



# Ralph Butterfield Parent Teacher Association

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## ANNUAL GENERAL MEETING MINUTES 11/10/2021

**Attendees:** Joanne Barrow, Caroline Carter, Clare Parr, Lindsey Houston, Celia Cameron, Elizabeth Orr, Janice Holbrook, Trish Moorhouse, Natalie Tew, Mrs Clarke, Paul Hoskin and Claire Hoskin

**Apologies:** Sallyann Hall, Ange Nemeth, Eva Tse, Sarah Houseman, Mrs D. Robinson, Lucy Clarke, Michelle Dodsworth, Leanne Mason, Ange Quantrell and Anne Howson

### **Chairperson's Report 2020-2021 – Joanne Barrow**

Firstly, I would like to say how nice it is to see everyone in person. It was a difficult year last year because of covid causing illness, restrictions in school, not being able to access school as a parent and lockdowns. As parents and I'm sure as teachers, the spinning of so many plates was exhausting and hard. But in these circumstances, we still had so many things to celebrate.

We had three new team members – Lucy, Trish and Michelle, we also set up a PTA Facebook page to keep parents and carers informed and it now has 160 members and we raised an amazing £6,265. We also continued meeting virtually throughout, showing creativity and resilience to organise some amazing events. Claire will go into more detail about these but I am particularly proud of the new ideas – Break the Rules Day, pumpkin carving competition, Christmas and Easter gift bags, the tea towels created with faces of the children. We also received some very generous donations from Bettys, Terracycle, Britcab and Haxby Town Council, allowing us to pay for the Year 6 Activity Day, play equipment, Reception book bags and books

We continue to adopt the Parentkind Model Constitution, giving us a structure to run our PTA by. We are also a registered charity approved by the Charity commission.

This year we would like to encourage School to spend the money we raise and continue to talk to us about their ambitions to improve the school grounds which we desperately want to support. We are also looking forward to this year's events and we hope most of them will go ahead – Discos, Film nights, Secret Rooms and maybe Fairs. Its also exciting that we have started the year off well with Lindsey's application for a Tesco's community grant, where we are guaranteed at least £500. We are also waiting to see if we have been successful with the Coop too.

I would like to say a huge thank you to the Committee – to Lindsey the Vice Chair, Caroline, the Secretary and Clare the Treasurer, whose support and hard work are integral to the success of the PTA, I would also like to say thank you to all the team who give their time and creativity all year and make it so enjoyable and finally to Mrs Robinson, who not only has such a busy year at school but has remained a wonderful Teacher Representative throughout.

As a group, the PTA meets approximately twice a term usually on an evening, there will be a meeting next Monday night – the 18<sup>th</sup> at 8.15pm and it is a very informal meeting to discuss ideas and the sharing out of tasks. The PTA serves a vital role within the school community and for it to continue and go from strength to strength it needs more people to volunteer their time.

We really hope you can join our team. Its good fun and makes a big difference to the school. We even get a night out or two together! Thank you very much and now we will have the Treasurers report from Clare.

### **Treasurer's Report and Final Accounts Treasurer's - year ending August 2021 – Clare Parr**

Last year was my sixth year as treasurer of the PTA, and unfortunately was again a year full of challenges and uncertainty brought about by Covid. As most of our usual fundraising events were impossible to run, we had to be creative with our fundraising ideas, and it is a testament to that creative thinking that we managed to raise a grand total of £6,265 for the year – an amazing achievement given the circumstances.

The biggest fundraisers of the year were the two 'Break the rules' days that were held in December and June, which were a big hit with the children, raising over £1,000 in total.

For our Christmas fundraiser we put together and sold Christmas eve bags containing treats and activities for the children, which raised a whopping £814. This was so successful that we followed it up with a similar scheme at Easter selling Easter activity bags which raised £750.

The Christmas card scheme is always popular, giving the children the chance to design their own Christmas cards, mugs and other gifts, raising £555 for the school in the process. We also organised a new tea towel fundraiser for the first time this year along similar lines, made up of self portraits from all the children, which raised £523.

After the disappointment of not being able to hold school discos all year we were so happy to be able to hold a summer outdoor disco to end the school year on a (very hot and sweaty!) high, raising a fantastic £504 in the process.

Although we were unable to hold our usual mother's and Father's day secret room events, we did come up with a way for people to buy a gift for Father's day, making use of the stock we already had, which raised £232.

Another new Covid-friendly fundraiser we ran this year was a pumpkin carving competition for Halloween, which added another £101 to our fundraising total.

We continue to use Bags2School to collect unwanted clothes, shoes, and so on, which raised a total of £284 this year. We receive money from the 'Stikins' sticky name label people whenever people buy name labels through them, which generated £58 for us. Easy fundraising and Amazon Smile are also easy ways to raise money with little or no effort, bringing in £113 this year. Finally, the sale of second-hand uniform added another £59 to our fundraising total.

We were also fortunate enough to benefit from several donations this year from Betty's, Terracycle, Britcab and Haxby Town Council, which together came to £1,250.

Donations from the PTA to school this year have totalled just over £3,000, including £1,000 on PE equipment and £640 on books, writing boards and sports equipment. We funded a visit from 'history to life' again this year, this time for a Florence Nightingale day, which are always fun and memorable days for the children. As usual, we purchased book bags and gifts for the new reception children, and Christmas presents for reception and KS1. We also funded a year 6 leavers fun day and purchased a book for each year 6 pupil as a leaving gift from school.

The PTA hold a community account with Barclays. There are three authorised signatories on the account (myself, Joanne Barrow and Caroline Carter) and two signatures are required to authorise any payments over £100. The balance on the account as at the end of August was £16,255.

Looking ahead, even though we are still currently unable to run all of our usual events at the moment, we are hopeful that the situation may improve before too long and in the meantime we will continue to explore new ways of raising money in these times to enable us to continue to support the school.

## **Ralph Butterfield School PTA - Finance report 2020/21**

### **Funds raised:**

Donations (Betty's, Terracycle, Britcab, Haxby Town Council)	£ 1,250
Break the rules	£ 1,022
Christmas Eve bags	£ 814
Easter bags	£ 750
Christmas cards	£ 555
Tea towels	£ 523
Disco	£ 504
Bags2School	£ 284
Fathers day	£ 232
Pumpkin competition	£ 101
Easy fundraising	£ 80
2nd hand uniform	£ 59
Stikins	£ 58
Amazon	£ 33
<b>Total</b>	<b>£ 6,265</b>

Main items purchased:

PE Equipment	£ 1,000
Books, writing board, sports equipment, storage tubs	£ 640
Reception book bags and gifts	£ 370
Year 6 leavers event	£ 300
Year 6 leavers gifts	£ 230
Riding Lights licence - the Selfish Giant	£ 200
Florence Nightingale day	£ 200
Infants Christmas presents	£ 130
<b>Total</b>	<b>£ 3,070</b>

**Bank Balance as at end Aug 2021**

**£ 16,255**

Appointment of an Independent Examiner of Accounts for 2020-2021 – to be finalised

Officers and Trustees of the Committee/Charity

**Election of Office Bearers:**

- **Chairperson** – Joanne Barrow
- **Secretary** – Caroline Carter
- **Treasurer** – Clare Parr
- **Vice Chairperson** – Lindsey Houston

**Team members** – Eva Tse, Natalie Tew, Janice Holbrook, Trish Moorhouse, Ange Nemeth, Elizabeth Orr, Sarah Houseman, Celia Cameron, Anne Howson, Paul Hoskin, Claire Hoskin, Sallyann Hall, Lucy Clarke, Ange Quantrell, Michelle Dodsworth and Leanne Mason

**School Representative** – Mrs D. Robinson

**Adoption of the Constitution** - All agreed to continue to adopt the constitution in place by Parentkind and to continue to work with the school to provide funding to support resources required.

**Any Other Business**

Next Meeting – Monday 18<sup>th</sup> October at 8.15pm

Thank you from Mrs Clarke