

RALPH BUTTERFIELD SCHOOL PTA

ANNUAL GENERAL MEETING – 11th October 2023

Welcome and thank you everyone for coming today.

Today is our AGM – short meeting to talk through what we did last year and elect our committee. There will be a short report by me and then one by Claire as our Treasurer. There will be an opportunity at the end for any of matters

Attendees: Joanne, Lindsey, Clare, Celia, Janice, Katie, Claire, Lucy G, Ange Q and Mrs Robinson

Apologises: Lucy, C Anne, Natalie, Ange N, Leanne, Trish, Eva, Denise, Sarah, Nina and Mrs Clark

Chairpersons Report 2022-2023 – Joanne Barrow

Firstly, I would like to say thank you for attending today and all your support for the PTA. I am so appreciative that we have such a lovely team who seem to balance raising some amazing funds for school, whilst enjoying the time as a team.

We have around 18 team members which includes the committee members, who also are charity trustees and who decide how the charity should run and spend its funding aligned to its objectives.

Last year was a very successful year again, raising over £12,000 and this was in a year when most of our costs went up and it was a tough year for many families.

We continued with some firm favourites like discos, film nights, break the rules days, secret rooms, Christmas cards, bags2school, but also tried some new ideas too. We tried a UV disco which was good fun and we will have another one at the start of next year. We also had the opportunity to host York Concert Band, something that Janice brought to us and with a bit of organisation and support from Emma Moss and the school was a really lovely night of Christmas songs and show tunes with some very talented musicians, whilst also making £467.

We had a really successful Christmas Raffle, making over £1,000 and the Parvin Night was more popular this year again which was great to see. We did have some challenges with Christmas cards as the Class Fundraising changed some of their processes and this delayed cards and gifts being sent through which was very frustrating for us and the parents involved. We hope this will be rectified this year following our feedback.

Finally, we topped off the year with an amazing outdoor disco and our wonderful Summer Fair, again raising over £3,000.

We have had a good year of spending with some support for school trips, a couple of historic days and with the big spend being the reconfiguration of 50 donated laptops and

the purchase of a charging unit. Even though the spend is in next year we are so very pleased that the school has progressed the playground and its looking great.

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.

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 remains a wonderful Teacher Representative for our PTA.

As a group, the PTA meet once a month usually on an evening, 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.

As Caroline's daughter left school last year, we lost her as secretary after many years on the team and as secretary, she has been a great asset to the school and will be sorely missed. At the end of this year, Lindsay will be leaving the PTA as her daughter moves to secondary school and I have also decided that this will be my last year as PTA Chair. After 6 years I think its time for someone else to take on this role and the Vice Chair so we will be looking for this to ensure the good work continues.

We will move on to the election of the committee following Clare's financial update.

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.

Joanne Barrow – PTA Chair

Ralph Butterfield School PTA - Finance Report 2022/23

Last year was my eighth year as treasurer of the PTA. Once again, we had another fantastic year of fundraising – raising a whopping £12,260 in total.

The PTA hold a community account with Barclays. There are three authorised signatories on the account - currently Caroline (soon to be replaced by Celia once the paperwork is all in place), Joanne and me. Most of the payments out of the account are made by cheque, with two signatures required to authorise any payments over £100. The balance on the account as at the end of August was £31,498 – an increase of £7,600 on the same time last year.

The finance report shows the amounts raised by each of the fundraising events we held last year - the biggest fundraiser being the summer fair, which was once again lucky enough to benefit from amazing weather on the day. Our regular discos and film nights raised £2,400 in total across the year, but more importantly, are fun events for the children to enjoy. The Christmas raffle was once again a huge success last year, raising over £1,000. The York Concert Band Christmas concert was a lovely addition to our usual series of Christmas

fundraisers last year and raised £470. The Christmas cards and Christmas Eve bags proved to be more popular than ever, raising almost £1,500 between them. The Parvin quiz night was also a big hit this year, raising £720. Mother's Day and Father's Day secret rooms are always a firm favourite with the children, enabling them to choose a gift independently. This relies on the expert shopping skills of PTA members, along with some creative thinking (and crafting) to ensure our stalls are fully stocked on the day. Together these events raised £1,340 this year, which is amazing. We also continued to run all the usual smaller scale fundraisers (such as break the rules day, bags2school, 2nd hand uniform sales and so on), which all contributed to our brilliant total of over £12,000 – a massive achievement.

As you can see, donations from the PTA to the school this year have totalled more than £5,500, including £2,000 on the installation of 50 donated laptops. £1,000 was spent on funding school trips for a number of year groups. We are always keen to extend this opportunity to all year groups, particularly given there are still some year groups in school who haven't had the opportunity to go on a school trip since they started school – this is something we are particularly passionate about as a PTA.

We funded a visit to school by an author at a cost of £660, along with 2 history days on the themes of Florence Nightingale and the Romans, together costing £570. We were also happy to provide funding to enable a new jigsaw club to be set up.

The PTA have continued to provide the usual funding for a year 6 fun day, the purchase of book bags and gifts for new starters and a small Christmas gift for each child in reception and key stage 1, together totalling £980. We were also happy to be able to give each child in school the gift of a commemorative pin badge to mark the occasion of the King's coronation.

What is not shown here, however, is our biggest donation to date (certainly in my time as treasurer) of £16,500 towards the cost of the new playground equipment, which we were all so excited to be able to help fund. Although this will bring the balance of the account down significantly, we will still have around £15,000 in the account, which is probably more than we would like to be holding so we are keen to do a decent amount of spending again this year.

As my youngest daughter is now in year 4, I am starting to look ahead to handing over the reins to the next treasurer at some point in the near future, so if you are interested or know of anyone who might be then I'd be more than happy to have a chat about the role.

Clare Parr - PTA Treasurer

Ralph Butterfield School PTA

Finance report 2022/23

Funds raised:

Summer fair	£	3,060
Discos	£	1,430
Christmas Raffle	£	1,060
Film nights	£	960
Christmas Eve bags	£	800
Parvin night	£	720
Mother's Day secret room	£	710
Christmas cards	£	680
Father's Day secret room	£	630
York Concert Band Christmas concert	£	470
Break the rules day	£	440
Bags2School	£	350
Ice pops	£	250
2nd hand uniform	£	210
Hot chocolate Friday treat	£	150
Stikins	£	140
Amazon smile	£	140
Pumpkin competition	£	40
Easy fundraising	£	20
Total	£	12,260

Donations to School:

Installation of 50 donated laptops	£	2,000
Coach transport for school trips - KS1 and upper KS2	£	900
Author visit	£	660
Year 6 leavers event	£	530
Roman day visit	£	330
Reception book bags and gifts	£	310
Coronation pin badges	£	250
Florence nightingale day visit	£	240
Infants Christmas Presents	£	140
Harlow Carr trip – EYFS	£	100
Jigsaw club resources	£	90
Total	£	5,550

Equipment purchased:

Equipment - electric pump for inflatables	£	12
Equipment - plastic jugs for juice at discos	£	10
Total	£	22

Bank Balance as at end Aug 2023

£ 31,498

Appointment of an Independent Examiner of Accounts for 2022-2023 – to be finalised

Election of the Committee

These roles are also Trustees as we are a registered charity

- In the role of Chair – Joanne Barrow
- In the role of Vice Chair – Lindsey Houston
- In the role of Secretary – Celia Cameron
- In the role of Treasurer – Clare Parr

Election of Team members – Janice H, Claire H, Trish M, Ange N, Ange Q, Eva, Anne, Lucy C, Leanne, Natalie, Denise, Sarah, Katie, Nina and new member Lucy G.

School Representative – Mrs 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 PTA Meeting – Tuesday 7th November 2023 at 8.15pm