

# Shirley Junior School PTFA

Registered in accordance with the Charities Act 1960 No. 1108417



## Annual General Meeting - Minutes 19<sup>th</sup> October 2023

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

**Attendees:** Jo Tearle,,Jen Bleeck, Amy Mayhew, Rachel Holloway, Zoe Konn, Rebecca Wright, Jen Pillinger, Naomi Collins, Abigail Gallagher, Kass Colley, Megan Cox, Sue Kinch, Sarah Scott

**Apologies for Absence:** Nicola Howarth, Jo James, Charlotte Webb, Jo James

2. **Minutes from 2022:** Minutes from 2022 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) and school:

- Kids loving active all boards
- Little wandle used well and making a difference
- Kids love the mud kitchen
- Elfridges is much appreciated and great for all kids to get two gifts
- Particular thanks to co-chairs for all their amazing support over the years

### 5. Election of the 2023/24 Committee Members/Trustees

The following roles were voted in:

Role	Nominee	Nominated/Seconded by
Co-Chair	None	
Co-Chair	None	
Treasurer	Jen Pillinger	Rachel Holloway/ Sue Kinch
Secretary	Rebecca Wright	Jen Bleeck/ Jen Pillinger

Committee – Jen Bleeck, Rachel Holloway, Sue Kinch, Sarah Scott, Abigail Gallagher, Amy Mayhew, Rebecca Wright, Jen Pillinger – all nominated and seconded!

Signatories on bank account – Jen Pillinger, Zoe Konn, Jen Bleeck

Thank you to everyone who has stepped forward to help continue the PTFA. It was noted that without a Chair/Co-chair, events would need to be run by committee, with someone stepping forward to take a lead for each event. If there's no lead for the event, then that particular event would not be able to run. Noted that we would put a call our for other volunteers to be on committee.

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

<b>Teacher Rep</b>	
	Jo Tearle
<b>Class Reps</b>	
<b>Year 3</b>	
Grasshoppers	Reena Jewell and Marle Coetzee
Butterflies	Jackie Young, Anna Davis
Leaf insects	Maria Dimech
<b>Year 4</b>	
Starlings	Jen Cook, Caroline Watts

Quails	Leanne Vaughan
Falcons	Jo James
<b>Year 5</b>	
Orca	Amy Mayhew, Laura Honan
Walrus	
Pizzley Bears	Jane Long, Tansy Bailey
<b>Year 6</b>	
Bushbabies	Rebecca Wright, Anna Low
Aardvarks	Sarah Scott, Charlotte Webb
Baboons	Claire Jerrim, Jo Craig
<b>Other positions</b>	
<b>Parent Forum Co-Ordinator</b>	Amy Mayhew. Teacher rep – Jo Tearle.
<b>Garden working party lead</b>	Jen Bleeck, Michelle Aldread
<b>Cake sale organiser</b>	Abigail Gallagher
<b>Grant funding</b>	Jen P to keep an eye out, Sue Kinch to keep eye out. Amy Mayhew noted that her mum may be able to help with this.

## 7. Funding suggestions

### Potential projects (suggestions from the school):

- Sun Sails for playground
- Outdoor learning – 4 hrs of horticulturalist per week
- Computer suite convert into DT and art room – brains/ideas and funding required
- Stuff for quiet hut
- Smart sacks as normal
- Bigger projects – toilets – discussed grants that may be able to help with this

## 8. Diary dates for 2022/23

### Autumn Term

- Bags2school collection Sept
- Crazy Hair Day 20<sup>th</sup> Oct
- Cake sale 20<sup>th</sup> Oct
- Firework display 10<sup>th</sup> Nov
- Family Christmas Disco 24<sup>th</sup> Nov
- Supporting with Christmas lunch & Christmas jumper day
- Provision of materials for Christingle
- Christmas wreath making 1<sup>st</sup> Dec
- Elfridges 13<sup>th</sup> & 14<sup>th</sup> Dec

Possibly selling Christmassy stuff after school – reindeer food, chocolate cones

### Spring Term

- Bags2school collection 24<sup>th</sup> Jan
- Cake sale 9<sup>th</sup> Feb
- PTFA quiz (adults) – 23<sup>rd</sup> Feb
- Junior Disco 1<sup>st</sup> March
- World book day 8<sup>th</sup> March
- Non-uniform day 28<sup>th</sup> March
- Easter Scarecrow Trail - from 29<sup>th</sup> March - 8<sup>th</sup> April

### Summer Term

- Tidy Up Day 1 20<sup>th</sup> April
- Colour Run 27<sup>th</sup> April
- Family bingo 10<sup>th</sup> May
- Tidy Up Day 2 11<sup>th</sup> May
- ?Welcome evening for new Year 3 parents
- Break the rules day (50p per rule) 24<sup>th</sup> May
- Cake sale 24<sup>th</sup> May
- Bags2school collection 12<sup>th</sup> June

- Summer Fair 29th June

## **9. AOB**

- Discussed that need to communicate to the school community that the PTFA has no chairs and is being run by committee – cast the net wider for volunteers
- Need regular meetings to get together and plan events, share the load
- Run on an event by event basis
- Possibly still have infant kids quiz

Next PTFA Newsletter:

- Shout out for road volunteers
- Shout out for committee members

## Appendix A: Chair's report

### Chair's report –Oct 23

- 2022/23 was another very successful year for the PTFA – we were very pleased to be able to run mostly the same events as the previous year and to continue our well established working relationship with FOSIS. A very big thank you to Kass, Megan, Lynsey and Ali in particular for all of their support over the last year. It's been a pleasure working with you all.
- Over the course of the year we ran a very successful series of events, including all the usual hits such as the colour run, disco, firework display, wreath making, quiz night and summer fair.
- We continued with other fundraising activities, such as easyfundraising and the school lottery and sought sponsorship from companies in terms of raffle prizes and funds towards event expenditure. Marco Harris estate agents bought a Playstation for the summer fair in return for advertising and we had other prize donations from several other local companies. Already this year we have secured sponsorship from Pearsons estate agents again for the fireworks.
- Overall we were able to raise an excellent amount of funds which went towards significant purchases such as the Active-All boards in the playground, new picnic benches and smart-sacs for every child in year 3. There will be more detail on the funds raised and the spending in the treasurers report.
- The gardening team worked tirelessly and on a regular basis to keep the pond clear of debris (mostly saucepans, bricks and tennis balls). They organised and coordinated 2 tidy up days which were well attended and achieved a huge amount of work within the school grounds. They worked with the year 3 pupils to move soil into the new raised beds and grew a wide range of fruit and vegetables. The enormous pumpkins and marrow were enjoyed by the year 6s during the residential week. They planted and continue to support the new willow tunnel, sadly lost quite a lot of it to drought but it seems to be on the mend and the hope is to be able to open it up to children soon. More trees were planted to try and establish a hedge to enclose the entire grounds, producing both a visual barrier for the children's privacy and also a nature corridor and enhancement of our green spaces. General sourcing and planting of hanging baskets that adorn the quiet hut.
- The parent forum continued with the support of Jo Tearle and Cath Dixon, providing a useful opportunity for parents to voice both their concerns and their support for the teaching staff and the SLT. The regular meetings supported communication and allowed parents to understand the rationale behind some of the decisions which were necessary during the school year.
- The road closure team provided a regular service to ensure the road was safe for children. Initially this was both morning and afternoon but staffing the road closure became too difficult for both shifts and so this was reduced to just mornings. A big thank you to Alison Baker for her time and effort in co-ordinating the rota. Alison has stepped down this year so if anyone is interested in supporting the road closure on a regular morning every week, please contact Jo Tearle. It's only for 30 mins between 8.30 and 9am.
- A huge thank you to everyone who has supported the PTFA this year, we really couldn't have done it without your help! On a personal note, Jen and I are both stepping down from our roles as co-chairs this year. Jen P will be staying as treasurer to support the new team. We would like to take this opportunity to thank everyone who has supported us over the years and to wish the new committee the very best of luck. Hope you have as much fun with it as we did!

Nicola Howarth & Jennifer Bleeck, Co-Chairs 2022/23

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

### **Treasurer's Report Year Ending 31st August 2023**

#### Summary

Our total fundraising income this year was just over £13,000. We have spent around £10,500 on items for the school. The bank account is healthy with over £10,000 to be brought forward to the 2023-2024 financial year. This is an increase of around £2,000 from last year.

#### Income

As usual our 3 biggest events, the Summer Fair, the Colour Run, and Fireworks, were run together with FOSIS and they raised a whopping £5,861 for our school. That means a fantastic total amount raised for these events was £11,720.

For Christmas we ran the Christmas Fair on a Saturday to try to ensure it was not as manic as it was in previous years when it was run after school on a Friday and this raised £471 (nearly 50% of the total amount made over the Christmas events). We continued with our Christmas Market, 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 £705 across all the Christmas fundraising.

Together with FOSIS we ran a family disco and a family bingo night which raised around £660 for our school.

For just the Junior school the quiz night and disco were well attended this year and in total raised around £1,422. Our other fundraising events throughout the year (second hand uniform sales, cake & lolly sales, crazy hair day, halloween trail, break the rules day and non-uniform day) raised around £1,668 after sharing some events with FOSIS.

In addition, we continued to raise money through the School Lottery, Easyfundraising, Amazon Smile & Bags to School and these income streams raised around £2,251. The most profitable being the school lottery which raised £1,710. Sadly Amazon smile has been discontinued and so easyfundraising is the income stream which now needs to be marketed to everyone as much as possible.

Finally, we made £490 from general donations, hiring out our candy floss machine and the Christmas cards made from our wonderful childrens' drawings and artwork.

#### Spending Profits

We gave SJS just under £10,500 this year. The biggest expenses were for the Active all board which was put in the playground, phonics books, and the Smartsacks for the new Year 3's starting in September 2023. A wonderful mud kitchen was designed and built by some parents and grandparents and we funded the supplies for this. Funds were used for making raised beds and planting them in the playground. Additional signage for the pond area and some supplies for the quiet hut were also funded. In addition, we purchased Christmas trees, crackers & gifts, christingle supplies, coronation party seeds, spares for musical instruments and hired the kit for the annual silent disco celebration for the end of the year. We were also asked by the school to purchase some art supplies as happens most years!

#### Other Comments

We have doubled the amount raised through Bags to school this year which is great! 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.

## Appendix B Treasurer's Report

### Financial year 1 Sept 2022 - 31 Aug 2023

Fundraising	Income	Expense	Net profit	Notes
Summer fair	£ 9,432.33	£ 6,715.70	£ 2,716.63	
Fireworks	£ 6,570.82	£ 4,337.14	£ 2,233.68	
School Lottery	£ 1,710.40	£ -	£ 1,710.40	
Disco	£ 1,116.67	£ 183.74	£ 932.93	
Colour run	£ 910.74	£ -	£ 910.74	
Cake & Lolly sales	£ 693.59	£ -	£ 693.59	
Family Disco	£ 1,196.24	£ 660.55	£ 535.69	
General fundraising (candy floss hire, donations, xmas cards)	£ 535.69	£ 45.00	£ 490.69	
Quiz	£ 1,003.28	£ 513.91	£ 489.37	
Christmas fair	£ 471.17	£ -	£ 471.17	
Bags 2 School	£ 349.25	£ -	£ 349.25	
Break the rules	£ 618.76	£ 309.13	£ 309.63	
Christmas wreathmaking	£ 201.66	£ -	£ 201.66	
Non-uniform day	£ 183.25	£ 10.50	£ 172.75	
Crazy hair day	£ 331.88	£ 164.65	£ 167.23	
Uniform sales	£ 356.36	£ 193.04	£ 163.32	
Halloween	£ 162.04	£ -	£ 162.04	
Family bingo	£ 125.09	£ -	£ 125.09	
Amazon Smile	£ 105.81	£ -	£ 105.81	
Christmas market	£ 233.49	£ 143.41	£ 90.08	
Easyfundraising	£ 85.89	£ -	£ 85.89	
Leavers books	£ 1,251.00	£ 1,299.00	£ (48.00)	Donation of shortfall from PTFA
Elfridges	£ 547.64	£ 605.02	£ (57.38)	incl purchases for Elfridges 23
<b>TOTALS</b>	<b>£ 28,193.05</b>	<b>£ 15,180.79</b>	<b>£ 13,012.26</b>	

### Funding for SJS

School equipment/needs	£ -	£ 10,495.32	*see separate sheet
Other PTFA general expenses		£ 743.00	*see separate sheet
	£ 28,193.05	£ 26,419.11	

### Brought forward from 2021-2022

Bank balance	£8,592.01
Cash in hand	£125.00
PayPal balance	£136.23
	<b>£8,853.24</b>

### Taking forward to 2023-2024

Bank balance	£10,345.95
Cash in hand	£125.00
PayPal balance	£172.67
	<b>£10,643.62</b>