

AGENDA for PTA AGM on Friday 19th November 2021

@ 8.45 in the school hall

Welcome and thank you all for coming. In order to conform to our charter and maintain our charity status we have to proceed according to a certain outline so please forgive us the uncharacteristic formality today.

Apologies – Tanya Stevens

PTA Committee report

The LFA PTA is a registered charity (1159492) run entirely by volunteers.

Our main objectives are to:

- Work with parents and the school to identify fundraising priorities;
- Organise a variety of fundraising events to raise money to support all children attending LFA;
- Deliver a range of cultural and community building activities that enhance the wellbeing of our children.

There are currently 6 elected members; Melissa Isaacs, Nura Briscoe, Tanya Stevens, Sharon Newbury, Federica Viva and Carey Lyseight.

Election of committee members and officers

Committee members are elected at the AGM to serve for the year running through to the next AGM. Your AGM is when new committee members are elected, and current committee members are reappointed.

Sharon, Tanya, Melissa and Nura Briscoe are all stepping down therefore we are looking to elect at least 2 new Trustees, including a new Chair person.

Becoming an elected member means that you will have an oversight of the PTA and will partake in decision making when it comes to donating funds to the school, this will involve meeting with Mr Tirrell and meeting with the other members of the Committee. We meet about once a term, this can be in person or we are now conducting meetings over zoom Zoom and we are very flexible about timings.

We have split responsibilities out via the roles we have taken on the committee in the past, but we would like to look at how we can delegate roles out among the elected and also non-elected members.

The types of activities that the Chair would typically cover are; maintain dialogue between the PTA and the school, arrange communications, lead meetings, set agendas for meetings. Our previous Deputy Chair would maintain the relationships with external parties, such as Parentkind and the Charities Commission, also keeping the internal guidelines and welcome packs up to date. All these responsibilities could be shared among a small group of people and we are very relaxed about how these actions are taken.

The Secretary role has typically involved; preparing meeting agendas with the Chair; taking minutes and publishing these on the PTA website; maintaining the PTA website and managing the contact email account; maintaining the password sheet. Once again, some of these responsibilities can be delegated to other people, particularly maintaining the website as I know this can sound quite daunting to some.

The Treasurer has a slightly more defined role as they will have to manage the accounts, produce the annual account, manage the HMRC relationship, prepare the floats for events and approve the purchases.

Carey has been our Events Director so has taken an oversight role on arranging and organising school events. It has always been our desire to set up events committees for each upcoming event that will take responsibility for the organisation of these, but we haven't had enough volunteers in the past. We hope this is something we can have going forward, and we will cover future events a little later on.

We have Faye Cameron, Rejane Collard Walker who have volunteered to become our new Trustees.

We will hold the election at the end of the meeting so you can ask questions and consider if you would also like to be considered as a Trustee.

Appointment of an independent examiner

Our independent examiner, Alexia Moore, ACCA, has left the school so we are looking to find a new independent examiner for the accounts for next year. We have been lucky enough to have a parent volunteer their time to act as our external accountant and advisor over previous years and would love to find a new parent to take over this role so we do not have to use funds raised to cover this role. This isn't an elected role and we have until the end of our financial year if anyone would like to volunteer or knows someone else suitable.

Summary Report

The school has gone through some major changes since we last held an AGM, the building and playground were finally completed, we've had 2 new head teachers in that time and Covid has changed the way we live, plan and think about the future.

Obviously, we have been restricted in the past few years in raising money but it's not been impossible. In the 2020/2021 academic year we raised money through the sale of Christmas cards and Christmas trees, an online raffle, own clothes day, our first online quiz and curry night as well as the regular giving by parents. We couldn't hold our big fundraisers, Halloween Party, Christmas and Summer Fair so we did see a drop in our regular income. However, the actual school building was under construction for so long that we had been saving PTA funds to spend, particularly on the new playground once it was completed. We were able to contribute significant funds to the playground development, £14,600, which have been spent on new sports equipment for the children to use at playtimes, new playground markings which were finally completed over half term and chalk boards, with a slide and reading den all coming soon.

It has been great that we have actually been able to hold face to face events already this current academic year. The Cheese and Wine event was an opportunity for new parents to the school in particular, to come and meet each other. The Halloween parties, which we had to take a different

approach to this year because of the number of children we have, were a great success and it was so lovely to see all the children enjoying themselves together.

Finance

Below are the financial reports for the years ending 2019-20 and 2020-21.

Financial report for Year 2019-2020

CATEGORY	ACTIVITY DESCRIPTION	INCOME	EXPENDITURE	NET
EVENTS - ANNUAL	Halloween	£ 3,362.99	£ 885.41	2477.58
	Xmas	£ 2,790.75	£ 689.44	2101.31
	Easter	£ -	£ -	0.00
	Disco	£ -	£ -	0.00
	Quiz & curry	£ 13.40	£ 13.80	-0.40
	Sports Day	£ -	£ -	0.00
	Bastille Day Summer fair	£ -	£ -	0.00
EVENTS - REGULAR	Popcorn	£ -	£ -	0.00
	Cheese and wine	£ 1,233.36	£ 775.79	457.57
	Ice cream	£ -	£ -	0.00
	Uniform	£ 65.00	£ 1.09	63.91
EVENTS - VILLAGE	Camping	£ -	£ -	0.00
MONTHLY GIVING	Go Cardless	£ 2,734.00	£ 27.34	2706.66
	CAF Direct giving	£ 1,120.00	£ -	1120.00
	DD	£ 580.00	£ -	580.00
	Benevity	£ 266.75	£ -	266.75
	Charities Trust	£ 4,300.00	£ -	4300.00
	GAYE	£ 165.00	£ -	165.00
ONE OFF DONATIONS/SPONSORSHIP	One off donations/sponsorship	£ 100.00	£ 1.00	99.00
	Sponsorship	£ -	£ -	0.00
	Benevity	£ 501.00	£ -	501.00
	Corporate matched funding	£ 2,510.00	£ -	2510.00
CASHBACK SCHEMES	EasyFundraising	£ 83.55	£ -	83.55
	Amazon Smile	£ 103.48	£ -	103.48
	Stikins	£ 73.11	£ -	73.11
FUNDRAISING MERCHANDISE	Xmas Cards	£ 2,175.15	£ 1,619.17	555.98
	Xmas trees	£ 870.00	£ 570.99	299.01
PTA SPENDING	PTA consumables (non event specific)	£ -	£ 26.99	-26.99
	PTA equipment	£ -	£ 509.54	-509.54
	Subscriptions	£ -	£ 153.06	-153.06
	Commission/Fees	£ -	£ 60.00	-60.00
	Community events	£ -	£ -	0.00
LFA SPENDING	Books	£ -	£ 395.19	-395.19
	Classroom kit	£ -	£ 2,169.21	-2169.21
	Sports Equipment	£ -	£ 229.09	-229.09
	Maths	£ -	£ 2,148.86	-2148.86
	Other LFA expenditure	£ -	£ 496.80	-496.80
	School reading books	£ -	£ -	0.00
RESTRICTED FUNDS	Sports Equipment	£ -	£ -	0.00
	Maths	£ -	£ 41.85	-41.85
	School reading books	£ -	£ -	0.00
	Classroom kit	£ -	£ -	0.00
	Fundraising owed to LFA	£ -	£ -	0.00
		TOTAL YTD	£ 23,047.54	£ 10,814.62
	CASH & BANK AT 31 JULY 2019			£ 21,440.08
	Position at 31 July 2020			£ 33,673.00

Financial report for Year 2020-2021 (unaudited)

CATEGORY	ACTIVITY DESCRIPTION	INCOME	EXPENDITURE	NET
EVENTS - ANNUAL	Halloween	£ -	£ -	0.00
	Xmas	£ 1,458.70	£ 73.11	1385.59
	Easter	£ -	£ -	0.00
	Disco	£ -	£ -	0.00
	Quiz & curry	£ 245.00	£ 26.90	218.10
	Sports Day	£ -	£ -	0.00
	Bastille Day Summer fair	£ -	£ -	0.00
EVENTS - REGULAR	Popcom	£ -	£ -	0.00
	Dress up day	£ 492.00	£ -	492.00
	Ice cream	£ -	£ -	0.00
	Uniform	£ 805.10	£ 1.71	803.39
EVENTS - VILLAGE	Camping	£ -	£ -	0.00
MONTHLY GIVING	Go Cardless	£ 3,035.00	£ -	3035.00
	CAF Direct giving	£ 707.00	£ -	707.00
	DD	£ 480.00	£ -	480.00
	Benevity	£ -	£ -	0.00
	Charities Trust	£ 1,230.00	£ -	1230.00
	GAYE	£ -	£ -	0.00
ONE OFF DONATIONS/SPONSORSHIP	One off donations/Sponsorship	£ 1,471.77	£ -	1471.77
	Sponsorship	£ -	£ -	0.00
	Benevity	£ 981.00	£ -	981.00
	Corporate matched funding	£ -	£ -	0.00
CASHBACK SCHEMES	EasyFundraising	£ 53.42	£ -	53.42
	Amazon Smile	£ 306.27	£ -	306.27
	Stikins	£ -	£ -	0.00
FUNDRAISING MERCHANDISE	Xmas Cards	£ 403.60	£ 26.60	377.00
	Xmas trees	£ 1,920.00	£ 1,173.38	746.62
PTA SPENDING	PTA consumables (non event specific)	£ -	£ -	0.00
	PTA equipment	£ -	£ -	0.00
	Subscriptions	£ 112.73	£ 281.18	-168.45
	Commission/Fees	£ -	£ 116.96	-116.96
	Community events	£ -	£ -	0.00
LFA SPENDING	Books	£ -	£ 1,111.19	-1111.19
	Classroom kit	£ -	£ 199.24	-199.24
	Sports Equipment	£ -	£ 129.94	-129.94
	Maths	£ -	£ -	0.00
	Musical instruments	£ -	£ 1,303.83	-1303.83
	School reading books	£ -	£ -	0.00
	Playground equipment	£ -	£ 14,676.68	-14676.68
	Y6 Leavers	£ -	£ 1,517.63	-1517.63
	Other LFA expenditure	£ -	£ -	0.00
RESTRICTED FUNDS	Sports Equipment	£ -	£ -	0.00
	Maths	£ -	£ -	0.00
	School reading books	£ -	£ -	0.00
	Y6 Leavers	£ 696.99	£ 696.99	0.00
	Classroom kit	£ -	£ -	0.00
		£ -	£ -	0.00
	TOTAL YTD	£ 14,398.58	£ 21,335.34	£ 6,936.76
	CASH & BANK AT 31 JULY 2020			£ 33,673.00
	Position at 31 July 2021			£ 26,736.24

Fundraising

Obviously, fund raising via events was restricted over 2019/20 and 2020/21 but you can see that the biggest share of our income comes from other sources.

We have included figures for year 2018/19 as a “pre-COVID” comparison.

Event /Fund Raising	2018/2019 Net Income	%	2019/2020 Net Income	%	2020/21 Net Income	%
Halloween Party	£1,363	9%	£2,477	13%	-	-
Winter Fair	£1,118	7%	£2,101	11%	-	-
Summer Fair	£1,027	6%	-	-	-	-
Cheese & Wine	£888	6%	£457	2%	-	-
Monthly Giving /Direct donations*	£9,984	63%	£12,248	66%	£7,905	64%
Christmas Raffle	-	-	-	-	£1,385	11%
Second- Hand Uniform	£33	0%	£64	0%	£803	7%
Christmas Tree Sales	£161	1%	£299	2%	£746	6%
Dress up Day	-	-	-	-	£492	4%
Christmas Cards	£455	3%	£553	3%	£377	3%
Cashback Schemes**	£525	3%	£260	1%	£360	3%
Quiz & Curry	£251	2%	-	-	£218	2%
Total Funds Raised	£15,805	100%	£18,459	100%	£12,286	100%

*Go Cardless/Direct giving/Benevity/GAYE/Charities Trust

**EasyFundraising/Amazon Smile/Stikins

Corporate Match Funding (above included in Direct donations) can make a huge impact on our finances. Match Funding is essentially the facility by which companies can support charitable organisations and good causes that their employees are involved with. This is usually done by matching some or all of the money that an employee has raised for, or donated to, a charity but can also include donating resources or services, particularly if a company has expertise in a relevant field. It is a really important source of fundraising as it means that the hard work associated with raising money is recognised by an employer and also that the employee's time and effort is worth more than what they may have expected.

The main way in which match funding is achieved for our school is through a parent contributing their time to a school event, whether it be operating a stall at a fair or helping to organise an event, often by joining that event's committee. That parent can then boost the funds that they have raised either by their company's existing process for match funding or by their company setting up their match funding procedure. As a charity, LFA PTA is able to boost our fundraising through match funding, with this source of funds increasingly making a bigger difference in helping the school offer the best possible environment for our children.

Regular giving is also a vital source of funding for the PTA. We utilize GoCardless as well as CAF Monthly giving as our regular giving platforms where parents and carers can make one-off or monthly donations in support of the PTA.

As well as **one off donations** we would also encourage everyone to sign up to the following **cashback schemes**: for Easyfundraising and Amazon Smile. You personally don't donate the money but if you shop online through these websites, the companies will donate a small percentage of your total spending to the PTA, free money to the school! Anyone can sign up so you can ask relatives and friends if they don't already use these services for other charities to sign up and help raise funds for the LFA PTA.

Spending

The table below gives an overview of how the PTA has supported the school over the past two school years.

The PTA have contributed significantly to help the school grow with classroom equipment, books, sports equipment and the like over the years and we contributed £1,440 over the last academic year towards these items plus £1,300 on musical equipment.

As mentioned earlier, in 2021 the PTA have made a significant contribution towards the playground equipment.

Over 2020/21 we were also able to donate £1,500 to our year 6 leavers events which we have pledged to match for our year 6 leavers going forward.

Expenditure item	2019/2020	2020/2021
Books	£ 395.00	£ 1,111.00
Classroom kit	£ 2,169.00	£ 199.00
Sports Equipment	£ 229.00	£ 130.00
Maths	£ 2,191.00	£ -
Musical instruments		£ 1,304.00
Playground equipment		£ 14,677.00
Y6 Leavers		£ 1,518.00
Other LFA expenditure	£ 497.00	£ -
Total LFA Spending	£ 5,481.00	£18,939.00

Future Spending

The last few years, all our fund-raising activities have been directed towards raising funds for the new playground at school. Now the playground has been completed and funds are available to the school for the items that we have already mentioned we are looking towards the next project.

We have spoken to Mr Tirrell and we would like to help fund the transformation of the sports hall into a space that can be enjoyed by all and could also be hired out to raise even further funds for the school. There is a lot of work required to get to this point, initially the school are looking for £10,000 to cover the costs of the plumbing to get the toilets working.

In previous years we have always provided donations for books and ongoing class supplies. We would like to pledge £500 per term donation to the school towards books and £500 per term to the school for playground maintenance.

We have also been in discussion with the school about setting up a teachers 'wish list' where we are provided with a list of supplies by each teacher and we can purchase these for them directly and give to the school.

Future Events

As previously mentioned, we are looking to form small organising committees for all future events. These committees can consist of any parents or carers at the school and will arrange and organise each event, liaising with the Events Director to ensure all aspects are covered.

We have the Christmas Fair that we have started organising. We created a Classlist group for anyone that would like to be involved and will arrange a meeting with the members of the organising committee to discuss the event and responsibilities.

In previous years, events we have organised have included, school discos, quiz and curry nights, mum's nights out, Easter egg hunts, Bastille Day events and our summer fair. We would love to hear what events you would like to have put on, for parents as well as children for the remainder of this academic year so we look at dates and start preparations well in advance of these.

Thank you

We wanted to thank everyone that has volunteered their time to help us over the past few years and more recently helping at the Halloween parties; in particular Stacey Beveridge who has volunteered to run our second-hand uniform sales and has done an amazing job of organising all the donations. Also, to Verity Brayley who arranged the Christmas Card fund raiser for us this year; we hope everyone will be purchasing the cards and mugs designed by their children and raising lots of funds for the school.

Communication

Classlist is our primary communication tool. We understand that the application is not perfect, but it is the only tool we can all communicate with one another on.

It does have some very useful features, most recently we have used this so that people can volunteer for specific roles at events. We encourage all parents to register so as not to miss out on events and notifications.

Any other business

This gives members who are present an opportunity to raise matters that haven't been covered by the agenda.