

## APPENDIX 2

### ANNUAL GENERAL MEETING

#### Chair & Treasurer's Report, 2022-2023

It has been fantastic to continue our journey in fundraising for the Deanery School and its pupils. With this school year being my first full year of organising events, I am delighted to continue the success of the charity - supported by our trustees, staff and parents to raise a fantastic £20,395.39 (a profit of £11,041.92).

#### **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 2022-23 our committee was as follows:

Chair person :	Adam Suter
Treasurer:	Adam Suter
GDPR :	Baldeep Mangat
Secretary :	Claire Hale
School Rep :	Kirsty Cullen
Elected Members	Dave Rooney
	Jenny Wood
	Cathryn Hewitt
	Gemma Knight
	Alicia Peckett
	Katie Swann
	Hannah Barnwell

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
Nursery Welcome Party	Katie Swann organised Little Hollies welcome party. Due to small numbers in Nursery the PTFA part funded the entertainment.	£-22.50
Quiz x 2	Mark Green hosted 2 engaging evenings as Quiz Master. Higher numbers would make this enjoyable event very profitable.	£816.35
Disco x 3	David Rooney & Claire Hale delivered 3 discos throughout the year with growing numbers.	£4,398.39
Penny Races	A popular fundraiser with children filling their class jar with loose change. £100 donated to the school for the winning 2 classes.	£593 (inc £100 donation)
DeaneryFest	A fantastic family fun day with lots of activities, stalls and inflatables – a success even with	£5,016.97

	bad weather with thanks to staff, trustees and parents who manned stalls and to Mr Peckett and his band for entertaining us.	
Coffee Mornings / Refreshments	Claire Hale ran multiple coffee mornings throughout the year as a social event and refreshments for sports day and Christmas Carols.	£268
Uniform & Other	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, Mobile Phone recycling initiative.	£596.38

### **2023-24 events**

Mark Green hosted the first Quiz of the school year leading to a profit of £342.50.

After a successful pantomime visit in 2022, The PTFA have pledged £1,160 for the same theatrical company to visit the school children, taking place at the end of December. As parents, we see the magic and sheer enjoyment that Christmas pantomimes can bring to children, and I am proud that the PTFA are able to be able to ensure that every child at this school is able to share in this experience.

All core fundraising dates are booked with 3 discos, Penny Races and DeaneryFest provisioned for July.

### **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 11 trustees who all work together to ensure the organisation meets its legal responsibilities and to vote on the decisions made. There are a core group of role holding officers who manage the administration of the charity, coordinating the event teams, regulatory paperwork and ensuring smooth operations on a daily basis.

Mark Green, whilst you have officially stood down from your role as Co-Chair and trustee temporarily, I thank you for your involvement in organising the larger events whilst also being visible on the quieter days. You have invested a lot of your personal time to the PTFA and I cannot thank you enough.

Claire Hale, otherwise known as the glue to our PTFA. Your knowledge, organisation and most importantly dedication to the charity is treasured and we are so lucky to have you. The administration workload required to organise our larger events is very time consuming and I appreciate all the effort that you invest into the PTFA.

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.

David Rooney, thank you for creating a successful disco process that I am sure the charity will benefit from for years to come.

Our School representative, Mrs Cullen has stood down as Trustee, embarking on a new journey and I wish every success in her future. Mr Peckett has kindly offered to become our new School representative, and we look forward to fundraising with you.

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

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### **Treasurer's Report**

During the school year, we raised £11,041.92 profit from fundraising events and were able to complete the first donation of £10,000 to the schools new playground. We incurred fundraising costs of £8,728.80 with a turnover of £20,395.39 ending the school year with a positive bank balance of £5,297.64.

We have invested in more high-quality marquees this year due to the growing demand of shelter for outdoor events, alongside additional SumUp machines - these allow us to offer more payment methods at our events.

For the current school year 2023-24, we have a current bank balance of £4,348.18 (as of 12/11/2023) with deposits paid for the pantomime and a wrapped Christmas Book for each child paid for in full. The PTFA have also ringfenced funds of £1,100 for Y6 leavers books/photobooth.

**2022-23 PTFA ACCOUNTS.**

<b>Opening Balance</b>	£6,933.10
<b>Donations to School</b>	£12,677.38
<b>Fundraising</b>	£20,395.39
<b>Other Out</b>	
<b>(Subscriptions/Stock/Misc)</b>	£624.67
<b>Costs of holding Events</b>	£8,728.80
<b>Closing Balance</b>	£5,297.64

<b><u>Donations to school</u></b>	<b><u>£ 12,677.38</u></b>	<b><u>Expenses</u></b>	<b><u>£175.00</u></b>
Christmas Selection Boxes	405.84	ICO DPA Registration	35.00
Y6 Leavers Books	609	Parentkind Subscription	140.00
Y6 Leavers Disco	160.00		
Y6 Photobooth	200.00		
New Playground	10,000		
Panto (and popcorn)	1,302.54		

**Accounting Year**                      **2022-23**

Start Date	1 September 2022
End Date	31 August 2023

Opening Balance at 01/09/22	£6,933.10
Closing Balance at 31/08/23	£5,297.64

**Profit / Loss**                              **-£1,635.46**

	£0.00
Closing Balance	£5,297.64

## **Moving Forwards**

I am delighted to receive such wonderful feedback regarding the team's fundraising efforts over the last school year and that we now have a core list of profitable, repeatable events.

As mentioned in last year's report, contributions from new PTFA members will be critical to the charity's ongoing success over the coming years. Many of the core organisers enter their final school next year in September 2024 and are keen to enjoy as much of their last year as possible. With this in mind, I suggest anyone looking to join the PTFA in an official capacity volunteer to shadow the existing PTFA team (for example, Disco and DeaneryFest) to learn the different events and how they are organised. This proposition is aimed to de-risk the charity and ensure its long-term success.

I would also like to see a PTFA representative for each year group to champion the charity on our fundraising events. This would lead to better communication channels and also better visibility for parents about the PTFA's activities.

Our commitment to the new school playground will continue over the next 2 school years, contributing an additional £15,000 to the £10,000 donated from school year 2022-23.