

# FRIENDS OF THE DEANERY

Deanery CE Primary School  
14 Fox Hollies Road, Sutton Coldfield, B76 2RD

## **Annual General Meeting** Tuesday 10th November 2020

### Agenda

Active Trustees: 12                      No Required for Valid AGM: 24

1. Welcome & Introductions
2. Apologies
3. Minutes from 2018/19 AGM – Appendix 1
4. Matters Arising
  - a. There were no specific actions to complete.
5. Chair's Report – Appendix 2
6. Treasurer's Report – Appendix 3
7. Election of Officers
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
8. Election of Committee Members
9. Any Other Business

### **1. Welcome and Introductions**

Bex welcomed all to the meeting being held virtually on Zoom – there were no new guests attending so introductions were not necessary. Attendance and apologies not below.

### **2. Attendance and Apologies**

	Elected	Ordinary	Guests
Attendees	Rebecca Riddell Keara Causer Kirsty Cullen Clare Hale Sam Isley Mark Green Nicola Carter Victoria Linney	Jenny Wood	Jayne Lucket

	Sarah Paxton Vicky Hawker Dave Rooney		
Apologies	Beth Mason Emma Taylor		

### **3. Minutes from previous AGM**

The minutes from the last AGM were agreed and signed off – no action points outstanding. – **Appendix 1.**

### **4. Matters arising**

No points arising to discuss.

### **5. Chair's Report – Appendix 2**

Following the reading of the report special thanks were given to Bex by the secretary on behalf of the PTFA to thank her for her dedication, hard work and commitment to the PTFA and wider school. The PTFA are extremely grateful for everything Bex has done in her role as Chair and she has led the team with passion to achieve incredible fund raising. She will be greatly missed as Chair. This was followed by Jayne Luckett adding thanks and appreciation from the school and the Governing Body to the wider PTFA with special thanks to Bex personally.

### **6. Treasurer's Report – Appendix 3**

### **7. Election of Officers**

All previously held positions are resigned automatically.

The following officers were elected:

Chair – Victoria Linney

Secretary – Claire Hale

Treasurer – Rebecca Riddell

Data Protection Officer & Social Media – Nicola Carter

### **8. Election of Committee Members**

The following members were elected:

Mrs Kirsty Cullen (School Representative)

Mark Green

Victoria Hawker

Sam Isley

Sarah Paxton

Dave Rooney

Keara Causer

Jenny Wood

Total active committee member count: 12.

## **9. AOB**

- a. It was noted that an email had been sent to school with some suggestions for fundraising ideas in line with current guidelines. Kirsty Cullen also noted that she had received some ideas from other schools that could be implemented. It was agreed this would be reviewed between the school via the Chair.
- b. Sarah Paxton made reference to some virtual events that we could also explore and will forward ideas to Committee for review.

**Next meeting: 12<sup>th</sup> January 2021 – Virtual**

## Appendix 1: AGM Meeting Minutes

<b>Meeting Date &amp; Time</b>	12 November 2019	<b>Meeting Location</b>	Foxes Centre, Deanery School
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### Attendees & Apologies

	Elected	Ordinary	Guests
Attendees	Rebecca Riddell Keara Causer Mrs Cullen Rachel Flinders Claire Arrowsmith	Clare Hale Sam Isley Mark Greenway Beth Mason Nicola Carter Victoria Linney Sarah Paxton Vicky Hawker	Jayne Lucket
Apologies	Dave Rooney Melanie Crane Jenny Wood Kira Walsh Emma Taylor Leonna Patrick Kate Newsome Christine Lowry		

#### 1. Welcome, Introductions and Apologies.

Bex welcomed everyone to the meeting and all present introduced themselves for the benefit of new guests. Apologies were noted as above.

#### 2. Review of previous minutes.

Minutes from the previous meeting on 11<sup>th</sup> September 2018 were signed off as per Appendix 1.

#### 3. Action Point Review.

The action point from the last AGM was signed off as completed – all new trustees had been registered with the charities commission and relevant financial organisations.

#### 4. Chair Report

Bex delivered the Chair report as per Appendix 2 of the meeting agenda. It was noted that the PTFA has moved forward with its online presence and ticketing capability. This has been largely embraced by parents and helped to reduce administration and make banking more effective for the event teams. The social media engagement has been increased with the introduction of a new social media role. The profit generated by the PTFA has increased from circa £9,000 last year to £14,000 this year. This has been helped by the introduction of new events throughout the year and the generous support of parents.

Special thanks was given to Ash Nandra who sadly left the school at the end of the Nursery year, his support and enthusiasm will be greatly missed. Thanks was also given to Claire Arrowsmith, Kirsty Cullen, Jackie Darcy and Mr Clarke for their continued support to make all of our events viable and successful.

Moving forward we hope to continue with what we have achieved for 2019 and aim to grow further through 2020. As always it was noted that wider help and support is much needed to enable events to continue to take place.

**5. Treasury Report**

Claire Arrowsmith covered the financials in the Treasury Report as per Appendix 3 of the meeting agenda. It was noted that there had been the additional expense of the freezer purchase this year. The revenue from the ice cream sales throughout the summer of 2019 has more than covered this expense.

As part of our agreed funding requests from school we agreed we would make a £10,000 contribution to the MUGA. This has been paid in September 2019 and funds have been ring-fenced for 2020 YR6 Leavers, Ice Pops for Sports Day and a Christmas Gift from the PTFA. No further questions were raised regarding Financials.

**6. Election of Officers**

The following officers were elected:

- a. Chair – Rebecca Riddell
- b. Vice Chair – Victoria Linney
- c. Secretary – Keara Causer
- d. Treasurer – Rebecca Riddell will cover in the absence of no volunteers
- e. Data Protection Officer & Social Media – Nicola Carter

**7. Election of Committee Members**

The following members were elected:

- b. Mrs Kirsty Cullen (School Representative)
- c. Mark Greenway
- d. Claire Hale
- e. Victoria Hawker
- f. Sam Isley
- g. Beth Mason
- h. Sarah Paxton
- i. Dave Rooney

Total active committee member count: 12.

**9. Any Other Business**

The meeting was opened for any other business or questions to be raised.

Helpers	Bex	The PTFA are looking for helpers for events throughout the year and welcome parents, friends and family to contact us. If you are unable to attend a meeting please either message via email, facebook or twitter.
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School Thanks	Mrs Lockett	Mrs Lockett gave thanks on behalf of the school for the contribution to the the MUGA and to all of the PTFA for the hard work and commitment throughout the past year. It was felt that the events this year and variety of events had been a huge success.
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Next Meeting: Tuesday 14<sup>th</sup> January 2020 – Walmley Social Club

## APPENDIX 2

### ANNUAL GENERAL MEETING

### CHAIR'S REPORT 2019-20

2019-20 has been an unusual year for the PTFA as COVID restrictions and lockdown put a stop to what was looking to be a successful year.

#### Organisational Structure

The PTFA is made up of a small group of parents, along with a school representative, who give up their free time arranging events for our families and community to enjoy and to fundraise for the benefit of our school's children.

At the close of 2019-20 our committee was as follows.

Chairperson:	Bex Riddell
Vice Chair:	Victoria Linney
Secretary:	Keara Causer
Treasurer:	<i>vacant</i>
School Rep:	Kirsty Cullen
Elected Members:	Nicola Carter
	Mark Green
	Claire Hale
	Vicky Hawker
	Sam Isley
	Beth Mason
	Sarah Paxton
	Dave Rooney

Friends of the Deanery is registered with the Charities Commission (no 1014938) and by law must submit returns and accounts annually. Our accounts were compiled this year by our chairperson, Bex Riddell and independently examined by Jaya Sinha as required by the Charity Commission and our annual return is ready to be submitted to the Charities Commission following the appointment of roles at the AGM.

#### Events

2019-20 started well, with regular events of Coffee Morning and Nursery Welcome party well attended. The quiz was well supported with it's highest profits in years, Christmas disco a fantastic success and the Christmas Fayre brought back. We went in to 2020 optimistic, and the Children's raffle delivered great numbers, and then COVID struck. All events for the rest of the year were either cancelled or postponed.

Event		Profit
Nursery Welcome Party	Vicky Hawker took over as the lead for this event this year, it was well supported by the families in nursery and a great opportunity for the families to get to know each other.	£139.23
Coffee Morning	Claire Hale ran coffee mornings with delicious cakes both baked and donated by other parents. Events were organised for the early days of term and well taken up by the parents.	£246.92
Quiz	Sam Isley delivered a showstopping quiz this year, with fantastic games and snacks enhancing the evening. The event was well supported by the families and resulted in record profits.	£616.89
Disco	Dave Rooney, Claire Hale and Chris Williams delivered two fantastic discos for	£2406.00

	our children, supported by a fantastic craft area from Melanie Crane.		
Santa's Grotto	Alison Rooney organised our Christmas Grotto in the Jolly Jungle this year, where our KS1 children got to visit santa, take a photograph and all children were later provided with a selection box from the PTFA.		£273.01
Christmas Fayre	Christmas Fayre returned this year led by Victoria Linney, Leona Patrick, Bex Riddell, Nicola Carter, Caroline Green, Keara Causer and Claire Hale. Parents commented how nice it was to see it return, and the event was well supported.		£2505.49
Children's Raffle	Keara Causer organised another fantastic raffle full of fabulous prizes for our children to win which was really enjoyed by all.		£712.20
5p Challenge	Following the success of last year's penny war, this year saw a 5p challenge where each class was encouraged to fill a bottle with 5 pence coins in exchange for a non uniform day. The event was well supported by our children.		£635.41
Parent Refreshments	PTFA, led by Victoria Linney and Bex Riddell, were on hand to provide refreshments to our families where available, particularly at the year 3 carols by torchlight.		£104.59
Other Activities	2 <sup>nd</sup> Hand Uniform	£274.00	
	Online Fundraising	£107.68	
	Mother's Day Tea	-£144.62	Cancelled - COVID
	Fashion Evening	-£129.48	Postponed - COVID
<u>Total Profit</u>			<u>£7747.32</u>

### **Financials**

2019-20 led to us making half of the profit we usually would, expected with half of the events cancelled due to COVID restrictions. Total fundraising was £11,285.30 with a profit of £7747.32 after costs.

We did, however, manage to donate a fantastic £16,620.09 to school. This was made up of:

- ★ £10,000 contribution towards the Multi Use Games Arena
- ★ £5,400 to provide every school child with a ticket to the Christmas Pantomime.
- ★ £415.63 to gift each child a selection box at Christmas time
- ★ £200 to our year 6 children to carry out their enterprise activity
- ★ £604.46 for our year 6 leavers books, and deposit to a photobooth which will carry forward as the event was cancelled due to COVID restrictions.

We close 2018-19 with a bank balance of £4,774.12 with no donation commitments.

### **Special Mentions**

We have a fantastic core team on our PTFA which gets stronger each year. This year I would like to pay special mention to the following people:

Victoria Linney            Victoria has enthusiastically embraced all elements of the PTFA and joined us as vice chair this year. Her motivation and commitment have been hugely appreciated.



Keara Causer                   Keara is always keen to make our events happen and truly has the interests of our children at heart, her determination is admirable.

None of what we deliver would be possible without the fantastic team of event organisers that we have, all of our team are busy with work and family commitments but go out of their way to make sure that we are able to deliver events for our children to enjoy at the same time as raising money for us to enhance their education. Your dedication is wholeheartedly appreciated, and we are grateful for your time.

Alison Rooney, Beth Mason, Caroline Green, Chris Williams, Claire Hale, Dave Rooney, Emma Taylor, Helen Fiddler, Mark Green, Melanie Crane, Ness Isley, Nicola Carter, Rachel Flinders, Sam Isley, Sarah Paxton and Vicky Hawker.

A huge thank you of course to our school staff and facilities team for their support and to our families and friends who continue to support us and make all of our events successful and enjoyable for our children.

### **Moving Forwards**

I have been a part of the PTFA since my eldest children joined Deanery in 2013, and have acted as chairperson since 2014. I have thoroughly enjoyed the events that we have delivered, and have been blessed to make some great friends that I would perhaps ordinarily not have encountered.

Whilst I will always be a part of the PTFA and support you wholeheartedly as my youngest moves through the school, personal circumstances dictate that this is the end of my term as a chairperson. I am confident that whoever takes over the role will be successful as they are supported by an incredible team and school.

For anyone who thinks they might enjoy being part of the PTFA, please do come and say hi. It's a fabulous way to meet new people and get involved. We meet on the second Tuesday of every term, virtually at the moment. There's generally someone from each year group so you'll always know someone, but of course you are always welcome to bring a friend.

As we move into 2020-21, I would like to reassure you that your core PTFA team are working hard behind the scenes to find ways to continue our fundraising throughout the uncertainty that COVID restrictions are presenting.

The committee is automatically retired from their positions at the end of each AGM and a new chair, vice chair, treasurer and secretary elected alongside committee members who hold voting rights. I hope that these roles continue to be filled by someone with the passion and drive that our children deserve. I am excited to see what the PTFA as a team deliver during this academic year but hold no doubts that it will continue to thrive.

**Bex Riddell**

**APPENDIX 3**  
**TREASURERS REPORT 2019-20**

2019-20

**Trading Activities**

Fundraising Event Proceeds	£ 11,285.30
Grants Received	

<b>Total Income</b>	<b>£ 11,285.30</b>
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**Direct Charitable Expenditure**

Donations to School	£ 16,620.09
Donations to other Charities	£ -
Annual Subscriptions & Insurance	£ 353.77
	<b>£ 16,973.86</b>

**Other Expenditure**

Fundraising event costs	£ 3,537.98
Misc Expenditure	£ 59.45
Meeting Costs	£ 20.80
Stock	£ 77.86
	<b>£ 3,696.09</b>

<b>Total Expenditure</b>	<b>£ 20,669.95</b>
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<b>Net Receipts For Year 2019-20</b>	<b>£ (9,384.65)</b>
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**Statement of Assets and Liabilities at Year End**

**Monetary Assets**

Bank current accounts	£ 4,774.12
Stock	
Debtors	
Creditors	
	<b>£ 4,774.12</b>

**2019-20**

Event Profits	
Expenses & Insurance	£ 340.76
Donations to School	£ 16,620.09
Donations to Charity	
Adjusted Bank Balance to cheque book	£ (2,802.08)
31 August 2019	

**Net Increase / Decrease for year £ (16,960.85)**

	In	Out	Profit
<b>5p Challenge</b>	£ 635.41	£ -	£ 635.41
<b>Children's Raffle</b>	£ 748.70	£ 36.50	£ 712.20
<b>Christmas Disco</b>	£ 2,168.14	£ 865.85	£ 1,302.29
<b>Christmas Fayre</b>	£ 3,587.82	£ 1,082.33	£ 2,505.49
<b>Coffee Morning</b>	£ 246.92		£ 246.92
<b>Fashion Evening</b>		£ 129.48	£ (129.48)
<b>Fundraising</b>	£ 107.68		£ 107.68
<b>Mother's Day Tea</b>		£ 144.62	£ (144.62)
<b>Nursery Welcome Party</b>	£ 288.65	£ 149.42	£ 139.23
<b>Parent Refreshments</b>	£ 111.78	£ 7.19	£ 104.59
<b>Quiz</b>	£ 746.20	£ 129.31	£ 616.89
<b>Santa's Grotto</b>	£ 292.08	£ 19.07	£ 273.01
<b>Spring Disco</b>	£ 1,997.92	£ 874.21	£ 1,123.71
<b>Summer Ball 2020</b>	£ 80.00	£ 80.00	
<b>Summer Disco</b>		£ 20.00	£ (20.00)
<b>Uniform</b>	£ 274.00		£ 274.00
	<b>£ 11,285.30</b>	<b>£ 3,537.98</b>	<b>£ 7,747.32</b>

**Donations To School**

MUGA Contribution	£ 10,000.00
Pantomime Tickets	£ 5,400.00
Xmas selection boxes	£ 415.63
Y6 Enterprise	£ 200.00
Y6 Leavers Books	£ 539.46
Y6 Leavers Disco	£ 20.00
Y6 Photobooth	£ 45.00
<b>Grand Total</b>	<b>£ 16,620.09</b>

**Insurances & Subscriptions**

ICO	£ 35.00
Parentkind - Annual Subscription & Insurance	£ 122.00
PTA Events quarterly fees - invoice 100869	£ 25.65
<b>Grand Total</b>	<b>£ 182.65</b>

**Meeting Expenses**

Committee Meeting	£ 20.80
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<b>Grand Total</b>	<b>£ 20.80</b>
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**Stock**

Paper Cups	£ 8.88
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Plastic Cups	£ 43.00
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Santa's Sacks	£ 25.98
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<b>Grand Total</b>	<b>£ 77.86</b>
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**Miscellaneous Expenses**

Amazon - stationary	£ 7.45
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Refunds to be recalled	£ 52.00
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<b>Grand Total</b>	<b>£ 59.45</b>
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