



**Minutes & Actions  
PTA AGM Meeting  
28<sup>th</sup> September 2023**

**Present:**

Charlie Davison  
Debbie Calvert  
Barry Mills  
Bryony Perkins  
Karen Tucker  
Lizzy Mills  
Philippa Calvert  
Gemma Martin  
Zoe Wass  
Sally Basterfield

**Apologies:**

Helen Worden

1. Welcome – Opening from Charlie
2. Minutes from last meeting agreed by all attending
3. Chair's Annual Report – Please see attached
4. Treasurer's Report – Please see attached
5. Committee Nominations:
  - Chair – Charlie Davison
  - Vice Chair – Gemma Martin
  - Treasurer – Barry Mills
  - Secretary – Sally Basterfield

**Class Reps:**

- Reception – Zoe Wass
- Year 1 – Lizzy Mills
- Year 2 – Philippa Calvert
- Year 3 – Helen Worden
- Year 4 – Bryony Perkins
- Year 5 – Karen Tucker

## 6. Finance update

Approx £13,000 raised over 2022/2023 school year, this has allowed PTA to contribute £10,000 to Reception Canopy which has transformed reception space.

Christmas 2022 was chaotic in terms of working out the allocation of payments received. Events need varied pricing to allow for easier accounting.

Scotton Bonfire was a good fund raiser for the PTA however, a careful balance of how funds are distributed needs to be struck between Church/Parish/MUGA and School.

Transparency is also needed when agreeing to be a part of village events such as the Scotton Bonfire and the Scotton Feast. It is important that parents and carers know where the money raised at these events is going. Clarity is needed before agreeing to future village events.

No further funds will be committed to the Scotton MUGA (*Scotton Multi-Use Games Area*) until plans move forward. There's currently just under £2,000 in the PTA's MUGA account - Barry suggested putting a timescale on how long the savings are held for by the PTA and if not needed, they can be released for school use.

Easy Fundraising - £400 raised through website use last year. Need to encourage as many people as possible to use it. Notice to be added to school newsletter.

## 7. Future Events:

### **Halloween Party**

Mostly organised. Requests for packs of sweets to be put out following Quiz Night. Sally to sort a poster.

### **Scotton Bonfire**

TBC

### **Christmas Events**

Agreed too many events were held, at too similar a cost during Christmas 2022.

This year, the focus will be on:

- Christmas Cards – Charlie to discuss with Kate Horner-Ashworth
- Pyjama Film Day in the last week of school term  
(possibly Tuesday 19<sup>th</sup> Dec – Miss Calvert to check)

### **Grandparents Day**

Could portrait tea towels be sold?

## **Scotton Feast**

TBC

### **8. AOB:**

- Sally to provide weekly update from PTA to be added to school newsletter.
- Charlie to investigate Schools Lottery for fundraising use.
- Smaller events such as cake stalls, drinks sales on Sports Day and at Village Hall events worked really well throughout 2022/2023 year and should be repeated wherever possible.

**Date of next meeting – Thursday 2<sup>nd</sup> November**

### **Attached:**

Chair's Report – see page 4

Treasurer's Report – see page 6

## **CHAIR'S REPORT FOR 2022-2023**

The PTA's purpose is to raise funds for the school so they can buy things for the children that the school would otherwise not be able to afford within their budget. Funds are raised mainly through running social events such as the discos which are fun for the children but also create our income. The PTA is made up of parents and teachers who give their spare time to help at the fundraisers we organise. THE PTA follow a Constitution which sets out the rules and procedures by which our committee members run the PTA. We are a registered charity which means that all committee members are also trustees.

I have been on the PTA for around 4 years, and I took over the Chair role last year. 2022/2023 has been incredibly busy. My first task was to sort the Constitution which had not been changed since 1994. This was a complicated and lengthy process however it is now done and now shows on our Charity Commission account.

We have organised and been a part of a lot of fundraisers. We started the year with the Halloween disco. It was a great turn out and the kids had a great time. I think this is the event the kids look forward to most in the year. The disco was quickly followed by the Scotton Bonfire. We did lack some volunteers for this and there was also confusion regarding the split of funds from the Parish.

Christmas was soon upon us, and we possibly strived a bit too hard over this period. We had a lot going on with Christmas card sales, the nativity, Christmas present shop etc. It was great but possibly a little bit manic and costly to parents at an already expensive time of year. The Valentines Disco was a great hit and very well attended. Grandparents' afternoon was a big hit with grandparents. I think this is an event that should always remain as a lot of grandparents have a big involvement with the children. The Coronation party was another great success, very well attended. The children did a great job with their songs. We also planted a commemorative tree for the Coronation.

All the year groups got involved again for this years' Scotton Feast. The weather was not on our side, but it was still well attended, and all the volunteers did an excellent job. Again, there was some confusion over the split of funds between the Parish and School. Moving forward to this year's fundraising, more discussion within the Committee will need to happen before any commitment to assisting at other events is made.

The PTA's success this year has been exceptional. We have donated £10,000 towards the new canopy, provided Easter Eggs for the children, provided new art aprons for the whole school, purchased a new rug for Class 1 and provided hoodies for the Year 6 leavers. We were also donated £450 from Knaresborough Rotary for musical equipment for the Reception class and £300 from Knaresborough Lions to build a play construction area outside the Reception classroom. The donations were sent directly to the School account.

We are in a good position within the PTA in terms of parent support and financially. Our bank balance isn't as good as last year however our achievements came at a cost. Our commitments so far this year are to pay towards the whole school theatre trip and a production licence for the school play next year. We still have money ring-fenced for the MUGA however we have had little update on this

Being on the PTA is a massive team effort and I have appreciated everyone's input and time and I thank you all for everything you have done. I would like to extend a special thanks to Sally for all the newsletters and posters she has done for us. Thanks to Lizzy for producing the minutes of our meetings. To Emily, I'm so sad you are not carrying on with me but thank

you for your never-ending time and amazing cakes! Barry – not sure how I would manage without you. You are brilliant at being the Treasurer and we are very lucky to have you on the team. On behalf of all parents, I would like to say thank you to Miss Calvert and all the teaching and support staff at the school. Our school is amazing and the credit to you was made official with the latest Ofstead report.

## FINANCE REPORT 2022/23 to 31st August 2023

Money in the bank as of 30.10.2022      £5,337.38

<u>Events</u>	<u>Income</u>	<u>Expenses</u>	<u>Total Profit</u>	<u>MUGA Reserve</u>
Bonfire Night	£2,897.69	£1,476.08	£1,421.61	£921.61
Christmas Fair	£377.60	£21.00	£356.60	
Christmas Raffle	£168.00		£168.00	
Coronation	£615.26	£14.95	£600.31	
Grandparents Day	£481.65		£481.65	
Halloween 2022	£1,013.35	£329.88	£683.47	
Halloween 2023 - Dance Matt		£60.00	-£60.00	
Scotton Feast 2022	£1,015.00		£1,015.00	£1,015.00
Scotton Feast 2023	£1,034.46	£153.35	£881.11	
Valentines 2023	£892.19	£306.57	£585.62	
Xmas Stall	£310.00		£310.00	
<b>Sub Total</b>	<b>£8,805.20</b>	<b>£2,361.83</b>	<b>£6,443.37</b>	<b>£1,936.61</b>

<u>Other Income</u>	<u>Income</u>	<u>Expenses</u>	<u>Total Profit</u>	<u>MUGA Reserve</u>
Bake Sale	£136.76		£136.76	
Bake Sale - November 2022	£88.20		£88.20	
Carol Drinks	£10.50		£10.50	
Christmas Cards	£460.00	£245.43	£214.57	
Christmas Jumper	£1.00		£1.00	
Circus Drinks	£51.40			
Class 2 Performance	£183.45		£183.45	
Deuce sa Swift Owners Club	£45.00		£45.00	
Easyfundraising	£422.83		£422.83	
Grant	£2,000.00		£2,000.00	
Gross Interest	£139.07		£139.07	
Hats	£80.00	£28.16	£51.84	
Misc. Funds - Victoria	£25.26		£25.26	
Nativity Drinks	£46.60	£26.99	£19.61	
Penny Wars	£182.22		£182.22	
Popcorn Sale	£75.00		£75.00	
School Clothes Sale	£114.50		£114.50	
Sports Day	£434.21	£5.78	£428.43	
Teachers Xmas Money	£2.00		£2.00	
Uniform Sales - June 2023	£56.00		£56.00	
Year 6 Show	£526.98	£15.74	£511.24	
<b>Sub Total</b>	<b>£5,080.98</b>	<b>£322.10</b>	<b>£4,707.48</b>	<b>£0.00</b>

<b>Grand Total</b>	<b>£13,886.18</b>	<b>£2,683.93</b>	<b>£11,150.85</b>	<b>£1,936.61</b>
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### Expenditures

Easter Eggs	£102.37
Flowers - Vicky	£25.00
Kings Sign	£166.80
Leavers Hoddies	£328.00
Parentkind	£100.00
Rug	£293.99
Aprons	£202.50

<b>Totals YTD</b>	<b>£13,886.18</b>	<b>£3,902.59</b>	<b>£9,983.59</b>
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<b>Money in the bank</b>	<b>£15,320.97</b>
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Reserve	£1,000.00	£14,320.97
Mugga Reserve	£1,936.61	£12,384.36