

Shirley Junior School PFTA

Registered in accordance with the Charities Act 1960 No. 1108417



Annual General Meeting - Minutes 14th October 2020 7pm

1. **Welcome and attendees:** Jen Bleeck opened the meeting and thanked all for coming.

Attendees: Nikki Howarth, Jen Bleeck, Sarah Crookall, Amanda Webb, Jen Pillinger, Jen Cook, Peter Gould, Jo Tearle, Michelle Alldread, Rachel Holloway, Jo Blondin, Jo James. Sue Kinch, Amy Mayhew, Vicky Lowrey, Zoe Konn

2. **Apologies for Absence:** None

3. **Minutes from 2019:** Available on website all year, also linked on Facebook from Thursday 5th Oct.

4. **Matters arising from last year:** No matters arising from last year's minutes. The minutes from 2019 were approved.

5. **Co- Chair's Report:** See Appendix 1

6. **Treasurer's Finance Report:** See Appendix 2

7. **Election of the 2020/2021 Committee Members**

Nikki Howarth confirmed that 2020/2021 would be the last year that she and Jen Bleeck would run as Co-Chairs. They would be stepping down to give others a chance to step in. Sarah Crookall and Amanda Webb also confirmed that this would be their last year on the committee.

If anyone would like to take on these roles next year / shadow any of the roles this year, please let Nikki or Jen know.

Co-Chair: Nikki Howarth – nominated / seconded by Michelle Alldread and Jen Bleeck

Co-Chair: Jen Bleeck – nominated / seconded by Jo James and Nikki Howarth

Treasurer: Amanda Webb – nominated / seconded by Jen Bleeck and Sarah Crookall

Secretary: Sarah Crookall – nominated / seconded by Nikki Howarth and Jo James

8. **Confirmation of other Roles**

Teacher Rep	
	Jo Tearle
Class Reps	
Year 3	
Honey Bees	Nicky Balfour, Sarah Mumby, Nicola Husk
Bumblebees	Jen Pillinger and Laure Drothier and Nina Hickman
Fireflies	Vanessa Lee
Year 4	
Wagtails	Rachel Holloway and Vicky Lowry
Robins	Zoe Konn and Cath Dixon
Nightingales	Elissa Collins and Laura Scott
Year 5	
Huskies	Jen Cook and Poonam Pathak
Artic Wolves	Michelle Elcombe and Tansy Bailey
Narwhals	Louise Fox and Elspeth Fenton
Year 6	
Rhinos	Paula English
Hippos	Sonia Malhotra
Leopards	Liz Harrison and Claire Jerrim
Weekly Reminders For Facebook	

Year 3	Nicky Balfour
Year 4	Jo Blondin
Year 5	Jo James
Year 6	Jen Bleeck
Parent Forum Co-Ordinator	Rachel Holloway
Raffle Prize Co-Ordinator	Role Vacant
Grant Co-Ordinator	Laura Drothier
Fundraising Promotion (easyfundraising, Amazon smile, lottery)	Jen Pillenger
School Grounds Co-Ordinator	Michelle Alldread

Thank you to everyone who has stepped forward to support. If anyone else would like to volunteer, please just let us know.

9. Plans and Diary Dates for 2020/21 (subject to change)

Dates are not fixed and this will depend on the Pandemic. Hoping to hold more towards the end of the academic year. The PTFA will circulate events as they come up. Stills lots of fun things planned including Pumpkin Hunt / Best Dressed House for Halloween and another Balloon Race over October half term.

Any volunteers to help run the events welcome.

Description	Format	Date
Inset day		Thurs 3 rd and Fri 4 th Sept
Term begins		Mon 7 th Sept
Bags2school		Wed 30 th Sept
Juniors Parent Forum	virtual	TBC
Juniors AGM	virtual	Wed 14 th Oct 7pm
October half term		Mon 26 th – Fri 30 th Oct
Pumpkin Hunt	Local area	Fri 30 th , Sat 31 st Oct and Sun 1 st Nov
Balloon race	virtual	31 st Oct for 1 week
Xmas card deadline hand in date		Friday 6 th Nov
Juniors Quiz	virtual	Fri 13 th Nov
Inset day		Mon 23 rd Nov
Crazy Hair day		Fri 27 th Nov
Adult wreath making kit		December
Christmas activities		December
Christmas hols		Mon 21 st Dec -Fri 1 st Jan inclusive
Juniors Parent forum	virtual	TBC
Happy Bags Collection?		TBC mid Jan
Juniors Quiz		Fri 5 th Feb
Feb half term		Mon 15 th – Fri 19 th Feb
World book day – sponsored read, online book fair ?Usborne		Thurs 4 th March
Silent disco		Fri 5 th March
Inset day		Friday 12 th March
Own Clothes Day		Fri 26 th March
Colour run	On site	Sat 27 th March 11am
Smarties challenge	On site	Easter hols
Easter Holidays		Mon 2 nd – Fri 16 th April
Tidy up day 1	On site	Sat 24 th April 10-12
Junior parent forum	virtual	TBC
Barn Dance/family social night/quiz	On site / virtual	Fri 7 th May 8pm
May bank holiday		Monday 3 rd May
May Half term		Mon 31 st – Fri 4 th June
Year 2 transition meeting		TBC
Tidy up day 2		Sat 12 th June

Bags 2 school?		Thursday 24 th June
Inset day		Fri 25 th June
Break the rules day		Friday 2 nd July
Summer fair		Sat 3 rd July
Year 6 leavers party		Thurs 15 th July
FOSIS/PTFA picnic		Thurs 22 nd July
Last day of term		Fri 23 rd July
Summer		

10. Update from School Leadership Team: Jo Tearle thanked the PTFA and she and the School were very grateful for its support.

There have been some brilliant events and a seamless move to virtual. The School are very impressed. Events have created a sense of belonging in the community.

The pond work is fantastic and the kids love bug spotting. The planting and rail painting is also appreciated. The PTFA are willing and able and the link to parents into School via the parent forum is valid and important.

Very disappointed that Jen and Nikki are stepping down next year.

Thank you.

11. AOB:

Jo James thanked the PTFA on behalf of FOSIS. It's been lovely working with the PTFA.

Peter Gould thanks to the PTFA. A fantastic team and the Governors appreciate not only the money raised but the binding of the community.

12. Close: Jen Bleack closed the meeting.

If you want to get involved, let us know!

Appendix A: Co-Chair's report

- Firstly a big thank you to everyone for all your support this year. A great year and the PTFA have gone from strength to strength.
- It's been a tricky year with events only being held for the first half. In the circumstances we had a good year.
- We worked closely with FOSIS on a number of events and built on an already excellent working relationship. Planning events with the current team is an absolute pleasure. Huge thanks and credit to Jo James, Sue Kinch, Jo Blondin and the wider FOSIS team for all their hard work.

Autumn Term

- Quiz – children and adults and always a fun event.
- Fireworks display – The PTFAs 2nd firework event and raised lots of funding
- Bags2school
- Tuck shop sale
- Kids Discos
- Christmas cards (thanks to Jo James for all her efforts, this was a great event)
- Christmas wreath-making – Thanks to Cath Dixon for running
- Christmas fair – A much smother event this year and great success
- Christmas book advent calendars – Due to so many book donations the PTFA ran this for the first year
- Cake sale – Launched for Juniors. Slow pick up at first but hope this will pick up once we can hold them again
- Escape room event – Good fun and great to see 2 teacher tables
- Christingle

Spring Term

- Second Cake sale
- Mother's Day card sale – a bit slow as this clashed with a Year 5 cake sale
- Yr 3 fireworks café
- World Book Day book swap

Cancelled Events

- Silent disco (cancelled hours before due to start!)
- Colour Run
- Barn dance
- Summer fair

Very disappointing that we had to cancel these. We had sold lots of tickets. Thank you so much to everyone who donated the cost of their tickets, it has made a real difference.

Things We Did

- VE day house decorating event – An event enjoyed by all and added real sparkle to the community
- Balloon Race – Thank you Amanda Webb for organising
- Easy fundraising
- Amazon smile
- Match funding
- School lottery – Thank you Amanda Webb for organising
- Uniform sales – The new “shop” is really working
- Grant applications :
 - Grant from sugar fund
 - Unfortunately the Ford Grant was not successful
- Parent Forums – Thank you Rachel Holloway for organising these and making sure they continues during lock down.
- Tidy Up days – Thank you Jo James for organizing. It makes a real difference.
- Railing painting – Again, Thank you Jo James for organizing.
- Year 6 leavers festival

School Lottery

- Set up by Nikki Howarth.
- Promoted weekly by Amanda Webb – thank you.
- Slowly gathering more supporters, currently 63 tickets a week.

- Every week a member of our school wins £18 and everyone is entered into the national weekly competition for a large cash prize.
- 40% of ticket sales come back to the PTFA.
- Giving us a good regular income.

Funds Spent

- Smart sacs
- Theatre visit for Year 3
- Books for the reading chest
- Christmas presents
- Chrome books were purchased
- Playground equipment (balls, bats, skipping ropes etc.).
- Container for above to be stored in.
- Christingle
- Planning permission application

Pond Working Party

- Loads of work done clearing the pond area of trees, old sheds etc.
- Sugar Tax Grant funds was used to cover costs.
- Removal of big fence and paid for installation of the new lower fence surrounding just the pond.
- Trees donated and planted.
- General tidying up of the grounds.
- Decking..
- Many thanks to all involved, particularly Michelle Alldread, Jane Montgomery, Jo James and Stacey Sellick.
- Also joined FOSIS for a series of evening rail painting sessions which allowed even more jobs to be done. Again, thank you!

This Year

- Looking forward to a new creative year of fundraising! And lots of joint events with FOSIS.
- Mindful of the necessary safety restrictions and impact of the pandemic on people's personal finances.
- Plans for many virtual events, working closely with the FOSIS team.
- More pond and grounds maintenance – though this is tricky as volunteers cannot access the school grounds during the week.
- All ideas and enthusiasm welcome!

Funding Plans For This Year

- Smart sacks – an on-going cost
- Playground – We are now at the second round of planning permission.



Thank Yous

- All our volunteers – we can't do it without you.
- Parent reps – you are an invaluable link between the School and parents. Rachel Holloway has really helped to move this forward.
- The School SLT, particularly Jo Tearle and Annette Hixon.
- Office staff
- Russell Hack (First aid, general tech)
- Rob – fireworks
- FOSIS
- Amanda Webb and Sarah Crookall for all their hard work and support.
- Rachel Holloway – Parent Forum co-Ordinator
- Karen Allen – Uniform Sales
- Sandra O'Halloran – uniform
- Jennie Bishop – Bags2school
- Michelle and the rest of the pond team.
- Yr 6 parents for organising the year 6 leavers events.
- Rotary Club – crocus donations and help at 2019 Summer Fair.
- Shirley Men's shed – bug hut roof.

How To Get Involved

- Take part, turn up, buy a balloon!
- Join our committee.
- Join planning groups
- Contact us on messenger or email if you've any ideas.

Appendix B: Treasurer's report

No Summer Fair or Colour Run impacted on fundraising this year and funds raised were £2000 less than 2018/19. However, the PTFA also spent less so the Net Profit in the end was £1000 more than 2018/19. It would have made a real difference if the Summer Fair and Colour Run had gone ahead.

Grant: £800 from the Council for the Summer Fair

Disco: Additional expenditure this year on UV items, but these can be used for future events.

Quiz: Increased profit from 2018/19

New Events: All profitable and funds were shared with FOSIS

Sales: Uniform sales worked well and made £50 in September 2020. This might tail off but Karen Allen has been a great help.

SJS Funding: £4500 spent, mostly on Chrome Books and Smart Sacks. The PTFA has committed £14,000 for the new Playground. £1041 was raised via the PayPal Moneypool.

Card Reader: A great buy and this has increased sales.

PayPal Account: Has really helped get money in

Lottery: Started January 2020. Made a £312 profit

Easyfundraising / Amazon Smile: Needs more promotion.

Thanks to all those who have bought lottery tickets or used Easyfundraising / Amazon Smile.

Amanda confirmed that Amazon Smile can now be used via Apps on Android and iPhone. This will be promoted on the Year Facebook pages.

	ACCOUNTS FOR 2019/20			ACCOUNTS FOR 2018/19			ACCOUNTS FOR 2017/18		
	INCOME	EXPENSES	NET PROFIT	INCOME	EXPENSES	NET PROFIT	INCOME	EXPENSES	NET PROFIT
Events	£13,556.80	£ 7,313.78	£ 6,243.02	£ 18,284.62	£ 10,300.62	£ 7,984.00	£ 10,231.49	£ 4,628.97	£ 5,602.52
Christmas Fair	£ 2,320.06	£ 1,434.32	£ 885.74	£ 810.16	£ 282.76	£ 527.40	£ 1,702.62	£ 662.13	£ 1,040.49
Christmath / Christingles	£ -	£ -	£ -	£ -	£ -	£ -	£ 236.97	£ 193.63	£ 43.34
Christingle	£ -	£ 91.98	-£ 91.98	£ -	£ 48.00	-£ 48.00	£ -	£ -	£ -
Disco	£ 1,069.05	£ 463.03	£ 606.02	£ 933.65	£ 211.40	£ 722.25	£ 1,046.53	£ 192.65	£ 853.88
Quiz	£ 1,251.67	£ 426.86	£ 824.81	£ 1,065.88	£ 426.44	£ 639.44	£ 997.42	£ 630.29	£ 367.13
Car boot sale	£ -	£ -	£ -	£ -	£ -	£ -	£ 2,390.15	£ 1,744.03	£ 646.12
Colour Run	£ -	£ -	£ -	£ 2,345.82	£ 716.80	£ 1,629.02	£ -	£ -	£ -
Barn Dance	£ -	£ -	£ -	£ 806.80	£ 752.89	£ 53.91	£ 1,275.27	£ 1,129.31	£ 145.96
Tidy up day	£ -	£ -	£ -	£ 65.98	£ 131.96	-£ 65.98	£ -	£ 56.93	-£ 56.93
Summer Fair	£ 825.00	£ 100.00	£ 725.00	£ 8,366.44	£ 5,207.61	£ 3,158.83	£ 2,516.12	£ 20.00	£ 2,496.12
SJS Got Talent	£ -	£ -	£ -	£ -	£ -	£ -	£ 66.41	£ -	£ 66.41
Uniform Sale	£ 245.67	£ 122.84	£ 122.83	£ 90.84	£ -	£ 90.84	£ -	£ -	£ -
Cake Sale	£ 179.35	£ -	£ 179.35	£ 60.95	£ -	£ 60.95	£ -	£ -	£ -
Book Sale	£ 13.98	£ -	£ 13.98	£ 54.67	£ -	£ 54.67	£ -	£ -	£ -
Ice Lolly Sale	£ -	£ -	£ -	£ 44.50	£ -	£ 44.50	£ -	£ -	£ -
Year 6 Leavers	£ -	£ -	£ -	£ 346.72	£ 217.35	£ 129.37	£ -	£ -	£ -
Cafe Yr 3 Fireworks	£ 87.29	£ 11.00	£ 76.29	£ 52.01	£ -	£ 52.01	£ -	£ -	£ -
Fireworks	£ 4,256.74	£ 2,787.10	£ 1,469.64	£ 3,240.20	£ 2,305.41	£ 934.79	£ -	£ -	£ -
Tuck Sale	£ 143.35	£ 71.68	£ 71.67	£ -	£ -	£ -	£ -	£ -	£ -
Silent Disco	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Colour/Disco	£ 2,431.24	£ 1,683.15	£ 748.09	£ -	£ -	£ -	£ -	£ -	£ -
Wreath making	£ 234.70	£ -	£ 234.70	£ -	£ -	£ -	£ -	£ -	£ -
Locked in the box	£ 171.91	£ -	£ 171.91	£ -	£ -	£ -	£ -	£ -	£ -
Mother's day card sale	£ 103.16	£ -	£ 103.16	£ -	£ -	£ -	£ -	£ -	£ -
Balloon Race	£ 223.63	£ 121.82	£ 101.81	£ -	£ -	£ -	£ -	£ -	£ -

	ACCOUNTS FOR 2019/20			ACCOUNTS FOR 2018/19			ACCOUNTS FOR 2017/18		
	INCOME	EXPENSES	NET PROFIT	INCOME	EXPENSES	NET PROFIT	INCOME	EXPENSES	NET PROFIT
Funding for SJS	£ -	£ 4,567.58	-£ 4,567.58	£ -	£ 6,025.83	-£ 6,025.83	£ -	£ 3,136.05	-£ 3,136.05
Rock Challenge	£ -	£ -	£ -	£ -	£ 1,000.00	-£ 1,000.00	£ -	£ 1,000.00	-£ 1,000.00
Smart Sacks	£ -	£ 830.00	-£ 830.00	£ -	£ 830.00	-£ 830.00	£ -	£ 789.00	-£ 789.00
Cameras	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 871.44	-£ 871.44
Website	£ -	£ -	£ -	£ -	£ 499.00	-£ 499.00	£ -	£ -	£ -
Teacher enrichment	£ -	£ -	£ -	£ -	£ 114.00	-£ 114.00	£ -	£ -	£ -
Classroom Secrets	£ -	£ -	£ -	£ -	£ 45.00	-£ 45.00	£ -	£ -	£ -
Young Voices	£ -	£ -	£ -	£ -	£ 696.00	-£ 696.00	£ -	£ -	£ -
Christmas Presents	£ -	£ 198.41	-£ 198.41	£ -	£ 271.51	-£ 271.51	£ -	£ -	£ -
Marvellous Me	£ -	£ -	£ -	£ -	£ 573.60	-£ 573.60	£ -	£ -	£ -
Playground toys	£ -	£ 474.90	-£ 474.90	£ -	£ 99.99	-£ 99.99	£ -	£ -	£ -
Year 6 leaver gifts	£ -	£ -	£ -	£ -	£ 262.75	-£ 262.75	£ -	£ 275.61	-£ 275.61
Books for library	£ -	£ 135.27	-£ 135.27	£ -	£ 1,433.98	-£ 1,433.98	£ -	£ -	£ -
End of year celebration	£ -	£ 100.00	-£ 100.00	£ -	£ 200.00	-£ 200.00	£ -	£ 200.00	-£ 200.00
Chrome books	£ -	£ 2,520.00	-£ 2,520.00	£ -	£ -	£ -	£ -	£ -	£ -
Playground improvements	£ -	£ 259.00	-£ 259.00	£ -	£ -	£ -	£ -	£ -	£ -
Theatre visit	£ -	£ 50.00	-£ 50.00	£ -	£ -	£ -	£ -	£ -	£ -

	ACCOUNTS FOR 2019/20			ACCOUNTS FOR 2018/19			ACCOUNTS FOR 2017/18		
	INCOME	EXPENSES	NET PROFIT	INCOME	EXPENSES	NET PROFIT	INCOME	EXPENSES	NET PROFIT
Other Income / Expenses	£ 3,117.29	£ 1,419.48	£ 1,697.81	£ 605.87	£ 129.55	£ 476.32	£ 402.11	£ 258.34	£ 143.77
Annual UK PTA Fee	£ -	£ 117.00	-£ 117.00	£ -	£ 117.00	-£ 117.00	£ -	£ 117.00	-£ 117.00
Infant + Juniors Xmas cards	£ 215.50	£ -	£ 215.50	£ 225.00	£ -	£ 225.00	£ 194.00	£ -	£ 194.00
PTFA AGM	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Fundraising	£ 185.46	£ -	£ 185.46	£ 268.17	£ -	£ 268.17	£ 60.11	£ -	£ 60.11
Bags2school	£ 83.60	£ -	£ 83.60	£ 61.20	£ -	£ 61.20	£ 86.00	£ -	£ 86.00
Misc	£ -	£ -	£ -	£ -	£ 9.20	-£ 9.20	£ -	£ -	£ -
Gazebo	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 107.82	-£ 107.82
Donations	£ 41.00	£ -	£ 41.00	£ 51.50	£ -	£ 51.50	£ 62.00	£ -	£ 62.00
PTA Cupboard	£ -	£ -	£ -	£ -	£ 3.35	-£ 3.35	£ -	£ 33.52	-£ 33.52
Radios for events	£ 45.84	£ 91.68	-£ 45.84	£ -	£ -	£ -	£ -	£ -	£ -
Sumup card reader	£ -	£ 18.00	-£ 18.00	£ -	£ -	£ -	£ -	£ -	£ -
Gambling license from SCC	£ -	£ 60.00	-£ 60.00	£ -	£ -	£ -	£ -	£ -	£ -
Key cutting	£ -	£ 36.80	-£ 36.80	£ -	£ -	£ -	£ -	£ -	£ -
Your School Lottery	£ 312.50	£ -	£ 312.50	£ -	£ -	£ -	£ -	£ -	£ -
Smile Amazon	£ 67.38	£ -	£ 67.38	£ -	£ -	£ -	£ -	£ -	£ -
Yr 6 Leavers Yearbooks	£ 1,125.00	£ 1,096.00	£ 29.00	£ -	£ -	£ -	£ -	£ -	£ -
paypal	£ 0.01	£ -	£ 0.01	£ -	£ -	£ -	£ -	£ -	£ -
Paypal moneypool for playground	£ 1,041.00	£ -	£ 1,041.00	£ -	£ -	£ -	£ -	£ -	£ -
TOTAL	£16,674.09	£13,300.84	£ 3,373.25	£18,890.49	£16,456.00	£ 2,434.49	£10,633.60	£ 8,023.36	£ 2,610.24