



**Boxgrove Parent Teacher Association
Minutes from the PTA AGM
Tuesday 24th September 2024 at 7.30pm in the Buzz Room**

***Welcome Persons Present:**

Josh Andersen (Chair), Nick Griffiths (Media Secretary); Alison Fitch (Head Teacher); Mary Chambers; Claire Haslett; Nicholl Grove; Niels Brouwer; - Also in attendance were two reception parents from Paddington class.

***Apologies for Absence**

Pareesha Dos Santos (Secretary); Louisa Furniss (Treasurer)

***Election of Committee**

Co-Chair 1 – Josh Andersen nominated; Alison 1st vote, Nick 2nd vote, Claire 3rd vote

Co-Chair 2 – no one came forward for this therefore Josh is Chair Person

Events Co-Ordinator – Claire Haslett nominated; Alison 1st vote, Josh 2nd vote, Nick 3rd vote

Events Co-Ordinator – Nicholl Grove nominated; Claire 1st vote, Josh 2nd vote, Alison 3rd vote

Media Secretary – Nick Griffiths nominated; Alison 1st vote, Claire 2nd vote, Josh 3rd vote

Secretary – Pareesha Dos Santos nominated; Nick 1st vote, Nicholl 2nd vote, Josh 3rd vote

Treasurer – Louisa Furniss nominated; Nick 1st vote; Josh 2nd vote, Claire 3rd vote

***Chair Report 2023-24 - Josh Andresen**

We enjoyed a full programme of events in 2023-24, including the Christmas and Summer Fairs, BBQ, Fun Run, Painting & Prosecco, and Disco. Claire and Nicholl will give more details in their Events Coordinator Report. As we will see in Louisa's Treasurer's Report, the total funds raised during the year exceeded £25,000, with an additional £3,000 in donations. Many thanks to those who put in the time and effort to ensure the events ran smoothly and successfully.

Over the past year, BPTA was delighted to be able to provide more than £48,000 of funding for a wide range of items for the school, including new library and reading books, doodle pads, iPads and an iPad trolleys, significant contributions to the outdoor play and learning (OPAL) program (storage sheds, sand pit, equipment), art supplies, gardening equipment, a memorial bench for the winter garden, new swim team and football kit, yearbooks as an invaluable memento for the y6 leaving cohort, and the new outdoor classroom.

Banking matters: We have managed to get everyone access to NatWest Bankline who needs it, though the Bankline system continues to be cumbersome and the app non-functional. I will continue to liaise with NatWest to try to improve things.

This year, it is crucial that we find replacements for Treasurer, as well as a co-Secretary and a co-Chair. Interested parties should please get in touch with committee members!

We may also want to consider reinstating events that generated significant income in the past, such as the Big Give and Happy Circus, two activities which raised c. £5k each in the 2021/22 year (where we raised £42,575.32) but which were not continued into 2022/23 or into this past year.

*Treasurers Report 2022-2023 - Louisa Furniss

Treasurer's Report – September 2024

This report relates to the financial year running from 1 September 2023 to 31 August 2024.

During this period, we raised funds from our regular fundraising activities, including the Christmas and Summer Fairs (the best attended and highest profit generating events) as well as the Summer BBQ, School Disco and Quiz Night. A full list of the events and activities run by the PTA alongside the profit generated (income less expenses) is shown below.

Overall, the profits from fundraising in the 2023/24 year were £25,085.76 compared to £29,145.35 in the previous year (2022/23), a decrease of £4,059.59.

Nevertheless, the profit generated from the events held in 2023/24 has contributed a substantial amount to the overall funds held by the PTA and sustained the ability to continue to support the school purchases.

RECEIPTS	2023/24	2022/23
	£	£
Profits from fundraising		
Christmas Fair	6,894.15	6,636.24
Christmas Cards	1,029.71	1,796.15
Christmas Raffle	784.00	1,059.40
Summer Fair	6,214.25	6,527.37
Quiz Night	1,091.14	1,702.32
Family BBQ	1,876.59	3,328.82
School Disco	1,433.34	2,229.17
Pancake flip	800.38	686.16
Fun Run	652.59	215.93
Paint & Prosecco	288.53	653.21
Easy Fundraising	252.14	335.71
Just Giving	924.65	0.00
School Lottery	1,008.20	1,328.10
Amazon Smile	0.00	535.83
Advertising PTA website	752.41	499.22

Astra Recycling	355.40	490.20
Year 6 leavers	568.28	614.98
Stikins	150.00	150.61
Muddy Boots	10.00	0.00
Stripe*	0.00	355.93
	25,085.76	29,145.35

Additionally, we also received £2,999.27 in donations and £9,000 in grants; £4,000 towards the Young Carer's funding and £5,000 for the outdoor canopy.

*The Stripe amounts shown above are the amounts which remain unassigned beyond those which have been attributed to the various events shown above.

Expenditure

Total expenditure for the year was £63,578.56. Of this, £14,560.82 was incurred in running the activities and events outlined above and has been netted off the profits as stated.

The remaining expenditure included provision of funding to the school (£46,086.72) and general expenses (£2,931.02) as outlined below.

School funding

Ipads, cases and charging trolley	£12,325.40
Football and sports kit	£1,864.13
OPAL/outdoor facilities	£5,268.78
Books	£4,879.43
Year Group topic resources	£3,563.71
Art and design resources	£1465.24
Swim hats	£187.50
Doodle pads	£219.84
Early years garden resources	£1,079.98
Winter garden memorial bench	£680.83
Outdoor learning canopy	£8,027.50
Class budget	£1,524.38
Young Carer's grant	£4,000.00
Parental donation	£1,000.00

TOTAL	£46,086.72
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General expenditure

PTA subscription	£359.99
Year 6 yearbooks	£2,122.42
Parentkind	£153.00
General PTA expenses	£20.00
Test your strength machine	£83.62
Staff/volunteer thank you/leaving gifts	£191.99
TOTAL	£2,931.02

Summary Income vs Expenditure

The gross income from **fundraising activities** for the financial year 2023/2024 was £39,646.58. As above, deduction of expenditure resulted in a net profit from fundraising activities of £25,085.76.

The total income over the period including donations and grants was £52,442.25.

Total expenditure including provision of funding to the school and general expenses was £63,578.56. Therefore, the resultant net income for the year was -£11,136.31. In 2022/23 our net income was -£4,778.13

Other Income – Uniform Store

Sales for 2023/24 were £20.8k with a profit of £4.0k (average margin of 19%) compared with £18.1k sales and profit of £3.7k (average margin of 21%) in 2022/23. Margins increases this year due to increased prices.

BALANCE OF ACCOUNTS – 31ST AUGUST 2024

NatWest current account	£2,173.38
NatWest Instant Access account	£5,137.07
NatWest 35 day access account	£2,029.90
NatWest 95 day access account	£16,724.88
Total of PTA accounts	£26,065.23
Uniform Bank Account	£8,158.92

***Uniform Shop Report 2022-2023**

See last point on the treasurer's report.

***Events Co-Ordinator 2022-2023 - Claire Haslett**

2023-24 has been a successful year for Boxgrove events with a good amount of funds raised for the School as well as a lot of fun had by the Boxgrove parents and community. Louisa will cover the income from the events from 2023-2024. The main message as always is that the events wouldn't be able to function without a strong PTA events team and lots of parent volunteers. Our main concern going into this PTA school year is the loss of Marianne Webb who has been a fundamental part of the Boxgrove PTA and events for many years. Moving forward, myself and Nichol Grove will oversee the PTA events, with the help of Nick on the PTA events website platform. Marianne has provided a thorough handover and has ensured there are 'key organisers/parents' allocated to each event, with myself and Nichol filling any gaps and providing support for each event when needed. I have reached out to each 'key organiser/parent' and confirmed they are happy to organise their event and to lean on us for support as and when they require. Whatsapp groups per event have been created and plans are underway already for the next four events in the diary.

Our events year starts in October with the Boxgrove Fun Run on 13th October with Will Illett and Victoria Keating organising once again. They are confident organising this event on their own each year, they just need support purchasing the refreshment items for the day. As always they will need support the day before the run to set up the course and on the day volunteers to help with refreshments, marshalls and games. We have a good number of teachers signed up to be present on the day and take part in the 'Chase the Teacher.' Mrs Stacy will MC the event and we are yet to find a first aider as Mrs Sweetland is unavailable. Will is also going to double check the usual fun run route to ensure the addition of the sand pit doesn't affect the track too much.

Organising for the Christmas Fair is underway, this is an event Marianne has organised for many years so big shoes to fill. She has passed the reins over to myself and Gemma Abraham, with the support of Alaina Broster, Rebecca Churchill and Emma Sepassi (tbc). There is concern regarding the online raffle tickets and the team (with Marianne's advice and experience) wanted the PTA to consider paper tickets again to help cover the older generation who attend the Christmas Fair. We are always looking for sponsors from companies for raffle prizes for the Christmas fair so if anyone knows of any company that is willing to donate a raffle prize please do let us know.

Pancake flip is a great event held during school hours, we have two parent volunteers who have booked time off already to assist, along with Mrs Sweetland who is heavily involved in this event. The event will be ran over two days this year as year 1 have a school trip on Pancake day.

Painting and Prosecco is booked with the usual organiser, Rhiannon, confirmed and a parent who is an Art teacher at a local school already planning what delights the attendees will paint/create. Ticket sales were slow last year so we plan to start sales slightly earlier and have scheduled the event for February to hopefully capture parents who took part in 'dry January' and wish to celebrate that being over!

School discos are a great event each year for the children, we will continue to run 4 disco's over two evenings as this was a success last year and worked better for the teachers who give up their evenings to volunteer. Myself and Rebecca Churchill will organise the discos again hopefully with the support of Mrs Sweetland and Mr Spraggs.

Pareesha will let us know later in the year whether she can organise the quiz. It would be good to have more volunteers/helpers for this event should she need to hand over to someone else. We will send out a note on the class reps whatsapp group to see whether anyone wishes to be part of this.

The final events for the year are the very successful Summer Fair and Summer BBQ, organised by Nichol with a team of on the day volunteers. I am sure Nichol would like to grow this team to include more helpers in the planning process as these two large events raise a lot of funds for the school and are a real highlight of the school year but do take up a large amount of her time to organise.

***Review PTA Policies**

We are to review it annually on how we run the PTA and for safeguarding how we run the PTA, for example, do we require 2 signatures to sign a cheque, etc. It is available on the school website under the PTA page. All our events are actually on our PTA events website but our main core of information is on the school website. We have looked and can confirm we are happy with it this year.

***ACTION points from last meeting**

Still looking for Co-Chair, co-secretary and replacement Treasurer. Nichol mentioned Fleur, son just started in reception, may be interested in Treasurer role. Niels may also be interested in Co-Chair role.

Alison mentioned uniform payment will be coming out soon for Boxgrove hardship fund - £4,000. Discussion around publishing more info about the hardship fund and how parents can donate/and access if needed.

Update on transport survey – Alison and Josh to meet to discuss this.

Claire confirmed Christmas cards project is underway – need to have orders in by 16th October to earn higher commission.

***Feedback on Events**

No events since July, no feedback.

***New Events/Initiatives –**

Mention of organising a Family quiz during the day? More accessible for families/no need for babysitters etc.

Bingo, Comedy night, fashion show, golf day (Tom May)

Proposed an events survey should be sent to parents asking what events they would like to see/would attend at the school. Claire and Nichol to organise.

Discussion around continuing with a musical theatre teacher for Y5 in autumn term, Alison is going to let us know cost and PTA team will confirm they are in agreement via WhatsApp group chat. It was agreed this cost should be reviewed each school year.

Alison mentioned MusicWorks will donate sound for school events. Possible use at school discos. Alison to pass details onto Claire/Nichol.

Suggestion that we need to remind parents how they can contribute, different ways. PTA events thermometer. Alison wanted to stress importance of making all parents feel equal and ensuring we communicate many ways to help PTA, financially and with volunteering time. Thermometer to show donations and number of parent hours/time donated.

Discussed need to push fund matching.

Circulate around the wish list for books.

Good idea to provide a recap of where the money raised from PTA has been spent so far. – mention in newsletter. Alison agreed she would ask Liv Sharpe to take photos. Nick to put on social media.

***Funding Requests**

- Ipad trolley – one each year (approx. 9,000). Alison to check the exact amount and send official funding request. Josh mentioned we possibly need to wait on this, Alison agreed no urgency.
- Library – Request to expand the non fiction section in the school library - £1500. All agreed.
- Year 1 - Develop the outside area in the year 1 play area, looking at guttering/piping - £375.

***Dates for Diary**

15 October – 8am – 1pm – Fun Run
15 November – 9.15am PTA Meeting (Buzz Room)
17 November – Merry Mug Mufti
24 November – Bottle Mufti
30 November – Christmas Fair
21 January - School Disco
23 January - School Disco
7 February – Painting & Prosecco
3 March – Pancake Flip
6 March – Disco
22 March – Quiz Night
7 June – Summer Fair Bottle Mufti
21 June – Summer Fair
11 July – Family BBQ

***AOB**

Josh will find the PTA policies and send around for us all to review independently.

Email – It was agreed we need to turn off authentication and send password around to all PTA committee.

Future PTA meeting dates need to be scheduled with Julie. Josh to meet with Julie/Alison to schedule meeting dates and circulate.

Bank cards – require debit cards for Nichol and Claire. Josh to organise asap.