

Englefield C of E Primary School
AGM Meeting
Agenda
13th October 2023

Attendees

- o Frankie Cheney - Acting Chair
- o Kayleigh Fox - Treasurer
- o Amanda Tomes
- o Hilary Latimer
- o Tessa McErlane
- o Alison Hawthorn
- o Darren Tomes
- o Fiona Reed
- o Bimal Dharsi
- o Julia Hayton
- o Vicky Buglass-Fabianczyk
- o Ben Fabianczyk
- o Laura Sexton
- o Debra White
- o Lynn Dennison

Meeting Notes

- 1. Introduction by Mrs Latimer - Englefield CE Primary Headteacher**
 - Overview of what the PTA is, what it has done for the school
 - Intro to Frankie - introduces as acting chair since the chair for last year has left the school
- 2. Kayleigh Fox - Treasurer: Overview of the end of year PTA accounts**
 - Slides presented - end of this document
 - Explained the key highlights of the accounts and what it all means
 - Mentioned that it would help greatly if everyone changed the reference name on payments to the PTA to help track what it is for
 - No questions received
 - Handed over to Frankie
- 3. Frankie - Current PTA Chair**
 - Confirms all current members of the PTA Committee have been re-elected and thanks everyone for their votes
 - o Frankie Cheney - Chair
 - o Kayleigh Fox - Treasurer
 - o Amanda Tomes - Secretary
 - o Nikki Jackson - Member
 - Thanks given to Ali Hawthorne for all the help and assistance
 - Thanks given to the outgoing Chair Claire Bushnell

- Raised the point that we had no fundraising in the 2nd term last school year. We only paid out.
- Plan to start promoting the school lotto from Jan 2024
- Asked those present to put feelers out for taking over the Fete
- We have already had half a term and only have done Bags2School to raise money. If we want to raise £10K this year, we have only done 1% so far so we need to ramp up
 - Pumpkin Weight Guessing
 - Light the Night
 - Christmas Cards
 - Christmas Brochure
 - Shopping Event
 - Sponsored Santa Fun run
 - Christmas Raffle
 - Christmas Party/Fayre for the kids
- We will try to do one adult event a term

4. Last but not least

- Debra White - mentioned about sourcing items and had some pointers as she used to work for Primark on sourcing goods
- Ben Fabianczyk - mentioned about setting up and using Google/Microsoft Forms to help monitor PTA events, sign ups etc
- Comments from a few others on the Christmas Brochure that was passed around

Englefield CE School Parent Teacher Association

ANNUAL GENERAL MEETING

Friday 13th October 2023

CONFIDENTIAL

AGENDA

- Welcome address given by Mrs. Latimer and apologies
- Election of Committee Members
 - Chair
 - Treasurer
 - Other Committee members
- Treasurer's Report
 - Presentation of the accounts for the year ending 31/8/23
 - Breakdown of fundraising event and totals
 - Restricted fund
- PTA report given by current acting chair
- Any other business



Treasurer's Report



ENGLEFIELD CE SCHOOL PARENT TEACHER ASSOCIATION				
RECEIPTS AND PAYMENTS ACCOUNTS				
FOR THE YEAR ENDED 31ST AUGUST 2023				
	2023	2023	2023	2022
	Unrestricted Funds	Restricted Funds (See Note 1)	Total	Total
RECEIPTS				
Fundraising events	12,924	0	12,924	7,742
Donations	70	5,515	5,585	14,528
HMRC Gift Aid reclaimed	0	2,002	2,002	2,434
Interest received	82	14	96	4
	13,076	7,531	20,607	24,708
PAYMENTS				
Fundraising events	5,512	0	5,512	1,575
Funding for school activities	9,133	8,800	17,933	23,044
Administration costs	140	10	150	146
	14,785	8,810	23,595	24,765
SURPLUS / (DEFICIT) FOR THE YEAR	(1,709)	(1,279)	(2,988)	(57)
Balance b/f	22,323	4,689	27,012	27,069
Balance c/f	20,614	3,410	24,024	27,012
STATEMENT OF ASSETS AND LIABILITIES				
AS AT 31ST AUGUST 2022				
ASSETS	2023	2023	2023	2022
	Unrestricted Funds	Restricted Funds (See Note 1)	Total	Total
Cash in hand	30	0	30	643
Barclays account 1	6,182	0	6,182	1,571
Barclays account 2	14,402	0	14,402	20,109
Barclays account 3	0	3,410	3,410	4,689
Charities Aid Foundation (CAF) account	0	(0)	(0)	0
	20,614	3,410	24,024	27,012

Fundraising Events	Receipts	Payments
<i>Larger Events</i>		
22 Fete	£3,720.74	£976.10
Christmas Fayre	£1,408.20	£892.96
Disco	£375.00	£206.63
Bingo	£880.24	£427.95
23 Fete	£5,394.30	£2,179.72
<i>Smaller events to include;</i>		
Coronation Bag2school lottery honey etc	£1,145.64	£829
Total	£12,924	£5,512

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Reserves policy = £8,000

Funds available for school £ 12,772

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Support Fund –this is kept separate to the ‘day to day accounts and fundraising and is confidential – only the treasurer has visibility of who donates