

St Marys Catholic Primary School PTA AGM Minutes & Accounts

6pm, 12th October 2020, Virtual meeting via Zoom.

Present: James Rivers, Rob May, Anita Lear, Natalie Walters, Natasha Spann
Mrs Coe, Miss Cook, Ms Davies, Mrs Shaw, Ms Smith, Ms Welsh, Ms Whelan

James Rivers introduces himself as chair for the meeting and welcomes the attendees.

1. Accepting the 2019 Minutes & Accounts

James noted the minutes and accounts of the previous year's AGM had been available on the school website and summarised the key aspects it covered

- The Chair's report spoke of some of the events we did, money we raised and things we contributed to fund. The Chair thanked the volunteers, especially the core individuals of the Committee.
- The Treasurer's report showed a decreased income from fundraising on the previous year, a number of equipment purchases and strong contributions to the Nurture Room finishing with £6694 funds balance.
- All positions to the Committee were elected and all years were represented.
- There were a number of suggestions for future events in any other business, some that were taken up, others that fell away.

James proposed the minutes were accepted and this was seconded by Sarah Davies. All in favour.

2. Vice Chair Report

The 2019 Autumn and 2020 Spring terms started well with a number of fundraising activities that raised over £2,500 including two successful discos at Christmas and Valentines.

The Christmas disco was held at the school in 'shifts' to accommodate all years at appropriate timings, and was 'children only'. The Valentines disco was held at the Legion where parents could attend and had a number of side shows to add to the atmosphere. Music and entertainment for both was supplied by Dolly Disco – always an energetic success. Both were a huge success for the children.

As March crept in, some of the Committee struggled with time commitments and had to step down or take a back seat.

With specific thanks to Anita for pushing it through, we were still able to put on a very lucrative Bingo night at the Kinderton. With the money raised, we were able to contribute further towards the Nurture Room as well as invest towards the repainting of the markings in the playground. We were also able to donate a robust PA system for use in the school field

Regrettably, with the onset of the Covid pandemic, further fundraising activities and plans were abandoned although the remaining committee members were able to meet virtually to agree on donations towards some of the healthcare precautions the school were adopting.

On behalf of the Chair and the rest of the Committee, I'd like to say a huge thank you to all those who have helped us this year by volunteering at events. I'd like to thank Janet and the other teachers for their support. And I'd like to thank each of the Committee members and the other couple of 'regulars' at the committee meetings for spending the time and energy it has taken during this unusual year.

3. Treasurer Report

Rob May presented the statement of the accounts as follows. He drew attention to the comparatively high surplus generated despite far fewer activities being run.

Event Analysis against previous years

The PTA of St Mary's Catholic Primary School, Middlewich
Registered Charity Number 1098070

Event Analysis To the Year Ended 1st September 2020

Event	2019/20			2018/19			2017/18		
	Income	Expenditure	Surplus	Income	Expenditure	Surplus	Income	Expenditure	Surplus
Summer Fair				1,665.07	566.08	1,098.99	2,088.31	655.53	1,432.78
Christmas Events				166.56	0.00	166.56	1,331.69	326.46	1,005.23
Christmas Cards	494.50	364.40	130.10	398.00	276.00	122.00	693.50	478.40	215.10
Smarties				145.55	86.34	59.21	588.52	57.00	531.52
Valentines Disco	484.25	221.90	262.35				516.75	75.00	441.75
Pub Quiz	780.00	42.93	737.07	100.00	0.00	100.00	309.00	0.00	309.00
Cake Sales				306.19	32.54	273.65	280.98	0.00	280.98
Bag to School	108.50	0.00	108.50	269.00	0.00	269.00	224.80	0.00	224.80
Christmas Disco	435.00	106.64	328.36	276.80	150.42	126.38	213.95	100.00	113.95
Non-Uniform Day				148.25	0.00	148.25	138.00	0.00	138.00
Y6 Leavers Hoodies				552.60	552.60	0.00	128.00	198.00	-70.00
Sports Day				57.55	18.86	38.69	123.60	0.00	123.60
Town Sports				75.79	20.95	54.84	104.10	34.01	70.09
Scavenger Hunt							58.00	0.00	58.00
Frozen Friday							57.60	29.76	27.84
Rose Fete				50.00	25.92	24.08	40.00	10.00	30.00
Fun Run							39.83	0.00	39.83
Ladies Night							0.00	125.00	-125.00
Movie Night	200.00	17.10	182.90	189.10	35.20	153.90			
Name Tags				8.10	0.00	8.10			
Total	2,502.25	752.97	1,749.28	4,408.56	1,764.91	2,643.65	6,936.63	2,089.16	4,847.47

Note: Amounts Highlighted in bold include contributions from Barclays Bank £ 4 £ scheme

Profit & Loss

The PTA of St Mary's Catholic Primary School, Middlewich
Registered Charity Number 1098070

Receipts & Payments Account
To the Year Ended 1st September 2020

	Year Ended 01-Sep-20	Year Ended 01-Sep-19	Year Ended 01-Sep-20
Income from Fundraising Activities	2,502.25	4,408.56	6,936.63
Expenses on Fundraising Activities	(752.97)	(1,764.91)	(2,089.16)
Profit on Fundraising Activities	<u>1,749.28</u>	<u>2,643.65</u>	<u>4,847.47</u>
Extraordinary Income / Expenditure			
Cheshire East Licences *		(21.00)	(62.00)
PTA Association Annual Membership (Parent Kind)	(110.00)	(105.00)	(105.00)
PTA AGM	(45.28)	(40.98)	
Tissue & Tears (Welcome to Reception Class Parents)	(12.32)		
Purchase of New BBQ		(299.98)	
Purchase of New Popcorn Machine		(124.24)	
Purchase of 2 New Gazebos		(120.62)	
	<u>(167.60)</u>	<u>(711.82)</u>	<u>(167.00)</u>
Net Profit / Loss in Year	<u>1,581.68</u>	<u>1,931.83</u>	<u>4,680.47</u>
Transferred to School Funds **	(2557.93)	(860.00)	(5,495.00)
Uncleared Transactions		463.02	59.00
Prior Year Transactions ***	(463.02)	(38.00)	(7.20)
Petty Cash Float Banked		65.30	
Petty Cash in Hand	(6.00)		
	<u>(3,026.95)</u>	<u>(369.68)</u>	<u>(5,443.20)</u>
Total Receipts / Payments	(1,445.27)	1,562.15	(762.73)
Opening Bank Balance	6,693.74	5,131.59	5,894.32
Funds Available per Bank Statement	<u>5,248.47</u>	<u>6,693.74</u>	<u>5,131.59</u>

*Alcohol Licences for events on school premises

**All the money transferred to the school during the year ended 1st September 2020 was as a result of fundraising through the year and prior year.

**Two unrepresented cheques remained as at 1st September 2019 relating to the Summer Fair expenditure. These were banked in the financial year ended 1st September 2020

Balance Sheet

The PTA of St Mary's Catholic Primary School, Middlewich
Registered Charity Number 1098070

Statement of Assets & Liabilities
To the Year Ended 31 September 2020

	As at 01-Sep-20	As at 01-Sep-19	As at 01-Sep-18
Assets			
Barclays Bank	5,248.47	6,230.72	5,131.59
Cash Float on Hand	6.00	0.00	65.00
	<u>5,254.47</u>	<u>6,230.72</u>	<u>5,196.59</u>
Liabilities	Nil	Nil	Nil

All income, expenditure and assets are unrestricted

Signed by the following Trustees on behalf of all Trustees

Prepared by Robert May
PTA Treasurer (Trustee)

_____ Signed _____ Date

Signed by Jennie Proctor
PTA Chairperson

_____ Signed _____ Date

Signed by James Rivers
PTA Vice Chair (Trustee)

_____ Signed _____ Date

James Rivers proposed the acceptance of the accounts and Sarah Davies seconded. All in favour.

4. Election of Officers

James Rivers introduced the elections to the committee. There were no new nominations from outside the existing committee.

Chair. Robert May, nominated and seconded by Anita Lear and Natalie Walters.

Vice Chair. Natalie Walters, nominated and seconded by Rob May and James Rivers.

Secretary. Anita Lear, nominated and seconded by Natalie Walters and Rob May.

Treasurer. James Rivers, nominated and seconded by Rob May and Natasha Spann.

Publicity. No nominee, position remains vacant.

5. Appointment of Year Representatives

Reception: Anita Lear

Year 1: Natasha Spann

Year 2: Anita Lear

Year 3: Rob May

Year 4: vacant

Year 5: James Rivers

Year 6: Gemma Dillon

6. Any Other Business

- i) Rob thanked everyone for their support and indicated that he was looking forward to discussing a number of initiatives within the restrictions still imposed by the Covid pandemic. These would include Bag2School, Christmas Cards artwork, and the installation of the PTA storage shed.
- ii) Miss Cook, on behalf of the staff, offered her thanks for the work the volunteers of the PTA did.
- iii) Anita asked the staff to think about suggestions for using the money that the PTA still had 'in the kitty', either for the wider school, or on a class by class basis.
- iv) A number of causes were identified, including:
 - Library books
 - iPads
 - Duck-egg incubator
- v) A number of fundraising ideas were suggested, including:
 - Class-specific film nights
 - Virtual balloon race
 - Photography/Art competition
 - Krispy Kreme 'cake sale'

Meeting closed at 6.40. The next PTA meeting to be held on Zoom, time and date tbc in the next newsletter.