

---

# FRIENDS OF THE DEANERY

---

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

## **Annual General Meeting 2021-22**

Tuesday 8th November 2022, 7.30pm

Deanery Children's Centre

### **Agenda**

Active Trustees: 10

No Required for Valid AGM: 20

1. Welcome & Introductions
2. Apologies
3. Minutes from 2020/21 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 2020-21

### Attendees & Apologies

	Elected	Ordinary Guests
Attendees	Bex Riddell Victoria Linney Keara Causer Dave Rooney Kirsty Cullen Vicky Hawker Mark Green Claire Hale Sam Isley Nicola Carter Sarah Paxton Jenny Wood	Jayne Lockett Louise Perry Catherine Hewitt Emma Taylor Adam Suter Annette Gemma Knight Alicia Peckett Katie Swann Zoe Challenor Helen Williams
Apologies		

### Minutes

#### 1. Welcome and Introductions

Bex and Victoria welcomed all to the meeting. Introductions were carried out around the room as there were several new people attending.

#### 2. Apologies

No apologies were received

#### 3. Minutes from 2019/20 AGM - Appendix 1

The minutes from the last AGM were agreed and signed off - no action points outstanding.

#### 4. Matters arising

No points arising to discuss.

#### 5. Chair's Report - Appendix 2

Victoria and Bex jointly shared the Chair and Treasurer's Report. Bex highlighted the position of the PTFA moving forwards and that there was currently no one wishing to stand forward to take on Officer roles and the future of the PTFA was in jeopardy.

A discussion was had for new attendees where Bex answered questions about what these roles entailed before the Election of Officers was carried out.

## **6. Election Of Officers**

All previously held positions are resigned automatically. The following officers were elected: Joint Chair/  
Treasurer/ Secretary/ GDPR - Adam Suter/ Mark Green

## **7. Election of Committee Members**

The following members were elected. Total active committee member count: 9

Mrs Kirsty Cullen (School Representative)

Jenny Wood

Dave Rooney

Nicola Carter

Alicia Peckett

Gemma Knight

Katie Swann

## APPENDIX 2

### ANNUAL GENERAL MEETING

#### Chair & Treasurer's Report, 2021-2022

2021-22 has been a year of readjusting back to pre-pandemic ways, with many of the imposed restrictions removed and allowing the PTFA to continue 'in-person' fundraising events.

#### 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 2021-22 our committee was as follows:

Chair person :	Adam Suter & Mark Green
Treasurer / GDPR :	Adam Suter & Mark Green
Secretary :	Claire Hale
School Rep :	Kirsty Cullen
Elected Members	Dave Rooney
	Jenny Wood
	Nicola Carter
	Gemma Knight
	Alicia Peckett
	Katie Swann

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 Mark Green, Adam Suter and independently audited by Ian Scales 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

The first core fundraising event of the year was Penny Races which raised £1,661 profit. Whilst time consuming to count, it was a fantastic fundraising event which required minimal PTFA effort and we are keen to explore similar events in the future.

The Summer Disco was a resounding success and highly profitable with many KS1 children attending their first disco since joining the school. Thank you to David Rooney, Claire Hale and all the helpers who contributed to its success and raised over £1,659 profit.

Following on from the Summer Disco was DeaneryFest led by Mark Green and myself. As the first family-based event post lockdown, we were impressed by the large turnout and the generosity of families who attended to help raise over £4,300. A huge thank you to Claire Hale and Victoria Linney for their administrative efforts on our biggest events to date, helpers on the day and also to Kirsty Cullen (Food Safety and Hygiene for Catering Level 2) and school staff who dedicated their Saturday to run many of the stalls and BBQ.

Second Hand Uniform raised £344, special thanks must go to Kate Newsome and Victoria Linney who manage the Facebook page and sorted/listed all uniform.

The rest of our fundraising was through Coffee mornings, a non-uniform day, rainy day craft bags, Christmas cards, Amazon smile and easy fundraising donations.

#### 2022-23 events

So far this school year, the PTFA have arranged and contributed to several events.

The first fundraising event was in conjunction with National Recycling week. Whilst the school is still advertising this event, we thank parents for donating their unwanted technology and look forward to seeing what funds can be raised through this initiative.

A Nursery welcome party is scheduled for mid-November to welcome Little Hollies children, their siblings and parents to the school as a non-profit event.

The PTFA have pledged £1,520 to fund a pantomime company to visit the school children which takes place early December. Initial plans were for the school children to be taken to Lichfield Garrick theatre but by having the pantomime at school means the PTFA has around £3,480 in funds that were previously allocated to be used on other charitable projects and covers our ring-fenced goals for the year.

We'd like to recognise the commitment of our core team and new trustees for continuing to push for activities and fundraising throughout the pandemic and restrictions; your resilience is appreciated.

### **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.

The committee is made up of 10 members who all work together to ensure the organisation meets its legal responsibilities and to vote on the decisions made. Then there is a core group of role holding officers who manage the administration of the organisation, coordinating the event teams, regulatory paperwork and ensuring smooth operations on a daily basis.

Mark Green, thank you co-chairing with me this year - I'm proud to be chair of this charity alongside you and look forward to seeing what we're capable of with a full year of fundraising ahead.

Claire Hale re-established her position as Secretary in the summer term. We are delighted to have Claire's knowledge and expertise on board to oversee the administrative workload and to ensure all our obligations are met.

Claire has worked tirelessly to ensure the minutes are accurate and turned around quickly whilst continuing to be one of the main contacts for school and organisers for the majority of events that we have managed to deliver this year. Her dedication to the PTFA is sincerely appreciated.

Victoria Linney stood down from her position as chair but has supported the PTFA management team across all recent fundraising events along with the Uniform sales. We thank you for staying with us.

Thank you to Bex Riddell who has provided comprehensive onboarding support and documentation enabling us to quickly establish our role and also to Mrs Cullen for her continued dedication to the PTFA, we appreciate all your help and advice and long may it continue.

Finally, thank you to our school staff, families and helpers who always support the PTFA in everything that we do.

## **Treasurer's Report**

During the school year, we raised £8,702 profit from fundraising events and were able to complete the donation of £5,000 to the new KS1 playground from previous fundraising events, with thanks to the previous committee. We incurred fundraising costs of £4,527 with a turnover of £12,056 ending the school year with a positive bank balance of £6,993.10.

For the current school year 2022-23, we have a current bank balance of £5,824.67 (as of 06/11/2022) with deposits paid for the pantomime and nursery welcome party along with all Christmas selection boxes paid for. The PTFA have ringfenced funds of £1,100 for Y6 leavers books/photobooth and £200 Y6 enterprise activity.

**2021-22 PTFA ACCOUNTS.**

	<b>2021-22</b>	
<b>Trading Activities</b>		
Fundraising Event Proceeds	£12,056.53	
<b>Total Income</b>		<b>£12,056.53</b>
<b>Direct Charitable Expenditure</b>		
Donations to School	£6,421.89	
Donations to other Charities	£-	
Annual Subscriptions & Insurance	£163.00	
	<b>£ 6,584.89</b>	
<b>Other Expenditure</b>		
Fundraising event costs	£ -	
Misc Expenditure	£35	
Meeting Costs	£ -	
Stock	£ -	
<b>Total Expenditure</b>		<b>£6,619.89</b>
<b>Net Receipts For Year 2021-22</b>		<b>£ (392.59)</b>
<b>Statement of Assets and Liabilities at Year End</b>		
<b>Monetary Assets</b>		
Bank current accounts	£ 6,993.10	
Stock		
Debtors		
Creditors		
	<b>£ 6,993.10</b>	

<b><u>Donations to school</u></b>	<b><u>£6,421.89</u></b>	<b><u>Expenses</u></b>	<b><u>£163.00</u></b>
Christmas Selection Boxes	375.89	ICO DPA Registration	35.00
Y6 Leavers Books	600	Parentkind Subscription	128.00
Y6 Leavers Disco	160.00		
Y6 Photobooth	274.00		
Santa Sacks	12		
Early Years Playground	5000		

**2021-22 Finance Position**

<b><u>Current Balance</u></b>	<b><u>£ 6,933.10</u></b>
Ringfenced Funds Outstanding	£ 0.00

Unpresented Bankings	£ -
Unpresented Expenditure	£ -
<b>Total</b>	<b>£ 6,933.10</b>

### **2020-21**

YE Balance	£6,471.02
Ringfenced funds outstanding	<b>£6,300.00</b>
<b>Total</b>	<b>£171.02</b>

2021-22	Income	Expenditure	Profit
Christmas Cards	£219.84	£ -	£219.84
Coffee Morning	£114.50	£4.70	£109.80
Fundraising	£131.10	£ -	£131.10
Non Uniform Day	£550.01	£ -	£550.01
Summer Disco	£2,739.30	£1,079.84	£1,659.46
Deanery Fest	£7,740.64	£3,431.29	£4,309.39
Penny Race	£1,673.46	£12.00	£1,661.46
Rainy Day Craft Bags	£216.60	£ -	£216.60
Uniform Sales	£344.54	£ -	£344.54
<b>Grand Total</b>	<b>£12,056.53</b>	<b>£4,527.83</b>	<b>£8,702.20</b>

	Budget	Expenditure	Date
Playground Donation	£5,000.00	£5,000.00	04/04/2022
Christmas Selection Boxes	£500.00	£375.89	04/10/2021
Christmas Silent Disco	£500.00	£0.00	Didn't Happen
Y6 Leavers	£1,100.00	£874	21/07/2022
Y6 Enterprise	£200.00	£200.00	28/06/2022
		<b>£6,449.89</b>	



## **Moving Forwards**

We are delighted to see such positive feedback regarding the team's fundraising efforts over the past 8 months since taking the post and wish to continue the momentum into this academic year.

We are aware of the increased cost of living and other political uncertainties that will affect many families in the school, and so wish to ensure the money raised is allocated in the most proper and effective way. The financial planning of all events will be monitored and planned for, to ensure events are low cost yet popular enough to be profitable.

Contributions from new PTFA members will be critical to the charity's ongoing success over the coming years, as many of the core organisers leave the school in 2025. With this in mind, we propose new volunteers shadow the existing PTFA team (for example, Disco and DeaneryFest) to understand the different events and how they are organised. This proposition is aimed to de-risk the charity and ensure its long term success.