

## PTA AGM Meeting Minutes

<b>DATE</b>	12 <sup>th</sup> November 2020 - zoom
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<b>ATTENDEES</b>	Laura Chatterton (LC), Lorraine Ralph (LR), Steve Hitchcock (SH), Debbie McCaffery (DM), Becky Wilkinson (BW); Becky Russell (BR) ; Catherine Fitzgerald (CF) Mandi Wilkinson (MW), Felicity Knott (FK), Jade Ekins, Jacqui Hurst, Nadine Ebsworth, Rachel, Lorraine Ralph, Ruth, Claire Babbage, Emily Sethi, Zoe Gill, Thomas Shilitoe, Katie Arscott, Fiona Boatwright, Browen
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Budleigh Salterton  
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Registered charity no: 280340

<b>Item</b>	<b>Welcome and Thank you from the Chair</b>
Main points of discussion	<p>Lovely thank you speech from Laura giving a brief overview of her time and love for St Peters PTA and the fantastic school community.</p> <p>Focused on how much the PTA meant to Laura making her feel part of the school, community and families. Great highlights include the seasonal fayres, Big Cheese and essentially making the Staff wish lists become reality.</p> <p>Compliment to Steve as a great Headteacher who empowers and cares for all the children and their families and great to work alongside someone who is that passionate about the school.</p> <p>Now is the right time for a new committee to take the reigns in a different post-Covid climate.</p>
Action Points	none

<b>Item</b>	<b>Treasurers Report -</b>
Main points of discussion	<p>Full report at the end of this document.</p> <p>Summary of where we are: <b>Current year-end balance</b> £3,365</p> <p>Over the last academic year - <b>Raised</b> - £11,355 <b>Distributed</b> - £21,410 <b>Net Loss</b> - £10,055</p> <p>In the year ended 31 July 2020 we had a net loss of £10,055. The PTA made a conscious effort to use our funds to support the school in providing some of the resources needed to deliver the curriculum.</p> <p>So far this school year, £1,153 raised – predominantly from 200 club which has been a great success</p> <p>Worth noting that in an average non covid year the average PTA raises circa 8k a year so to exceed that in a covid year with limited events is a fantastic achievement from the School Community.</p>

	In the last 10 years St Peters PTA has raised £195,768.54 and paid out £197,254.11 which is an average of just under £20k per year. This equates to an average of £529.10 in and £533.12 out for every child that has attended the school – AMAZING!
Action Points	none

Item	Steve Hitchcock
Main points of discussion	<p>Extended his sincere thanks to the PTA for their continued support for the school and on yet another outstanding year raising funds even in an unprecedented times where 50% of events were cancelled.</p> <p>He felt that the last 5 years has truly defined St Peters PTA and it's a great powerhouse of a committee enriching the school for the children and their families. One of the best self-funded school in the country</p> <p>The core Four (Laura, Debbie, Lorraine and Nadine) have been incredible for the school, so much effort, dedication and imaginative events that appear to go from strength to strength in turn providing invaluable resources and fun for the children.</p> <p>Takes a good team and fantastic leadership to have a successful, caring and great team and the entire PTA has enriched the school beyond wildest dreams.</p> <p>Steve emphasised that although they will leave a huge hole, it is the perfect time to start again and he has no doubt that the PTA will continue to be an amazing asset to the school.</p>
Action Points	none

Item	<b>Election</b>
Main points of discussion	<p><b><u>Chairperson</u></b> – Laura Chatterton stepping down and Catherine put her hat in the ring.</p> <p><b>Chair</b> – Catherine Fitzgerald  <b>Nominate</b> – Laura Chatterton  <b>Second</b> – Katie Ascott</p> <p><b><u>Treasurer</u></b> – Lorraine Ralph stepping down and three people put their hat in the ring, Jacqui, Claire and Thomas. It was agreed by those on the call that their should be at least two roles, a lead and deputy.</p> <p><b>Treasurer</b> – Jacqui with Claire Babbage as Deputy Treasurer  Nominate – Voting held by the group and Jacqui won lead  Second – Voting</p>

	<p><b><u>Deputy Chairperson</u></b> – Debbie McCafferey stepping down, again 3 interested parties, Thomas, Jade and Katie. It was agreed that we should vote for a Deputy and those not selected to potentially look at other roles on the committee.</p> <p><b>Deputy Chair – Thomas Shillitoe</b>  <b>Nominate</b> – voted in by group  <b>Second</b> - Voting</p> <p><b><u>Secretary</u></b> – Becky Wilkinson happy to stay on if no one else had a burning desire.</p> <p>Secretary – Becky Wilkinson  Nominate – Debbie McCafferey  Seconded – Mandi Wilkinson</p> <p><b><u>Other Roles</u></b>  There is potentially a need to have Communication and Community Representatives on the committee and those who were not successful in the election and Emily Sethi who was interested in one of these roles, will be approached by the new Chair to discuss further.</p>
Action Points	Catherine Fitzgerald to approach new roles in the committee with Jade, Katie and Emily

Item	AOB
Main points of discussion	Both Laura, Debbie and Lorraine highlighted that although they will no longer be on the committee they will still be very active and keen to help out for the remainder of their tenure as a St Peters Parent. (Santa will also stay on)
Action Points	none

Item	<b>Date of Next Meeting</b>
Main points of discussion	Pre-planning meeting to be held in December  Thursday 14 <sup>th</sup> January – zoom at 8pm
Action Points	Catherine Fitzgerald to create a Doodle Poll with the committee regarding the December date, once date confirmed this will be publicised for everyone to join.

## St Peter's Parent Teachers Association Treasurers Report 2020

The Trustees present their report for the year ending 31 July 2020 to be read in conjunction with the attached financial statements.

### Structure and Governance

The objects of the Charity were formed in a Trust Deed created on 15 July 1979. The Trustees are elected each year at the Annual General Meeting.

### Main Activity and Public Benefit

St Peter's PTA aims to advance the education of the pupils at the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the local education authority). We run a series of events throughout the year which engage the school population and the local community.

### Review of the Year

In the year ended 31 July 2020 we had a net loss of £10,055. We have made a conscious effort to use our funds to support the school in providing some of the resources needed to deliver the curriculum.

### Financial Review

The overall results and previous 5 years for comparison are detailed below.

	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Net profit/loss	(£10,055)	£1,051	(£22,164)	£9,310	£14,018	(£3,811)
Amount raised	£11,355	£19,879	£35,194	£51,791	£23,483	£21,094
Amount distributed	£21,410	£18,828	£57,358	£42,481	£6,475	£16,824
Year end bank balance	£3,365	£13,420	£12,369	£34,533	£25,223	£11,205

The accounts have been audited again this year and signed off by Duncan Akers. Thank you Duncan!

Well what a year, with unprecedented challenges. In March we had to completely wind up the diary due to Covid. Despite this, we still raised £11,355. (Please note that according to Parentkind (a PTA website) states that in a non Covid year the average school raises £8,030 and only 26% of schools raise more than £10,000. We have achieved fundraising totals in excess of these figures both this year and for the previous 6 years.) Thankfully before all the chaos began we had a very successful Christmas Fayre with a record amount raised, a brilliant birthday celebration and the very popular Mothers Day gifts and Quiz Night.

The events list for 2019/20 demonstrates the variety of events we have run over the years. Our success is absolutely down to the fantastic SPPTA team we have, from the top down; from those

who co-ordinate the events, to those who help on the day, and especially those who come along and take part. It is a part of what makes our school great!

The money raised funded a whole host of activities and projects:

Early Years Play Provision	£5,000
School funding	£3,000
School books funding	£2,414
10 Chrome books (and trolley)	£2,250
School trip funding	£1,725
Leavers gifts	£373
Art resources	£500
Play area matting	£431
Christmas activities	£412
Maths resources	£385
School flag	£290
House match funding	£265
Activity boxes Rec/KS1	£250
Sundries	£130

Our income position was subsidised by the following events, this list is not exclusive (some previous years results are detailed for comparison):

Event	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Christmas Fayre	£3,478.76	£3,281.89	£2,890.54	£2,899.25	£2,212.13	£2,029.94
Summer Fayre		£4,294.48	£3,596.99	£4,169.16	£3,353.66	£4,010.26
Gala Week events		£554.82	£311.96	£437.36	£601.60	£316.86
Chocolate bingo	£82.22	£462.93	£613.17	£753.41	£813.67	£420.71
Cake sales				£56.10	£168.30	£216.86
Second hand uniform	£42.73	£62.19	£82.35	£136.75	£75.38	£151.88
Proserve		£172.50	£223.00	£197.00	£108.00	£296.00
Swimathon			£2,761.83			
Birthday event/Big cheese	£1,133.70		£1440.29			
Film nights	£319.89	£1101.02	£888.35	£606.55	£174.19	£297.17
Ice pops	£86.88	£367.79	£566.70	£706.27	£496.72	£824.67
Christmas cards	£233.26		£457.15	£294.78	£420.10	£198.75
Skittles evening				£195.00		£300.79
Refreshments	£242.48	£357.38	£272.86	£319.94	£313.14	£311.72
Easy fundraising	£240.88	£333.33	£494.21	£647.04	£417.14	
Pub Olympics					£401.23	
Christmas DVD		£121.53	£142.80	£182.64		
Mothers/Fathers Day	£275.59	£491.55	£441.98	£345.80		
Abseil				£5,821.05		
Roper Marathon				£2,836.22		
Quiz Night	£667.76	£777.75	£299.10			
Class Photos	£368.06	£411.50	£333.97			

Wild camping			£160			
Football event		£723.97				

## Reserves

It is the Trustees' policy that we hold a reserve of £2000 in the account at any time to cover unforeseen circumstances . We also ringfence £1000 for annual commitments, including insurance, a Christmas show and a gift for the year 6 leavers. All money raised for specific causes is ringfenced. We discuss the long term funding requirements with the headteacher at our PTA meetings.

## Risk Policy

The Trustees have considered all the principle risks to which the Charity may be exposed, they have put in place appropriate checks and balances. In particular:

- An appropriate liability policy is in forms with PTA UK.
- All cheques payments require the signature of two Trustees
- Interim financial reports are provided at each of the regular PTA meetings

This is my final Treasurer's report, which is bittersweet. It is 10 long years since I took the helm and yet it feels like only yesterday. I would go back and do it all again in a shot. I have loved every bit of it. It has been wonderful being a part of such a powerful force, and to see how our efforts made such a difference for our school, the children, the teachers and our families. I look with great pride when I see our wonderful play area, our school swimming pool, our refitted library alongside knowing that our children have had regular fresh supplies of Chrome books, resources, equipment and experiences to enhance their educational experiences.

Our PTA is amazing. It has been so rewarding working alongside so many hard-working, dedicated, intelligent and kind people. The PTA has changed beyond belief in the last 10 years. Our events have evolved and grown and we can raise in excess of £4000 in a day when we all work together. We also realised our potential by taking on bigger projects and challenges and identified ways to source external funding. The numbers are phenomenal.

Can I take this chance to thank you all for letting me be a part of all this and for going along with all my number crunching excitement. I will miss the late night counting and early morning results. Above all of that, I have made so many friends. Thank you all.

Special mentions and thank you's to (this is not an exclusive list):

Anna Akers, Sally Bond, Trudie Burne, Fiona Burnell, Laura Chatterton, Ruth Cheesman, Stuart Cheesman, Emma Da Corsi, Julie Cotton, Rachel Cotton, Ian Crook, Zoe Dixon, Jenny Dobel, Nadine Ebsworth, Jenny Evans, Catherine Fitzgerald, Rachel Garner, Tom Garner, Kate Harrison, Donna Hitchcock, Steve Hitchcock, Katie James, Megan Kenneally-Stone, Laura Killington, Suze Larmour, Llarms Larmour, Chantalle Major, Franki Martin, Jen Mills, Debbie McCaffery, Maria McGlashan, Mandy Nicholas, April Preston, Mark Preston, Donna Prew, Sharon Rehbock, Willi Rehbock, Carolyn Roper, Bill Roper, Becky Russell, Becky Shand, Scott Shand, Ian Stone, Paul Tetlow, Becky Wilkinson, Mandi Wilkinson, Jenny Wood, Belle Woodthorpe.

A special thank you to my children Hannah and Matthew who helped load cars, unload cars, manned stalls, counted money (or were completely fine being abandoned when I was milling around the various events wearing the very fetching but essential bum bag) and without whom I would never have got the chance to meet you all.

And now to my favourite bit, the juicy facts, (the 10 year special):

- In the last 10 years we have raised £195,768.54 and paid out £197,254.11 an average of just under £20k per year. This equates to an average of £529.10 in and £533.12 out for every child that has attended the school.
- Our summer fayres have raised £26,643.66 and our Christmas Fayres have raised £21,001.81 (9 of each), with records of £4,218 for the summer fayre in 2018/19 and £3,478 for the Christmas Fayre in 2019/20
- Our stand alone refreshment events have raised £2,188 (which equates to 4,376 hot drinks)
- Our cake sales and ice pops raised £4,603 which equates to 11,508 cakes or ice pops
- There were 1597 transactions in the 10 years and I signed each and every of the 879 cheques issued.

Please can I take this opportunity to thank all the school children, parents, teachers, governors, friends and especially the fellow committee members of St Peter's School for supporting the SPPTA over the last twelve months. Without this help and support we would be unable to fund all these diverse activities and enhance our children's school experiences.

Thank you, it has been a ball. Over and out!

#### **Administrative Information**

The Treasurer's address for all financial correspondence is St Peter's School, Moor Lane, Budleigh Salterton, Devon, EX9 6QF.

The Trustees during the twelve months were:

Chairperson	Laura Chatterton
Secretary	Becky Wilkinson
Vice Chairperson	Debbie McCaffery
Treasurer	Lorraine Ralph

Approved by the Trustees and signed on their behalf.

**Lorraine Ralph**

**TREASURER - 12 November 2020**

