

# Shirley Junior School PTFA

Registered in accordance with the Charities Act 1960 No. 1108417



## Annual General Meeting - Minutes 12<sup>th</sup> October 2022

1. **Welcome:** Nicola Howarth opened the meeting and thanked all for coming.

**Attendees:** Jo Tearle, Nicola Howarth, Jen Bleeck, Amy (and Poppy) Mayhew, Rachel Holloway, Zoe Konn, Vicky Lowrey, Rebecca Wright, Jen Pillinger, Jo James, Naomi Collins, Mary Hornby

**Apologies for Absence:** Sarah Scott, Sarah Crookall, Amanda Webb, Sue Kinch, Cath Dixon, Louise Elkins, Jacky Westbury-Hogg, Jane Long, Abigail Gallagher

2. **Minutes from 2021:** Minutes from 2021 approved, no matters arising – the minutes are available on the website – [AGM Minutes - Shirley Junior School](#)
3. **Chair's Summary and Finance Report** – see appendix 1 and 2 for details

4. **Senior Leadership Team**

Jo Tearle thanked everyone on behalf of the Senior Leadership Team (SLT):

- The events and money raised really do benefit the children. There's been a lot of PTFA funds spent on improving the outdoor area this year: benches are used a lot, quiet hut id looking lovely, pond area is great for the kids and really beneficial
- The kids have loved the events - disco, Summer Fair, Elfridges etc
- Fireworks were amazing
- The PTFA do a huge amount and Jo has shared this with the teachers, who are also very appreciative
- Amazon Smile and Easy Fundraising was discussed and how best to communicate this to both staff and parents/carers - suggested screen shots of how to set this up – flyers to hand out/laminate posters etc
- Suggested that Jo shares lottery details with staff

5. **Election of the 2022/23 Committee Members/Trustees**

The following roles were voted in:

Role	Nominee	Nominated/Seconded by
Co-Chair	Nicola Howarth	Zoe Konn, Jo Tearle
Co-Chair	Jen Bleeck	Vicky Lowrey, Rachel Holloway
Treasurer	Jen Pillinger	Nikki Howarth, Jo Tearle
Secretary	Rachel Holloway	Jen Bleeck, Zoe Konn

Thank you to everyone who has stepped forward to support.

The co-chairs and secretary noted that they would be stepping down at the end of this year, so new co-chairs and secretary would be needed for 2023/2024.

It was noted, that if anyone is interested in these roles, that would be amazing so that the fabulous work that the PTFA do can continue. The current committee can show anyone interested what it involves over this year so let us know.

6. **Confirmation of other Non-Trustee Roles**

<b>Teacher Rep</b>	
	Jo Tearle
<b>Class Reps</b>	
<b>Year 3</b>	
Orchid Mantis	Jen Cook, Helen Clark
Dragonflies	Leanne Jane Vaughan
Fireflies	Katie Banbridge, Carly Sykes, Clare Sheath
<b>Year 4</b>	
Bluetits	Jo James, Sarah Haizelden Whicher

Ravens	Maria Dimech, Jane Long
Sandpipers	Laura Martin, Tansy Bailey
<b>Year 5</b>	
Arctic Foxes	Charlotte Webb, Sarah Scott
Siberian Huskies	Jen P, Jo Craig, Claire Jerrim
Malamutes	Rebecca Wright
<b>Year 6</b>	
Cobras	Cath Dixon, Rachel Holloway
Giraffes	Sarah Crookall, Zoe Konn
Hyenas	Vicky Lowrey
Meerkats	Amanda Webb
<b>Other positions</b>	
<b>Uniform Rep</b>	Antonela Sole
<b>Parent Forum Co-Ordinator</b>	Cath Dixon
<b>Garden working party lead</b>	Michelle Alldread
<b>Cake sale organiser</b>	Zoe Konn
<b>General committee members</b> (offers of help where needed)	Sarah Crookall, Amanda Webb, Sue Kinch, Cath Dixon, Louise Elkins, Jacky Westbury-Hogg, Amy Mayhew, Mary Hornby, Vicky Lowrey, Jo James, Naomi Collins, Rebecca Wright, Abigail Gallagher

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

## 7. Funding suggestions

### Grants:

Grants discussed in terms of how best to apply for these, and for what purpose

- School to suggest what they may like grant for – Jo to talk to Annette and Rob (toilet block potentially).
- Ideally need a selection of projects - need projects and quotes
- NH noted a website that puts you in touch with potential grant/funders – there is a cost associated with this but may be worth trying
- Tesco, Coop - could apply to those
- Aviva has a scheme – Naomi to provide details
- Add to weekly comms re company grants and match funding. Plus facebook groups.
- *Note* – review weekly comms/ facebook posts and use of pinned posts to ensure info can be found and not overwhelming – RH to review with LP

### Potential projects (suggestions):

- Afterschool gardening clubs (this is being discussed already)
- Table tennis table
- 1 or 2 basketball hoops
- Storage for sports equipment
- Climbing holes/wall
- More diverse books for library
- Jo T to ask teachers for suggestions – what they need for classroom, or in playground.
- Amazon wishlist to be updated
- Maths and science equipment
- Christmas performance - Panto? Circus skills?
- It was noted that it would be good to have a big project to save for

## 8. Diary dates for 2022/23

- Bags2school collection Sept
- Christmas card designs – Laura Dunnings is organising for Juniors
- Crazy Hair Day 21st Oct
- Cake sale 21st Oct
- Halloween Trail 28-30th Oct
- Firework display 4th Nov
- Online Christmas market 14th Nov
- Parent forum – to be arranged around specific issues that need to be discussed
- Junior Disco 25th Nov

- Christmas lunch & Christmas jumper day (PTFA help needed at this) – date tbc.
- Christingle (PTFA help may be needed at this) – date tbc
- Christmas wreath making 2nd Dec
- Christmas Fair 10th Dec
- Elfridges 13th & 14th Dec
- Bags2school collection 17th Jan
- Juniors Quiz after school, Adults quiz 3rd Feb
- Cake sale 10th Feb
- World book day 3rd Mar
- Family disco 10th Mar
- Colour Run 25th Mar
- Non-uniform day 31st Mar
- Tidy Up Day 1 22nd Apr
- Tidy Up Day 2 13th May
- Family bingo 19th May
- Welcome evening for new Year 3 parents – date tbc
- Break the rules day (50p per rule) 26th May
- Cake sale 26th May
- Bags2school collection 13th Jun
- Summer Fair 17th Jun
- Silent Disco Day & Volunteers Picnic 14th Jul

## 9. AOB

### **Christmas Fair ideas:**

- Santa's grotto
- Café
- Stalls outside -from business page potentially. N
- Books for Santa gifts

## Appendix A: Chair's report

### Chair's report – Nicola Howarth Oct 22

- 2021/22 was a very successful year for the PTFA – we were very pleased to be able to return to holding events in person and really noticed the difference in the funding raised as a result.
- The colour run had been cancelled earlier in the year due to COVID and so we held this as an early event in Oct 21 as a way of introducing many families to the type of events we had all been used to, but which they had never experienced due to their children starting school under COVID restrictions.
- We then continued to run a very successful series of events, including all the usual hits such as the disco, firework display, wreath making, quiz night and summer fair.
- We introduced a new event Breakfast with Santa which was very popular but quite restricted on numbers. This year we hope to run a modified version of this as part of a Christmas fair to increase the number of children who are able to participate.
- We continued with other fundraising activities, such as easyfundraising, school lottery, amazon smile and sought sponsorship from companies in terms of raffle prizes and funds towards event expenditure. We were awarded the Community Chest grant from Southampton Council which went towards paint and expenses for the colour run. Morris Dibben bought an iPad for the summer fair in return for billboard advertising and we had other prize donations from several other local companies. Already this year we have secured sponsorship from Pearsons for the fireworks and are awaiting a response from Utilita for a donation towards the glow stall expenses.
- Overall we were able to raise an excellent amount of funds which went towards significant purchases such as new picnic benches for the playground, smart-sacs for every child in year 3 and books.
- The gardening team worked with the local Men's Shed to build a bug hotel and remove all of the old decking, built raised beds and erected a fence to protect the wildlife corridor. We also planted several trees donated by the Woodland Trust.
- 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 Kassandra Colley, Megan Cox, Lynsey Powell, Zoe Konn and the wider FOSIS team for all their hard work.
- We would like to apply for some more grants this year. If anyone is familiar with writing grant applications or would like to support this, please let us know.
- Thank you to everyone who has supported the PTFA, we couldn't have done it without your help and we look forward to continuing to work with you all.

Nicola Howarth & Jennifer Bleeck, Co-Chair 2021/22

## **Appendix B Treasurer's Report**

### **Treasurer's Report Year Ending 31st August 2022**

#### Summary

Our total fundraising income this year was over £14,000 which we believe is our best year yet. This was mainly due to the fact that this was the first year since Covid that we have been able to run all of our normal events. We have spent around £7,500 on items for the school. The bank account is healthy with £8,500 to be brought forward to the 2022-2023 financial year.

#### Income

The Summer Fair was again our biggest event, making nearly £8,000 in total to be shared with FOSIS. The footfall in the fair was amazing and we completely ran out of food at the BBQ for the first time ever!

The Colour Run was our first event of the year and the first proper event we had been able to put on since Covid. It was very successful and raised around £3,000 to be shared across the two schools.

Our Fireworks event goes from strength to strength and is always a fantastic evening which sells out very quickly. This year we made around £4,000, again shared with FOSIS.

For Christmas we have been trying to find a suitable alternative to the Christmas Fair which we used to run and which caused a lot of headaches for everyone involved as it was always too busy and difficult to manage. This year we continued with our Christmas Market and tried out a Breakfast with Santa event. We ran Elfridges for the children and a Wreath Making evening for the parents. In total after sharing some of the events with FOSIS we made around £1,000.

The Quizzes and two discos were well attended this year and in total raised around £2,800. We also ran various other fundraising events throughout the year (uniform, cake, ice cream, violins, crazy hair day) and raised roughly £1,000 from these.

In addition, we continued to raise money through the School Lottery, Easyfundraising, Amazon Smile & Bags to School and these income streams raised around £2,500

#### Spending Profits

We gave SJS about £7,500 this year. The biggest expenses were for new fencing around the pond area, new picnic tables and the Smartsacks for the new Year 3's starting in September 2022. In addition we purchased Christmas trees & gifts, jubilee party decorations and gifts, and hired inflatables for the Jubilee party. We were also asked by the school to purchase some art supplies.

#### Other Comments

We have increased the amount raised through Easyfundraising.org.uk this year by around £100, and gained more supporters. We received just over £100 through smile.amazon.co.uk and the School Lottery netted us over £1,600. Bags to School raised £175.

Our income depends on making our fundraising events successful, which we couldn't do without volunteers, so thanks to all those who helped the past year.

NB: Figures on the accounts may be slightly different due to the Colour Run being postponed from March 2020 and some income from that event being received into earlier accounts and due to the Class of 2021 yearbooks payment being paid in this year's accounts.

## Appendix B Treasurer's Report

### Financial year 1 Sept 2021 - 31 Aug 2022

Fundraising	Income	Expense	Net profit	Notes
Colour run	£ 4,778.59	£ 3,721.31	£ 1,057.28	Additional income & expenses in last years accounts due to event being postponed from March 2021
Crazy hair day	£ 273.55	£ -	£ 273.55	
Disco	£ 1,165.34	£ 173.29	£ 992.05	
Fireworks	£ 5,419.40	£ 3,447.65	£ 1,971.75	
Christmas events (market, wreaths, elfridges)	£ 1,646.61	£ 1,021.16	£ 625.45	Expenses not separated properly includes panto and some supplies for academic year 22-23
Uniform sales	£ 183.24	£ -	£ 183.24	
Cake sales	£ 509.15	£ -	£ 509.15	
General fundraising (mother's day cards, donations) & PTFA expenses	£ 114.87	£ 495.62	£ (380.75)	
Silent Disco	£ 1,432.07	£ 839.35	£ 592.72	Expenses not separated properly
Quiz	£ 1,633.26	£ 625.68	£ 1,007.58	Expenses not separated properly
Easyfundraising	£ 257.55	£ -	£ 257.55	
Amazon Smile	£ 106.35	£ -	£ 106.35	
School Lottery	£ 1,613.70	£ -	£ 1,613.70	
Bags 2 School	£ 175.95	£ -	£ 175.95	
Lion King, year 6	£ 181.88	£ 85.80	£ 96.08	
Leavers books	£ 1,073.99	£ 2,270.70		£1109.70 paid out in this year's accounts for class of 2021. PTFA donated around £83 so every child had a book
Summer fair	£ 4,045.97	£ 88.70	£ 3,957.27	
Halloween	£ 317.78	£ -	£ 317.78	
<b>TOTALS 2021-2022</b>	<b>£ 24,929.25</b>	<b>£ 12,769.26</b>	<b>£ 13,356.70</b>	

### Funding for SJS

School equipment/needs	£ -	£ 7,674.08		Smart sacks, fencing pond area, picnic benches, panto, christingle, xmas presents, art supplies, xmas trees
------------------------	-----	------------	--	---

### Brought forward from 2020-2021

Bank balance	£ 3,975.35
Cash in hand	£ 140.00

**£ 4,115.35**

### Taking forward to 2022-2023

Bank balance	£ 8,592.01
--------------	------------

Cash in hand **£ 125.00**

PayPal balance **£ 136.23**

**£ 8,853.24**

### Events summary figures at time

Colour run **£ 1,642.54**

Fireworks **£ 1,971.21**

Disco **£ 934.34**

Xmas **£ 998.44**

Quiz **£ 963.40**

Silent Disco **£ 831.29**

Summer Fair **£ 3,955.59**

**Total events £ 11,296.81**