned.
- Co-ordinates liaison with the Head Teacher, for example to agree schedule/dates of events and discuss requests for funding.
- Sets the agenda for meetings.
- Manages meetings (along with Vice Chair), ensuring that everyone has an opportunity to contribute.
- Works with Vice Chair to welcome and involve new members.
- Supports committees in the planning of specific events and activities.
- Works with the Secretary to ensure that the PTA is run in line with the requirements of its constitution.
- Works with Secretary to contribute updates to PTA newsletter where needed
- Leads preparation of the Annual Report.

Vice Chair –

- Co-ordinates planning of local events and activities and works with event co-ordinator committees.
- Co-ordinates first aid for events.
- Arranges resources – looks after sheds and co-ordinates supplies for events and activities.
- Encourages new parents to join the PTA or help out at events.
- Ensures that money from local events is passed safely to the Treasurer.
- Stands in for the Chair should the Chair not be present at a regular meeting.
- Assists the Chair in running meetings.
- Works with the Chair to prepare the Annual Report.

5. Committee roles and class REPs

Treasurer -

- Maintains the financial records and manages banking.
- Ensures that payments and reimbursements are made in good time.
- Records income and expenditure.
- Withdraws money and provides a cash float for events.
- Collects, counts, banks all income from events across both sites.
- Prepares reports for Chair and regular meetings / AGM
- Prepares annual accounts
- Renews licences and memberships when necessary
- Reports back totals raised for newsletter and onward communication

Secretary –

- Takes minutes at meetings.
- Prepares and distributes notes of meetings.
- Sends out details of meeting dates, agendas, requests for help etc.
- Deals with all communication channels (Incl. Newsletter contents to school parents regarding the PTA)
- Supports Vice Chair with general admin tasks.
- Supports the Chair to ensure that the PTA is run in line with the requirements of its constitution.
- Supports the Chair and Vice Chairs to prepare the Annual Report.

5. Event Co-ordinators

Event co-ordinators are responsible for taking the lead on events agreed on by PTA, on a voluntary basis. Event co-ordinators should:

- Co-ordinate and lead a fundraising event with a team of parents (they recruit) with an event WhatsApp group (if they wish)
- Help ensure events run smoothly on the day and safety of all attending is guaranteed.
- Work closely with the Chair to complete risk assessments
- Organises booking process (with help of secretary) and licensing as well as any infrastructure (power/lighting/layout etc) needed for a successful event.
- Buys supplies to sell that are financially viable (paying attention to sustainability and durability)
- Ensures event float is organised with Treasurer and takes responsibility of the money at the event.
- Ensures all expenses are submitted to Treasurer in a timely way after the event.

...MAKE OUR EVENTS AWESOME & FUN 🎉



5. Committee roles and class REPs

Class Reps 2024- 2025	
Foundation	Jessica
Year 1	Kate
Year 2	Ingrid
Year 3	Sam
Year 4	Kate Brownie
Year 5	Sarah
Year 6	

The main role of a Class Rep is to act as a link between parents and the PTA and to inform parents about the upcoming PTA events and to actively support the fundraising efforts (by new ideas/giving feedback etc)

6.PLANNING FOR 2024

NOVEMBER /DECEMBER 2024

- Wednesday 27th Nov Wreath Night
- Sam Love
- Friday 6th Disco – Abby
- Friday 13th Xmas lunch Santa visit
- Saturday 14th Dec Dinner dance –
D&D events team
- Thursday 19th - Bauble Hunt

JANUARY/ FEBRUARY 2024

Other ideas for the yearand
dates to agree with school

Sponsorship/ discos/ sporting events?

Agree on what we are Rasing money for

Any other business,

- *
*
*
*
*
• Agree a date for the next meeting 00/00/00

Thank you The PTA Team