

Minutes of the Hebden Royd Primary & Nursery School PTFA AGM 213

Thursday 28th September 2023

Attendance and Apologies

Present: Sian Ahern, Jules Davis, Sarah Bruce, Jenny Stansfield, Rob Paton, Christina Thomas, Emma Ricard, Ricky Wild, Simon Horn

Apologies: Joanne Hulme, Natalie Lalande

1. Agree minutes of last AGM

All members read and agreed.

2. Financial report and accounts for year

Sarah presented the finance report for Sept 22 to July 23 as follows (see also attached Treasurer's Report):

Key fundraisers this year

- | | |
|----------------------------------|---|
| a. Autumn Fair | £241.07 - costs of £12.91 = £228.16 profit |
| b. Christmas Fair | £504.16 - costs of £161.97 = £342.19 profit |
| c. Christmas Raffle | £525.54 |
| d. Indie Disco | £980 - costs of £100 = £880 profit |
| e. Easter Fair | £199.60 costs of £35.45 = £164.15 |
| f. Open Mic Night | £326.37 - costs of £74.19 = £252.18 profit |
| g. Photos - Nativity + Y5/6 play | £201.44 - costs of £7.99 = £193.45 profit |
| h. Summer Fun Day | £954.14 - costs of £109.27 = £844.87 profit +donation of £66.30 honey money |

We have contributed the following to school

- | | |
|---------------------------------------|----------|
| a. Christmas Disco | £225.00 |
| b. £5 per head for school trips | £510 |
| c. Y5/6 Dictionaries | £185.10 |
| d. £5 per head trip donations (21/22) | £565. |
| e. Donations to Eco school | £121.95 |
| f. Y6 trip | £200 |
| Overall Income | £7254.34 |

Overall Expenditure	£5061.83
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Income includes grants from the Rotary Club and Calderdale MBC totalling £3000 for the path/field project. Expenditure also includes spend on this project, which will be reported on separately.

End of financial year total in bank	£4553.62
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End of financial year cash	£194
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3. Planned Expenditure

£5 per child school trip subsidies = £500.

Outside classroom area for EYFS needs improvement - proposal for decking area to be part replaced and anti slip panels put down to improve safety in winter months. Rob to get a quote from Kevin, the school gardener who will do the work.

Discussed looking into enriching ideas for this academic year:

Art based - Sian to contact local Artist Julia Ogden and discuss with Mrs Hulme..

Technology - Ideas around computer based music, stop motion animation, editing

Music - Diversity/drumming/African sounds

Outdoor activities - Skate boarding workshop

World Book Day - Author or poet workshop

Various committee members will look into possible providers for the above and gather cost estimates. Rob Paton will discuss with class teachers to find out what other resources are needed this year.

4. Chairs report.

Please see attached report.

5. Vote on adopting Parentkind Model Constitution.

All members voted in favour of adopting the proposed Parentkind Model Constitution as it aligns to our needs much better than the existing constitution which is outdated. Existing Chair Sian Ahern signed the agreement and it was witnessed by Jenny Stansfield. Sarah Bruce will inform the Charity Commission of the new constitution and upload the signed document as well as filing the Financial Report. Rob will upload the signed copy onto the ptfa page of the school website

6. Vote on reducing committee roles to 3 and elections of Chair, Treasurer and Secretary posts 23/24

All agreed to reduce the number of roles to 3: Chair, Treasurer, Secretary.

Sian Ahern stepped down as Chair - Jenny to step into this role temporarily.

Sarah to continue as Treasurer but would like to stand down soon. Emma to take over from her next year.

Jules to continue as Secretary but will be stepping down at the end of 24 term.

2023/24 Committee Members:

Chair - Jenny Stansfield

Treasurer - Sarah Bruce

Secretary - Jules Davis

7. Dates of meetings 23/24

Mon 6th Nov - Pub

Mon 4th Dec - Zoom

Mon 15th Jan - school

Mon 26th Feb - TBC

Mon 20th May - TBC

8. Outline of PTFA event plans 23/24

Fri 15th Dec - Christmas Fair in School - 2-4.30pm

Wed 20th Dec - Christmas Disco - 2-3pm Early Years 3-4pm Key stage 2

March TBC - Trades Club 90s night - Sian to confirm.

Fri 23rd Feb - Open mic night

Thurs 21st March - Easter Fair - 2-3.30pm

Fri 19th April TBC - Cinema night

Thurs 16th May - Family Quiz night 6-7.30pm

Saturday 6th July - Summer Fair

9. Any other business

Rob suggested to add a new 'button' on the ptfa page on the school website for 'New Ideas', so that parents or teachers can submit fundraising ideas via the website if they are unable to attend meetings or chat to committee members directly.

Treasurer's Report for AGM 28/09/2023

1. Please find attached spreadsheet with the accounts for September 2022 - July 2023.

2. Key fundraisers this year

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Overall Expenditure	£5061.83

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End of financial year cash - £194

Chair's Report September 2022 – July 2023

This has been a busy and productive year for the PTFA. After the recent pandemic it has been wonderful to get back to running regular events for the school family again. The backyard fairs, the Christmas Fair and Disco, The Trades Club Indie Disco and the Summer Fair were all well attended and we received lots of positive feedback.

- Thank you as always to those who baked, donated and volunteered their time and skills, as well as those who came and supported the events. We couldn't run them without you.

We have benefited from some fantastic new ideas.

- Thank you to Teresa Lipinski for suggesting the Open Mic Night, which without doubt was one of the year highlights and will become a regular fixture on the PTFA calendar.
- Thank you to Christina and Ian Thomas for all the time given to offer Nativity and Year 5/6 play photographs.

New ideas and suggestions are always invited.

We are hoping to hold a quiz night and possibly a children's cinema night in the coming year.

As the financial report shows, the money we have raised has allowed us to contribute additional funds towards school trips, the cost of which has increased considerably in recent years, as well as valuable resources and experiences for pupils.

Another huge success this year was the construction of the anniversary path and development of the forest school area, which has been enjoyed by every year group and is a real asset for the school.

- Special thanks to Ricky Wild for taking on this project, writing grant applications and securing £3000 in funding from Hebden Bridge Rotary Club, Calderdale Council and Hebden Royd Town Council Ward Forum Grant.

Behind the scenes the PTFA have been busy improving the accountability and transparency of the charity. We are looking to adopt a new constitution and streamline our officer roles. We have introduced an online funding application form and agreed systems to consider funding applications. We now have access to online banking and have card machines, and tokens available for PTFA events.

- Thank you to Ric Morley for producing our reusable PTFA tokens at such short notice. We have recognised the need for new members and started work on succession planning. We have clarified the PTFA responsibility in terms of ongoing upkeep of the path and the new forest school area. The PTFA will budget for path upkeep annually whereas the responsibility for the forest school area will rest with the Eco Committee.

We are looking forward to welcoming new families to the school events this year and hope that some will consider joining the PTFA. Succession planning remains one of our challenges. Many of the existing committee have been in post for several years now and are looking to step back as their work/life balance changes as their children get older.

Thank you to each and every member of the PTFA team. As such a small team, it is no mean feat raising the amount we have and, putting on the events that we have this year.