
FRIENDS OF THE DEANERY

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

Annual General Meeting 2024-25

Monday 10th November 2025, 7.30pm

Deanery Foxes Centre

Agenda

Active Trustees: 14 No Required for Valid AGM: 28

1. Welcome & Introductions
2. Apologies
3. Minutes from 2023/24 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 2023-24

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

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

Before the election of Officers and Committee members, Adam highlighted that this was many of the current Committee's final year as parents at Deanery and encouraged any members who wished to shadow roles to step forward.

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 2024/25 were elected as follows;

- a. Chair - Adam Suter (yr 3 and 6)
- b. Vice Chair - Mark Green (yr6)
- c. Secretary - Claire Hale (yr6)
- d. Treasurer - Adam Suter
- e. GDPR/ Protection Officer - Keara Causer (yr6)

7. Election of Committee Members

The following members were elected for the Committee for 2024/25;

Mr Thom Peckett (School Representative)

Victoria Linney (yr4 and 6) (to shadow Claire as Secretary)

Alison Hughes (yr2 and 6)

Dave Rooney (yr6)

Cathryn Hewitt (yr4) (to shadow Keara as GDPR officer)

Sarah Paxton (yr6)

Jenny Wood (yr1 and yr5) (to shadow Adam as Treasurer)

Gemma Knight (yr3)

Katie Swann (yr1 and yr3) - correspondence was received prior to the meeting expressing her wish to continue in her role as a Committee member

Kathryn Lloyd (yrR) (to shadow Adam as Chair)

Dean Lloyd (yrR)

8. Any Other Business

APPENDIX 2

ANNUAL GENERAL MEETING

Chair & Treasurer's Report, 2024-2025

It's been wonderful continuing our journey in raising funds for the Deanery School and its pupils. I'm thrilled with the success that we have achieved this year. With the support of our trustees, staff, and parents, we raised a remarkable £23,747 and were able to fulfill all our fundraising commitments.

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 2024-25 our committee was as follows:

Chair: Adam Suter
Vice-Chair: Mark Green
Treasurer: Adam Suter
GDPR : Keara Causer
Secretary : Claire Hale
School Rep : Thomas Peckett
Elected Members: Dave Rooney
Jenny Wood
Cathryn Hewitt
Sarah Paxton
Katie Swann
Alison Hughes
Victoria Linney
Kathryn Lloyd
Dean Lloyd

Friends of the Deanery is registered with the Charities Commission (no 1014938) and by law must submit returns and accounts annually. Our accounts have been compiled this year by our Treasurer Adam Suter and our annual return has been submitted to the Charities Commission ahead of appointing new roles at the AGM.

Core Events

Event		Profit
Christmas Fayre	Our first Christmas fayre in many years with tombola, Santa, drinks, food and stalls.	£1,003.80
Disco x 3	David Rooney and Alison Hughes delivered 3 discos throughout the year with consistent numbers.	£4,890.98
Change Challenge	A popular fundraiser with children filling their class jar with loose	£834 (net of £100 prize)

	change. £100 donated to the school for the winning 2 classes.	
DeaneryFest	A fantastic family fun day with lots of activities, stalls and inflatables.	£5,000.00
Coffee Mornings / Refreshments / Uniform & Other	Claire Hale ran multiple coffee mornings throughout the year as a social event and refreshments for sports day and Christmas Carols. Victoria Linney & Claire Hale providing a fantastic service to parents with our pre-loved Uniform. A commission on Christmas Cards and clothing label stickers. KS2 Pens for those with their pen licence, Ice cream sales and other.	£1,479.15

2024-25 events

We have started the school year well with a Coffee Morning and Krispy Kreme doughnut sale, raising over £593.

All core fundraising dates are confirmed 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. Few only see how much of your time has been devoted to the PTFA and I cannot thank you enough.

Victoria Linney, thank you for running the Uniform sales, MyChildsArt and supporting the charity across all our events. I appreciate you shadowing Claire this year.

Alison & Cathryn, thank you for shadowing and taking the lead on many of our core events.

Our School representative, Mr Peckett – thank you for donating so much of your time and resources to our events and daily comms with the School. We're lucky to have you on board with such fantastic support and ideas from Mrs McIntosh.

A 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.

We end this period saying goodbye to a number of trustees who have dedicated more than a decade of their time to our charity. David Rooney has run over 30 discos during the last 12 years, generating £35,000 in profit. Claire Hale, I want to

take a moment to say how much we appreciate you. Your dedication, organisation, and sheer hard work are at the heart of so many of our successes, and we couldn't do it without you. Thank you for everything you do as Secretary. Keara Causer and Sarah Paxton have been instrumental in leading and organising many of our fundraising events. Thank you for your contributions and for always supporting our events. What a legacy you will all be leaving behind and on behalf of the PTFA, I thank you for all you have helped to achieve. You will be missed.

Treasurer's Report

During the school year, we raised £11,438.42 net profit from fundraising events and were able to pledge our final payment of £7,000 to the schools new playground and also pay for Christmas Panto tickets for each child in full. We incurred fundraising costs of £12,309 with a turnover of £23,747, ending the school year with a positive bank balance of £2,422 after all costs and donations cleared.

We have invested in more high-quality marquees this year due to the growing demand for shelter at our outdoor events and will recommend continuing to do so each year.

For the school year 2025-26, we have a current bank balance of £2,277.36 (as of 09/11/2025).

2024-25 PTFA ACCOUNTS.

Opening Balance £12,819.15
Donations to School £22,563.22
Fundraising £23,747.43
Costs of holding Events £12,309.01
Closing Balance £2,422.74

<u>Donations to school</u>	<u>£22,563.22</u>	<u>Expenses</u>	<u>£209.00</u>
Christmas Choc	270.00	ICO DPA Registration	47.00
Y6 Leavers Books	541.48	Parentkind Subscription	162.00
Y6 Leavers Disco	160.00		
Y6 Photobooth	200.00		
Panto	5,796.00		
Final playground payment	7,000.00		
Second playground payment from previous year	8,000.00		
Art donations from parents using Sumup machine	254.74		
Skip contribution	191.00		
	150.00		

Moving Forwards

As I retire from my role as Chair, I've been reflecting on the incredible journey we've shared over the past three years. When I took on the role with Mark, we set ourselves an ambitious fundraising goal of £25,000 for the new playground. Not only did we accomplish this, but we also created unforgettable experiences for the children – like our trip to the Christmas panto. It has truly been a joy to lead this charity, and I'm deeply proud of what we've accomplished together as a team. I'm excited to support the newly elected Officers as they carry our vision forward, building on the amazing work the charity has already achieved.