

PTA AGM

Wednesday 5th June 2024

Green Suite

9.15 start

Attendees: Claire Williams (CW), Sarita Thompson (ST), Victoria Scott (VS), Emma Reid (ER), Stephen Jess (SJ), Emily Richardson (ER), Lauren Creed (LC)

Minutes

● Introduction

What is Summercroft PTA?



- A Parent Teacher Association, which is a registered charity entirely run by volunteers
- Our aim is to improve the student experience for the pupils of Summercroft Primary School
- We do this by:-
 1. Raising funds for educational resources, play equipment and extracurricular activities
 2. Strengthening the school community



All PTA board members at meeting, plus SLT (SJ and ER) and LC. Welcome Deborah. Easy to measure objective 1, harder to measure objective 2. But we have had a lot of positive feedback during the last year.

● Review the previous year

Review of the Previous Year: Events and Fundraisers April 2023 - March 2024



Events

- Summer Disco
- Break the Rules Day
- Christmas Fair
- Golden Ticket "Wonka" Bars

Fundraisers

- Termly Preloved Uniform Sales
- Summer Challenge 2023
- Halloween Treats and Treasures
- Christmas Cards and Gifts
- Christmas Clothing Swap Shop
- Library Book Drive
- Matched Funding Scheme
- Grant Applications - Tesco blue token scheme currently pending

Summer disco- successful

BtRD- good feedback. Was good to host on a Friday (for staff)

We could rebrand- "Dare to be different" day, like other schools have.

Golden Ticket "Wonka" bars- well received

Pre-loved uniform. Once a term as standard.

Summer Challenge 2023- raised some money

Halloween T and T

Xmas cards and gifts- challenging- going into liquidation but turned around.

Library Book drive- lots of books bought.

Match Funding- disappointing- one parent- same 1 parent donates. We would love more people to do this- can we find a way to increase this with the community? Recognition to be

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released at their choice perhaps? PTA to find out if these parents are happy to be mentioned in posts out?

Stansted Airport grant not successful

Tesco Blue Token scheme pending- project listed in application is playground, which may be problematic.

- Present the current financial position for the 2023/24 year to 1st April

Summary of Amounts Raised and Awarded



Total raised after expenditure (including matched funding) = **£9,345.87**

Total awarded to the school for:-

- Corum Life
- Reading Books (Sponsored Bounce)
- French Theatre Workshop
- Panto
- Year 6 Leavers books

(£5,786.93)

Playground Project

The decision is currently with the SLT as to whether they would like the PTA to release funds for this or switch focus to other projects such as IT equipment

If we could have prioritisation for the upcoming projects for the new academic year- so we can be clear in our fundraising.

Good initiative to introduce pre-loved uniform for new starters.

Sarita spoke about the Accounts (see the separate document to view all the figures from this)

Book drive- we still need to pay for stickers.

2024- golden ticket bars done instead of T and T. Good fun- children responded well.

Xmas fair- bigger than mini fair than previous year. Great income £3801.06

Xmas cards- not worked as well with the issue of company going into liquidation and having to find an alternative supplier.

Late match funding in for Sponsored bounce.

Easy Fundraising- we have signed up- not great uptake yet.

The Big PTA raffle- possibly stopped- CW to check.

~£12000 raised overall before expenditure.

Grants: Y6 leavers books, Corum Life, French Theatre Workshop given. We have not said no to any requests this year. Maintained money in bank- as events get bigger and we want to raise more funds, we hope money would grow. We would like to help with essential needs.

- Outline plans for 2024/25

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Plans for 2024/25



Events (1 per term)

- Colour Run May '23 - Completed (raised £2,222)
 - Summer Fair July '24 - In progress
 - Christmas Event
 - Disco
- (One large event per term)

Fundraisers (2-3 per term)

- Tea Towels of children's self-portraits - In progress
- Termly School Uniform Sales
- Treats and Treasures
- Sports Day drinks and snacks
- Sponsored library books

Colour Run- in the new tax year- done and raised a decent amount of money, great community spirit. A lot of PTA time, extra volunteers were needed. If we don't get enough volunteers for Summer Fair, then we have to scale back. We have sponsorship for the fair coming in- some parents with companies are sponsoring activities.

Xmas fair on the cards possibly- we need to see if we have volunteers.

Disco has been requested and again we need volunteers.

2 large events in one term- has been a lot for PTA members. Would be better to have 1 big event per term.

1 Fundraiser completed- tea towels, £1000 profit raised from this scheme.

Balance required with effort and time with PTA members. Hard to run these big events with little volunteers that come forward.

Treats and treasures- will do as sporadic.

Could we run a drinks stall for sports day? Trail out running hot and cold drinks. Work on location- so we aren't in the way of children.

Sponsored library books- a good way to get resources for school.

- Elect a Chair, Vice-Chair, Treasurer and Secretary

Current PTA Committee



Chair: Claire Williams

Vice-Chair: Emma Reid

Secretary: Vicki Scott

Treasurer: Sarita Thompson

General Committee Members: Caroline Belton, Jaimee Spencer-Bickle, Casey Faiers, Hannah Lynar, Darshana Patel, Stephanie Ricciardi, Wendy Szelong-Cowell

New Members: Deborah Spearman

One long accounting year to take end of August 2025 and then we can switch to academic year to all line up. AGM would need to be moved to October/November 2025 when this

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change happens. We need approval to decide if we move forward with this. It would mean a 16 month year for this time. We could in theory change this over. There may be an impact on planning events for the autumn term.

- Appoint General Committee members
New member, DS present at the meeting

- Suggestions received from the Summercroft community

Suggestions Received from the Summercroft Community



Suggestion from a parent

Tower of London trip with Year 2 - It would have been useful for the pupils to wear high-vis with or without the school name on.

Several other groups there that day and it would have been good in such a busy environment to be able to easily spot the Summercroft pupils.

Many of the other groups wore yellow so maybe a different colour would be easier to spot if the name cannot be added.

If there is a possibility for a few adult high-vis for the helpers that would be good too as not all the children knew who the parent helpers were.

Parent went on Y2 trip to London- she suggested PTA buy high-vis so we can see children more easily. A lot of children struggled knowing who helpers were- lots of adults on trip. Adults should be in high-vis on trips. Yellow for KS1 and Orange for KS2. Some schools do hats. PTA happy to fund this for future trips. Going for a green colour? 65 for KS1 and 65 for KS2. Adult provision- final provision and quantity to be decided and confirmed. There were no other suggestions resulting from the AGM notification email inviting suggestions from the Summercroft community.

- AOB

Thank you from Mr Jess to the PTA for all we do and continue to do. Great community feel from the colour run. Much appreciated. Frustrations from water leak and planning events around that has hindered events from happening and has put projects such as the playground on hold. Would like PTA funds to be spent wisely to have the greatest benefit to the pupils.

Meeting adjourned 10am.

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Appendix1: Accounts 2023/24

Summerville Primary School PTA

Accounts April to March 2023-24

Event	Income	Expenditure	Net income	Matched funding amount
Uniform donations	332.65	0.00	332.65	
Summer Disco 2023	3,107.24	(803.14)	2,304.10	1,100.00
Summer Challenge 2023	1,383.00	0.00	1,383.00	
Treats & Treasures Halloween 2023	257.28	0.00	257.28	
Treats & Treasures Easter 2023	64.43	0.00	64.43	
Library Book Drive	1,114.74	(1,086.75)	27.99	
Golden Ticket - Wonderlicious Bars	966.77	(492.95)	473.82	
Christmas Fair 2023	4,220.26	(419.20)	3,801.06	1,000.00
Christmas cards and gift	252.00	0.00	252.00	
Sponsored Bounce	300.00	0.00	300.00	
	11,998.37	(2,802.04)	9,196.33	2,100.00
Other Income				
Amazon smile	102.04	0.00	102.04	
East Herts Lottery	22.50	0.00	22.50	
St Elizabeth	25.00	0.00	25.00	
Misc donation	0.00	0.00	0.00	
	149.54	0.00	149.54	0.00
Total Income	12,147.91	(2,802.04)	9,345.87	2,100.00
Other Expenditure				
Panto	0.00	(675.00)	(675.00)	
Reading books (sponsored bounce)	0.00	(2,332.93)	(2,332.93)	
	0.00	(3,007.93)	(3,007.93)	
Administrative Expenditure				
Insurance	0.00	(153.00)	(153.00)	
Sundry - storage	0.00	(87.48)	(87.48)	
Sundry - PTA rep badges	0.00	(12.54)	(12.54)	
Promo for volunteer drive	0.00	(11.90)	(11.90)	
	0.00	(264.92)	(264.92)	
Net Income/Expenditure	12,147.91	(6,074.89)	6,073.02	
School Grant				
Year 6 leavers books		(409.00)	(409.00)	
Corum Life		(1,600.00)	(1,600.00)	
French Theatre Workshop		(770.00)	(770.00)	
	0.00	(2,779.00)	(2,779.00)	
Net cash inflow			3,294.02	
Bank balance at beginning of year			26,283.47	
Bank balance at end of year			26,703.47	
2022-23 cleared amounts relating to prior year			(1,576.45)	
2023-24 Uncleared amounts			1,287.57	
2023-24 cleared amounts defer to next year			20.00	
Check to bank balance			(10.00)	