

# FRIENDS OF THE DEANERY

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

## AGM Meeting Minutes

|                                |                  |                         |                              |
|--------------------------------|------------------|-------------------------|------------------------------|
| <b>Meeting Date &amp; Time</b> | 12 November 2019 | <b>Meeting Location</b> | Foxes Centre, Deanery School |
|--------------------------------|------------------|-------------------------|------------------------------|

### Attendees & Apologies

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

## Minutes

### 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:

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

Next Meeting: Tuesday 14<sup>th</sup> January 2020 – Walmley Social Club

**Attached: Chair & Treasurers Report**

**APPENDIX 2**  
**ANNUAL GENERAL MEETING**  
**CHAIR'S REPORT 2018-19**

2018-19 has seen some of the biggest changes to the PTFA since I joined the school, and the PTFA, back in 2013. We've made huge advances with technology, having increased our presence on social media and introduced online ticketing and payment facilities; we've increased the wider support team and the presence that we have to our families; we've also introduced some great new events and activities. The introduction of new people and new events had a clear impact on the monies raised this year, taking the profit from £8,909.05 last year to a whopping £14,527.11 this 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 2018-19 our committee was as follows.

Chairpersons:           Bex Riddell  
Secretary:               Keara Causer  
Treasurer:               Claire Arrowsmith  
School Rep:              Kirsty Cullen  
Elected Members:     Rachel Flinders  
                                  Mark Green  
                                  Claire Hale  
                                  Samuel Isley  
                                  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 Ruth Boon 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**

2018-19 saw great success with our regular events, and we introduced new events in DeaneryFest, Mother's Day afternoon tea, Father's Day breakfast, Penny Wars, Refreshments at school events and after school Ice Cream sales in the summer term.

| Event                 |   | Profit   |
|-----------------------|---|----------|
| Nursery Welcome Party | Our school year opened with a party for our new nursery children and their families, organised by Rachel Flinders. The children were entertained by a magician whilst the families had the opportunity to get to know each other. | £110.44  |
| Quiz                  | Sam Isley organised a quiz in the Autumn term which was enhanced by a small raffle and games.   | £352.00  |
| Disco                 | Dave Rooney, Claire Hale, Chris Williams and Ruth Boon delivered three discos throughout the year to our children. All were well attended by children and supported by parents.   | £3435.01 |

|   |   |                   |
|---|---|-------------------|
| 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.   | £352.00           |
| Christmas Raffle & Mufti Day                        | We didn't have the support this year to organise a Christmas Fayre but did hold a raffle and mufti day which was well supported by our families.  | £1053.99          |
| Film Night  | Ash Nandra organised a Film night where the children had the opportunity to sit with their friends and watch Captain Underpants.  | £636.99           |
| Children's Raffle                                   | Keara Causer organised a raffle full of fabulous prizes for our children to win which was really enjoyed by them.   | £740.42           |
| Mother's Day Afternoon Tea & Father's Day Breakfast | Bex Riddell, Claire Hale, Beth Mason, Helen Fiddler and Sarah Paxton hosted an afternoon tea on two days for our children to enjoy a special lunch with their children and on Father's Day for our children to enjoy breakfast before school with their children. Both events were limited capacity due to space but were incredibly well supported and received. | £816.81           |
| Comedy Night  | Keara Causer, Louise Perry and Alison Rooney delivered another amazing night of comedy, this time off site.   | £601.74           |
| Penny War   | This year we introduced Penny Wars where the children were asked to bring in loose change for a class bottle. The class in KS1 and the year group in KS2 that raised the most money were given £50 to spend on a class treat. The event was incredibly well supported by our children and as such all children were treated to an ice cream one Friday afternoon. | £1280.47          |
| DeaneryFest   | SummerFayre got a makeover courtesy of Mark Green, Keara Causer, Nicola Carter and Bex Riddell. The event took place on a Saturday and we were incredibly blessed with the weather which resulted in a fantastic profit!!   | £4014.05          |
| Refreshments  | Claire Hale introduced coffee mornings to give the PTFA more of a social feel, and refreshments were offered at sports day as a way of giving back to the parents.  | £466.25           |
| Ice Cream Sales                                     | This year we purchased a freezer and Bex Riddell, Claire Hale and Keara Causer organised to sell ice cream after school in the summer term. This was well received by the parents and a terrific success.   | £986.16           |
| Other Activities                                    | Our second hand uniform received a makeover this year courtesy of Kate Newsome and Victoria Linney and joined social media, which resulted in fantastic sales of £111.<br>Online fundraising also generated £82.65.   | £193.65           |
| <u>Total Profit</u>                                 |   | <u>£14,527.11</u> |

## **Financials**

2018-19 saw a great increase in the amount that we raised. The total fundraising came to £22,568.32 (up from £14,300 last year) which left a profit of £14,527.11. It was a fantastic year which

Our donations to school last year were £3,016.78, which was made up of:

- ★ £433 to gift each child a chocolate egg at Easter time
- ★ £919 for the travelling pantomime to come to school at Christmas and put on a show for our children
- ★ £474.50 to gift each child a selection box at Christmas time
- ★ £52 to provide each child with an ice pop after sports day
- ★ £8.89 towards refreshments for our families at parents evenings
- ★ £1,129.39 for our year 6 leavers, providing transport and entertainment for their leavers' meal and a leavers book for them to remember us by.

We close 2018-19 with a bank balance of £14,158.77 and a donation commitment of £10,000 as a contribution to the Multi Use Games area built in school this year.

## **Special Mentions**

We have a fantastic core team on our PTFA and we would like to pass special mention to Ash Nandra who joined us at the start of this year, embraced everything about the PTFA and got involved in every event, but sadly (for us) moves on to Penns Primary School. We wish him and their PTA every success.

Special thanks also to Claire Arrowsmith who stood in for us as treasurer towards the end of 2016-17 and stands down at this AGM. The support you have provided has been invaluable.

A big thank you to Mrs Cullen, our school representative this year. I feel that the relationship the PTFA hold with school has taken massive steps forward in the last year and that is a reflection of the time and effort that you dedicate to us. We're hugely appreciate how you fit us in around your school responsibilities.

I would also like to offer sincere thanks to Jackie D'Arcy who retired from managing the Foxes Centre last year. Jackie was a huge supporter of the PTFA and was always happy to go above and beyond to help us in everything that we did.

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

In addition to those mentioned so far as event organisers, there are a wider group who always step up to support us and make our events possible.

Nicola Burner, Melanie Crane, Lisa Dolman, Vicky Hawker, Caroline Green, Lisa Lockley, Christine Lowey, Charlotte Senior, Sonia Singleton, Emma Taylor Jenny & Colin Wood, and Helen Williams

## **Moving Forwards**

As we move into 2019-20 I am excited to see where our PTFA heads. The introduction of new people brings fresh ideas to the PTFA which is important if we want to continue to build on what we are delivering, and in a world where budgets are getting tighter and tighter, I think that this will have increased importance.

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 in your children's school. We meet on the second Tuesday of every term at Club Cappuccino in Walmley Social club. 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.

There are some great events scheduled for this year, and we're continuing to work on increasing our interaction and presence to our families. We will continue to update our members via the notice board and are working on ever increasing our social media presence too.

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 2018-19**

|  | <b>2018-2019</b> |             |
|--|------------------|-------------|
| <b>Trading Activities</b>                              |                  |             |
| Fundraising Event Proceeds                             | £ 22,568.32      |             |
| Grants Received  |                  |             |
|  |                  |             |
| <b>Total Income</b>                                    |                  | £ 22,568.32 |
|  |                  |             |
| <b>Direct Charitable Expenditure</b>                   |                  |             |
| Donations to School                                    | £ 3,196.78       |             |
| Donations to other Charities                           | £ -              |             |
| Annual Subscriptions & Insurance                       | £ 201.17         |             |
|  | £ 3,397.95       |             |
| <b>Other Expenditure</b>                               |                  |             |
| Fundraising event costs                                | £ 8,041.21       |             |
| Misc Expenditure                                       | £ 45.60          |             |
| Meeting Costs  | £ 111.95         |             |
| Stock  | £ 572.42         |             |
|  | £ 8,771.18       |             |
| <b>Total Expenditure</b>                               |                  | £ 12,169.13 |
|  |                  |             |
| <b>Net Receipts For Year 2018-2019</b>                 |                  | £ 10,399.19 |
|  |                  |             |
|  |                  |             |
|  |                  |             |
| <b>Statement of Assets and Liabilities at Year End</b> |                  |             |
|  |                  |             |
| <b>Monetary Assets</b>                                 |                  |             |
| Bank current accounts                                  | £ 14,158.77      |             |
| Stock  |                  |             |
| Debtors  |                  |             |
| Creditors  |                  |             |
|  | £ 14,158.77      |             |

**2018-2019**

|                      |             |
|----------------------|-------------|
| Event Profits        | £ 14,527.11 |
| Expenses & Insurance | £ 931.14    |
| Donations to School  | £ 3,196.78  |
| Donations to Charity | £ -         |

Adjusted Bank Balance to cheque book £ 14,158.77

31 August 2018

**Net Increase / Decrease for year £ 10,399.19**

|                                | Income     | Expenditure | Profit     |
|--------------------------------|------------|-------------|------------|
| <b>Children's Raffle</b>       | £ 773.92   | £ 33.50     | £ 740.42   |
| <b>Christmas Disco</b>         | £ 1,917.56 | £ 641.45    | £ 1,276.11 |
| <b>Christmas Event</b>         | £ 1,130.89 | £ 76.90     | £ 1,053.99 |
| <b>Coffee Morning</b>          | £ 418.89   | £ 36.03     | £ 382.86   |
| <b>Comedy Night</b>            | £ 1,572.02 | £ 970.28    | £ 601.74   |
| <b>Deanery Fest</b>            | £ 6,220.92 | £ 2,206.87  | £ 4,014.05 |
| <b>Father's Day</b>            | £ 570.75   | £ 177.52    | £ 393.23   |
| <b>Film Night</b>              | £ 1,042.47 | £ 405.48    | £ 636.99   |
| <b>Fundraising</b>             | £ 82.65    | £ -         | £ 82.65    |
| <b>Ice Cream Sales</b>         | £ 1,486.86 | £ 500.70    | £ 986.16   |
| <b>Mother's Day</b>            | £ 753.12   | £ 329.54    | £ 423.58   |
| <b>Nursery Welcome Party</b>   | £ 299.92   | £ 209.48    | £ 90.44    |
| <b>Penny War</b>               | £ 1,521.47 | £ 241.00    | £ 1,280.47 |
| <b>Quiz</b>                    | £ 386.00   | £ 34.00     | £ 352.00   |
| <b>Santa's Grotto</b>          | £ 381.03   | £ 21.90     | £ 359.13   |
| <b>Sports Day Refreshments</b> | £ 186.28   | £ 102.89    | £ 83.39    |
| <b>Spring Disco</b>            | £ 1,951.72 | £ 782.85    | £ 1,168.87 |
| <b>Summer Ball 2020</b>        | £ -        | £ 500.00    | £ (500.00) |
| <b>Summer Disco</b>            | £ 1,760.85 | £ 770.82    | £ 990.03   |
| <b>Uniform</b>                 | £ 111.00   | £ -         | £ 111.00   |
| <b>Grand Total</b>             | £22,568.32 | £ 8,041.21  | 14527.11   |

|                                 |                   |
|---------------------------------|-------------------|
| <b>Donations To School</b>      | £ -               |
| Allergy easter egg substitution | £ 1.00            |
| Easter Eggs                     | £ 432.00          |
| Pantomime                       | £ 919.00          |
| Parents evening costs           | £ 8.89            |
| Selection Boxes                 | £ 474.50          |
| Sports Day Ice Pops             | £ 52.00           |
| Y6 Leavers Books                | £ 589.41          |
| Y6 Leavers Coach                | £ 330.00          |
| Y6 Leavers Decorations          | £ 49.98           |
| Y6 Leavers Disco                | £ 160.00          |
| Year 6 Enterprise               | £ 180.00          |
| <b>Grand Total</b>              | <b>£ 3,196.78</b> |

|   |                 |
|---|-----------------|
| <b>Insurances &amp; Subscriptions</b>         | £ -             |
| Information Commissioners Office - annual fee | £ 35.00         |
| ParentKind - insurance etc                    | £ 117.00        |
| PTA Events fees                               | £ 29.17         |
| Small society lottery return - BCC            | £ 20.00         |
| <b>Grand Total</b>                            | <b>£ 201.17</b> |

|                         |                 |
|-------------------------|-----------------|
| <b>Meeting Expenses</b> | £ -             |
| AGM                     | £ 6.15          |
| Committee Meeting       | £ 105.80        |
| <b>Grand Total</b>      | <b>£ 111.95</b> |

|                    |                 |
|--------------------|-----------------|
| <b>Stock</b>       | £ -             |
| First Aid Equip    | £ 30.49         |
| PTFA Freezer       | £ 479.98        |
| Urns               | £ 32.00         |
| Usherette Tray     | £ 29.95         |
| <b>Grand Total</b> | <b>£ 572.42</b> |

|                               |                |
|-------------------------------|----------------|
| <b>Miscellaneous Expenses</b> | £ -            |
| Amazon free time              | £ -            |
| Sum Up Card Reader            | £ 45.60        |
| <b>Grand Total</b>            | <b>£ 45.60</b> |