
FRIENDS OF THE DEANERY

Deanery C.E. Primary School
14 Fox Hollies Road, Sutton Coldfield, B76 2RD

Annual General Meeting 2023-24

Monday 11th November 2024, 7.30pm

Deanery Foxes Centre

Agenda

Active Trustees: 13 No Required for Valid AGM: 26

1. Welcome & Introductions
2. Apologies
3. Minutes from 2022/23 AGM – Appendix 1
4. Matters Arising
 - a. There were no specific actions to complete.
5. Chair & Treasurer's Report – Appendix 2
6. Election of Officers
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
 - e. GDPR / Data Protection officer
7. Election of Committee Members
8. Any Other Business

APPENDIX 1

AGM Meeting Minutes 2021-22

FRIENDS OF THE DEANERY

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

Meeting Minutes

Meeting Date & Time	Tuesday 14th November 2023, 7:30pm	Meeting Location	Foxes Building, Deanery School
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Attendees & Apologies

	Elected	Ordinary	Guests
Attendees	Adam Suter Mark Green Claire Hale Victoria Linney Dave Rooney Cathryn Hewitt Jenny Wood Gemma Knight Alicia Peckett Katie Swann	Jayne Luckett Ben Sharman Alison Hughes Thom Peckett Sarah Paxton Mandy Horne	
Apologies	Baldeep Mangat Hannah Barnwell		

Minutes

1. Welcome and introductions.

Adam welcomed everyone to the meeting and everyone introduced themselves.

2. Apologies

Apologies were received from Hannah Barnwell and Baldeep Mangat.

3. Review of previous minutes from 2021/22 AGM

These were reviewed, agreed and signed off.

4. Matters Arising

There were no specific actions to complete.

5. Chair and Treasurer's Reports (Appendix 1)

Adam shared the Chair's Report which gave a brief review of the previous year and gave thanks to everyone involved in organising events. (See attached Appendix 1)

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6. Election of Officers

In accordance with the Constitution of the PTFA, all current Elected Officers stood down from their roles. The new Officer roles for 2023/24 were elected as follows;

- a. Chair - Adam Suter
- b. Vice Chair - Mark Green
- c. Secretary - Claire Hale
- d. Treasurer - Adam Suter
- e. GDPR/ Protection Officer - Baldeep Mangat - correspondence was received from Baldeep expressing his wish to continue supporting the PTFA in this role

7. Election of Officers

The following members were elected for the Committee for 2023/24;

Mr Thom Peckett (School Representative)

Victoria Linney

Alison Hughes

Ben Sharman

Dave Rooney

Cathryn Hewitt

Sarah Paxton

Jenny Wood

Gemma Knight

Katie Swann

8. Any Other Business

Mrs Lockett thanked the PTFA for their ongoing support and commitment to the school.

Date of Next Meeting:

Tuesday 16th January 2024, 7:30pm

APPENDIX 2 **ANNUAL GENERAL MEETING**

Chair & Treasurer's Report, 2023-2024

It's been a wonderful experience continuing our journey in raising funds for the Deanery School and its pupils. I'm thrilled with the progress and success of the charity. With the support of our trustees, staff, and parents, we raised a remarkable £19,751.65, achieving a profit of £7,521.51.

One of the most memorable moments this year was being invited to the unveiling of the school ship, alongside the Sutton Coldfield Town Mayor. It was a reminder of the impact that we as a charity have in bringing people together and supporting initiatives that inspire and benefit our children. We look forward to continuing to support projects like this that leave a legacy for current and future generations.

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 2023-24 our committee was as follows:

Chair: Adam Suter
 Vice-Chair: Mark Green
 Treasurer: Adam Suter
 GDPR : Baldeep Mangat
 Secretary : Claire Hale
 School Rep : Thomas Peckett
 Elected Members Dave Rooney
 Jenny Wood
 Cathryn Hewitt
 Gemma Knight
 Sarah Paxton
 Katie Swann
 Ben Sharman
 Alison Hughes
 Victoria Linney

Friends of the Deanery is registered with the Charities Commission (no 1014938) and by law must submit returns and accounts annually. Our accounts are to be compiled this year by our Treasurer Adam Suter and our annual return is ready to be submitted to the Charities Commission following the appointment of roles at the AGM.

Core Events

Event		Profit
Deanery Rocks	Mr Peckett hosted The Black Jeans and a quiz to boost profits on the night. Positive feedback to do this again.	£557.00
Quiz Night	Mark Green hosted a quiz night and raffle. Higher numbers would make this enjoyable event very profitable.	£342.50
Disco x 3	David Rooney and Claire Hale delivered 3 discos throughout the year with growing numbers.	£5,051.40
Change Challenge	A popular fundraiser with children filling their class jar with loose	£1,028 (net of £100 prize)

	change. £100 donated to the school for the winning 2 classes.	
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DeaneryFest	A fantastic family fun day with lots of activities, stalls and inflatables – a success even with mild rain with thanks to staff, trustees and parents who manned stalls.	£3,475.13
Coffee Mornings / Refreshments / Uniform & Other	<p>Claire Hale ran multiple coffee mornings throughout the year as a social event and refreshments for sports day and Christmas Carols.</p> <p>Victoria Linney & Claire Hale providing a fantastic service to parents with our pre-loved Uniform.</p> <p>A commission on Christmas Cards and clothing label stickers. KS2 Pens for those with their pen licence, Donation from local business.</p>	£1,125.50 uniform+coffee

2024-25 events

We have started the school year well with a record-breaking Coffee Morning, raising £236.

All core fundraising dates are booked with a Christmas Fayre, 3 discos, Change Challenge and DeaneryFest scheduled with several deposits paid already.

Special Mentions

We have a fabulous and supportive core team on our PTFA. What we deliver would not be possible without them - their dedication and time is hugely appreciated and never taken for granted.

The committee is currently made of trustees working together to ensure the organisation meets its legal responsibilities and to vote on the decisions made. The core group of Officers manage the administration of the charity, coordinating the event teams, regulatory paperwork and ensuring smooth operations on a daily basis.

Mark Green, thank you being Vice-Chair and for relentlessly promoting and organising our newer fundraising events. Many don't see how much of your time has been devoted to the PTFA and I cannot thank you enough.

Claire Hale, thank you for all that you do to keep everything running smoothly. Mark and I are truly grateful for your dedication to the success of our PTFA. Your organisation and commitment to the charity are deeply valued, and we feel so fortunate to have you on our team. The time and effort you invest in managing the administrative workload of each event, no matter how large or small does not go unnoticed, and we appreciate everything you contribute to making them such a success.

Victoria Linney, thank you for running the Uniform sales, My Childs Art and supporting the charity across all our events. I appreciate you shadowing Claire for to ensure a smoother handover next year.

David Rooney, thank you organising a 'decade of discos', I hope your last year is the best yet and thank you for your continued support. Alison Hughes, thank you for taking on the Discos and for shadowing Dave over the past year.

Our School representative, Mr Peckett – thank you for jumping into the deep end with us and for being there

across all our fundraisers. You've gone above and beyond and we're so pleased to have you on board.

We are saddened to hear that Mrs Lockett will be leaving us this school year. I want to thank you for all your support with the PTFA and helping us fundraise for the children. I wish you all the best in your retirement from teaching.

Finally, thank you to all our school staff, families and helpers who always support the PTFA in all that we do. The money that we raise together is invested into making lasting memories for the children at the Deanery for years to come.

Treasurer's Report

During the school year, we raised £7,521.51 net profit from fundraising events and were able to pledge a second payment of £8,000 to the schools new playground. We incurred fundraising costs of £12,230.14 with a turnover of £19,751.65 ending the school year with a positive bank balance of £12,819.15.

We have invested in more high-quality marquees this year due to the growing demand of shelter for outdoor events.

For the school year 2024-25, we have a current bank balance of £4,398.20 (as of 10/11/2024) with the £8,000 contribution finalised. The PTFA have also ringfenced funds of circa £15,000 for Y6 leavers/Panto/final playground contribution.

2023-24 PTFA ACCOUNTS.

Opening Balance £5,297.64
Donations to School £2,690.84
Fundraising £19,751.65
Costs of holding Events £12,230.14
Closing Balance £12,819.15

<u>Donations to school</u>	<u>£2,690.84</u>	<u>Expenses</u>	<u>£188.00</u>
Christmas Books	489.49	ICO DPA Registration	35.00
Y6 Leavers Books	549.50	Parentkind Subscription	153.00
Y6 Leavers Disco	160.00		
Y6 Photobooth	200.00		
Panto (and popcorn)	1291.85		

Accounting Year 2023-24

Start Date 1 September 2023

End Date 31 August 2024

Opening Balance at 01/09/23 £5,297.64

Closing Balance at 31/08/24 £12,819.15

Profit / Loss £7,521.51

£0.00

Profit / Loss £7,521.51

Current Balance £12,819.15

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Moving Forwards

I'm thrilled with the positive feedback on our team's fundraising efforts and the solid line-up of successful, repeatable events we've established. As noted in my last report, new PTFA members will be essential to the charity's continued growth. Many of our core organisers are entering their final school year and are hoping to fully enjoy it, so I encourage anyone interested in joining the PTFA to shadow our current team, learning the ropes of event planning and communication. This approach helps ensure the charity's stability and long term success.

I'd also like to see a PTFA representative from each year group to help boost awareness and improve communication with parents about PTFA activities.

Looking ahead, we remain committed to making the final payment towards the new playground (£7,000) and the annual panto visit (~£6,000) through our scheduled events.

