
FRIENDS OF THE DEANERY

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

Annual General Meeting

Tuesday 13th November 2018
Agenda

Active Trustees: 10 No Required for Valid AGM: 20

1. Welcome & Introductions
2. Apologies
3. Minutes from 2016/17 AGM – Appendix 1
4. Matters Arising
 - a. AP263 Charities Commission website to be updated with new trustee information.
5. Chair's Report – Appendix 2
6. Treasurer's Report – Appendix 3
7. Election of Officers
 - a. Chair
 - b. Secretary
 - c. Treasurer
 - d. Data protection officer
8. Election of Committee Members
9. Any Other Business

**Annual General Meeting
Chair's Report
Thursday 13th November 2019**

As we reached the end of the 5th year that I have been a part of Deanery PTFA, I continue to be proud of the success we achieve. 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.

Organisational Structure

Our committee is made up from Parent and teacher representatives. During the year we had some changes to the committee which was elected at the AGM and our committee at the close of 2017-18 was:

Co-Chairpersons: Bex Riddell and Keara Causer
 Secretary: Lisa Greenway
 Treasurer: Claire Arrowsmith
 School Rep: Liz Pullen
 Elected Members: Dave Rooney
 Emily Earley
 Claire Beadsley
 Rachel Flinders
 Jessica Harewood

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 Toby Arrowsmith, as required by the Charity Commission.

Events

2017-18 saw great success with our regular events, and new events Children's Hampers and Comedy Night were introduced.

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.	£120.40
Quiz	Sam and Ness Isley organised a quiz in the Autumn and the Spring which also hosted a small raffle and games.	£327.00
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.	£2761.56
Christmas Fayre	Our Christmas Fayre was organised by Bex Riddell, Lisa Greenway, Jessica Harewood, Emily Earley and Claire Beadsley. This year saw a new layout to the fayre and the introduction of entertainment which both worked well. Special thanks to Rachel Flinders who organised the Christmas Raffle and to Domino's Pizza who supplied pizza at a great rate, and Indian Chef who donated Samosas free of	£2307.57

	charge.	
Santa's Grotto	Lisa Greenway organised our Christmas Grotto in the Jolly Jungle this year, where our children got to visit santa, take a photograph and were later provided with a selection box from the PTFA.	£116.39
Easter Colouring Competition	Claire Arrowsmith organised our Easter Colouring competition, where children designed and coloured in an Easter Bunny with the prize of a giant easter egg in each of the key stages.	£47.78
Film Night	Deborah Wilkinson organised a Film night where the children had the opportunity to sit with their friends and watch Captain Underpants.	£501.04
Hampers (Mother's & Children's)	Claire Hale and Claire Paintain organised donations from the children to make some beautiful hampers that the children had the opportunity to win for their special person to celebrate Mother's Day. Emily Earley and Claire Beadsley organised donations from the children to provide some great hampers for the children in each class to try and win. This event also raised a donation for Ronald McDonald House and the Children's Hospital in recognition of the support they have delivered to our families. Father's day hampers were cancelled this year.	£457.00
Ready, Steady, Cook	Lisa Middleton, supported by Mandy Blackshields, worked her magic again delivering a fabulous evening demonstrating her cooking skills.	£344.18
Summer Comedy Night	Keara Causer, Louise Perry and Alison Rooney introduced a new event, Comedy Night, providing an evening of comedy for our parents to enjoy which was a fantastic success.	£1585.83
Summer Fayre	Summer Fayre was cancelled this year, however Bex Riddell, Claire Hale and Claire Beadsley utilised leftover stock from previous years to sell pocket money toys in the playgrounds after school.	£242.99
Other Activities	Ruth Boon organised sales for Used uniform raised £50 and donations from shoppers using Easy Fundraising and Stampastic raised a further £47.31.	£97.31
Total Profit		<u>£8909.05</u>

Financials

During 2017-18 we raised a great amount of £14,300 which left profit of £8,909. This is slightly lower than last year's £9,129 as the Father's Day hampers and Summer Fayre were cancelled. We donated a huge £12,909 to enhance our children's learning journeys last year.

- £6,250 completed our donation to the sound and lighting system.
- £4,710 was donated to provide a ticket for every child within the school to attend the Christmas Pantomime at the Lichfield Garrick theatre.
- £175 was donated to Little Hollies children who had a circus entertainer come in to school and teach them some circus skills since they were too small to go to the pantomime.
- £1205 was donated to our year 6 leavers, providing a coach for the whole year group to travel to and from their leavers' meal, a DJ to enhance the night and a leavers' book for them to remember their time at our school in years to come.

- £569 was used to provide the children with a selection box at Christmas time, a Christian bookmark and chocolate lollipop at Easter and finally an ice pop after sports day.

We also donated £130.60 to Ronald McDonald House, and a hamper of children's gifts to Birmingham Children's Hospital from our Children's Hamper event in recognition of the support they have provided to numerous families within our school.

We close 2018-19 with a bank balance of £3759.58 and a donation commitment of £919 to fund a pantomime within school at Christmas 2018.

Special Mentions

We have a fantastic core team on our PTFA and we would like to pass special mention to Lisa Greenway, who has been a part of the PTFA for 18 years and with the close of 2017-18 sees her last child leave the Deanery and as such, her secretarial position. It has been an absolute pleasure to work with Lisa, and for as long as I have been involved she has been the glue that holds the PTFA together constantly striving to push us forward. Our success is a reflection of her dedication, commitment and hard work.

Also to Miss Pullen and Miss Hitchins, our school representatives, who worked hard to ensure the link between school and the PTFA is strong and successful.

In addition to those already mentioned so far in this report, there are a wider group who always step up to support us and make our events possible.

Beth Ashley, Helen Fiddler, Helen Williams, Jessica Drury, Joanne Kenny, Kira Capaldi, Melanie Crane, Mina Prouselidi, Natalie Lockrey, Sonia Singleton.

A special thank you must also go to all our school staff 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.

Moving Forwards

As we move into 2018-19, we have welcomed some new families and are busy planning a number of new and exciting events for the years to come. We have achieved charitable status with PayPal allowing us to explore online payments and are progressing our registration with HMRC charities to allow us to reclaim gift aid on donations received.

For anyone thinking of joining the PTFA, please do! We meet on the second Tuesday of every half term for our main committee meetings where we discuss past and future fundraising opportunities and would welcome ideas and help from anyone who wishes to share their opinions and get involved. There are lots of events scheduled into the school calendar and we hope to continue to receive the support of our members to help us deliver these. We regularly keep our members updated through our Facebook page (@deaneryptfa) and on the PTFA notice board which is located outside of the Children's centre. We also publish a PTFA newsletter once a term with details of everything that is coming up.

The committee at each AGM retire from their positions and a new chair, treasurer and secretary elected alongside committee members. We are hoping that these roles will continue to be filled to allow the PTFA the support and structure it needs to be successful. I am excited to see what the PTFA delivers in 2018-19, I have no doubt that it will continue to be successful and move from strength to strength.

Bex Riddell

**Annual General Meeting
Treasurer's Report
2017-18**

Bank Balance to cheque book £ 8,378.21
31 August 2017

Unpresented Cheques £ -
Unpresented Bankings £ -

Adjusted Bank Balance to cheque
book £ 8,378.21
31 August 2017

2017-2018

Event Profits £ 8,909.05
Expenses & Insurance £ 488.13
Donations to School £ 12,908.96
Donations to Charity £ 130.60

Adjusted Bank Balance to cheque
book £ 3,759.58
31 August 2017

Net Increase / Decrease for year **£ (4,618.63)**

	SUM of In	SUM of Out	Profit
Autumn Quiz	£ 484.00	£ 269.00	£ 215.00
Christmas Disco	£ 1,759.96	£ 636.86	£ 1,123.10
Christmas Fayre	£ 3,477.52	£ 1,169.95	£ 2,307.57
Easter Colouring Competition	£ 77.78	£ 30.00	£ 47.78
Film Night	£ 546.00	£ 44.96	£ 501.04
Fundraising	£ 47.31	£ -	£ 47.31
Hampers	£ 571.58	£ 114.58	£ 457.00
Nursery Welcome Party	£ 273.00	£ 152.60	£ 120.40
Ready Steady Cook	£ 566.02	£ 221.84	£ 344.18
Santa's Grotto	£ 267.01	£ 150.62	£ 116.39
Spring Disco	£ 1,319.65	£ 644.72	£ 674.93
Spring Quiz	£ 222.98	£ 110.98	£ 112.00
Summer Comedy Night	£ 2,811.96	£ 1,226.13	£ 1,585.83
Summer Disco	£ 1,563.32	£ 599.79	£ 963.53
Summer Fayre	£ 261.49	£ 18.50	£ 242.99
Uniform	£ 50.00	£ -	£ 50.00
Grand Total	£ 14,299.58	£ 5,390.53	£ 8,909.05

NB Father's Day Hampers Cancelled

NB £30 costs allocated in 2016/17

NB Fayre Cancelled

Expenses and Insurances**£ 488.13**

Miscellaneous Expenses	
	-
Kirsty Flowers	£ 30.00
Michelle Flowers	£ 30.00
Grand Total	£ 60.00

Insurances & Subscriptions	
	-
Birmingham City Council - Lottery Licence	£ 20.00
INFORMATION COMMISSIONER OFFICE	£ 35.00
PTA UK Membership	£ 117.00
Grand Total	£ 172.00

Meeting Expenses	
	-
AGM	£ 9.14
Committee Meeting	£ 119.50
Grand Total	£ 128.64

Stock	
Carton Drinks	£ 1.69
Envelopes	£ 10.78
Face painting sponges	£ 12.03
Frog Tape	£ 1.93
Paper	£ 16.25
Raffle Envelopes	£ 13.86
Staple Gun	£ 14.99
Staples & Glitter	£ 7.13
Stationary	£ 23.50
Water Wipes	£ 25.33
Grand Total	£ 127.49

Donations To School	
	-
Easter Bookmarks	£ 93.20
Easter Lollipops	£ 47.52
Nursery Event	£ 175.00
Pantomime 2018	£ 200.00
Pantomime Tickets	£ 4,510.00
Selection Boxes	£ 376.00
Sound & Lighting System	£ 6,250.00
Sports Day Ice Pops	£ 52.00
Y6 Leavers Books	£ 649.35
Y6 leavers Coach	£ 330.00
Y6 Leavers Decorations	£ 75.89
Y6 Leavers Disco	£ 20.00
Y6 Leavers Disco DJ	£ 130.00
Grand Total	£ 12,908.96

Donations to Charity	
	-
Ronald McDonald House	£ 130.60
Grand Total	£ 130.60