

Springwood High School PTFA AGM Minutes

Wednesday 9th October 2024 6.00pm

Present: Fez Williams, Suzi Ludgater-Pimlott, Richard Thompson, Emma Norris, Geoff Martin, Rachel Curtis, Laura Farr, Gemma Burt

Apologies:

1. Welcome

Fez welcomed everyone to the meeting.

2. To Receive the Accounts for 2023/24

Geoff presented his report as follows:

I should begin this report by noting that it has been quite a difficult year to be treasurer from a charity governance perspective. The PTFA committee have not had access to the bank account due to difficulties transferring signatories at Barclays. These difficulties led to the school office changing the account to Lloyds, but unfortunately it has taken the best part of a year to set up the new account.

At the time of this report, I understand there are two signatories to the Lloyds account – charity trustees Andy Johnson and Nick Wills. They are imminently expecting to receive card readers to allow them to access the account, following which we will be able to add committee members.

As things stand, Charley Larkman in the school office is acting as the de-facto treasurer. It will be a priority for the next treasurer to push hard to get this matter resolved quickly, as it is almost impossible to be effective in the role without bank account access.

The following figures are inferred from the documents available to me, specifically the audited accounts for the 2022-23 academic year, the July 2024 bank statement and Charley's spreadsheet which keeps a running total for the academic year 2023-24.

- £16,285.69 was carried forward into the 2023-24 academic year. This was a combination of £12,202.55 restricted funds and £4,083.14 unrestricted.
- As of July 12th 2024, the charity balance stood at £15,172.03. Note this will not quite reflect the actual end-of-year balance since a few transactions took place after this date.

It should be noted that the balance is currently composed from a number of "pots" which were

credited and debited as follows over the 2023-24 academic year.

- General funds: £7,414.61cr; £1,752.23dr
- Australia fund: £0cr; £3,313.46dr
- Kinetic fund: £3,463.92cr; £2,277.18dr
- Music tour fund: £214.98cr; £0dr
- Concert fund: £4,049.73cr; £6,484.09dr

Charley has tracked these over the past year but the task will need to move to the PTFA

treasurer in the near future. It is my hope that they can be streamlined to reduce complexity. In principle it has been agreed with the school that there will be a single general pot, although it will be necessary to continue monitoring where funds have been donated with a particular purpose in mind.

A final note on TicketSource, since its use is directly related to being connected to the bank account. We have investigated the possibility of piggybacking of the Music Department's existing account, but it is not possible to create PTFA branded events. Consequently we will need to set up our own account. This may be problematic until we have bank access.

3. Chairpersons Report

Fez read out her report as follows:

Firstly a very warm welcome to everyone here this evening for taking time out of their day to be here.

I would like to make everyone aware that for those of you who do not know we are a completely new group that have come together to benefit the students, school and wider community by organising some amazing events to raise vital funds whilst having some fun along the way.

We are navigating everyone's strengths and weaknesses, we have managed to set up a good social media presence eg Facebook etc event organising and getting a good reputation for hosting a fantastic bingo evening with some fabulous prizes.

Just to give you a brief overview of some of the events that we have been done so far this year

- Halloween Disco yr 7
- Yr 8 disco
- Christmas fair
- bingo x 2
- trivia night
- WNAT music week
- fashion show refreshments
- beauty and the beast refreshments
- Bag to school

The Bag2School helped to raise not only vital funds but also raised the children's awareness of sustainability and their impact on the environment.

We have some other events lined up which are

- Year 7 Halloween disco
- Bingo evening for the Year 13 prom
- Christmas fair

Some of the departments that have benefited is the current Year 9 with their Springfest last year, which was a complete success and not to mention the previous Year 11 Prom.

There has also been some changes around the school from the art department that we have helped to fund, including a heavy duty trolley to help the music department carry their equipment around the school site.

However we would like to go one further than that, various members of staff have been

busy behind the scenes from filling to see if we would be eligible for some CIL funding on the basis that the PTFA would be able to help fund some of it too, because we have agreed to match the amount that was asked of us, I am very happy to announce that we have succeeded in securing the grant, and this will help fund theatre and lighting in the Peter Hopkins hall and Drama studio which will help to benefit hundreds of children in the future as well as the current students.

We have adapted a new constitution to update our policies as well as our finances, this has been quite a challenge from the old PTFA to the newly formed PTFA.

In a final note I'd like to say a massive THANK YOU to ALL members of the PTFA and staff for all of their hard work and support, in raising these vital funds for the students and the wider Kings Lynn community because without you, nothing would be possible, I very much look forward to another successful year ahead.

4. Election of the Officers of the Committee

- **Chair** – Fez – proposed by Rachel, seconded by Suzi - unanimously agreed.
- **Treasurer** – Geoff – proposed by Suzi, seconded by Laura – unanimously agreed.
- **Secretary** – Rachel – proposed by Emma, seconded by Gemma – unanimously agreed.

5. To note the Members of the Committee

Emma Norris – Vice Chair/Communications and Publicity

Laura Farr

Gemma Burt

Suzi Ludgater-Pimlott

Staff Representatives – Richard Thompson and Rebecca Davis-Mayes

6. To adopt the Constitution

Rachel presented the constitution which is a standard template from Parentkind who advise the document is adopted in its original form as any association wishing to vary the model will need to agree changes directly with the Charity Commission, and independent legal advice may be required to amend.

Rachel proposed that the constitution is adopted, this was seconded by Emma and unanimously agreed.

Rachel, Geoff and Fez have discussed drafting a finance policy which would set out the working practices of the PTFA for clarity and transparency moving forward. This will be done once the changeover of the bank accounts and Ticketsource access is complete and there is a clear idea of the procedures needing to be documented.

7. Any Other Business

Audition Day Refreshments – 13th October – Emma to set this up and Suzi to take over in the afternoon. Fez has ordered new supplies of drinks, snacks etc.

Year 7 Halloween Disco – 24th October – Fez proposed that she buys a £10 voucher to give to the best dressed costume on the night – all agreed. ACTION: Fez to purchase.

Bingo Night – 7th November – ideally Ticketsource needs to be set up to be able to know how many people are planning to attend. This may need to be done linking the current bank account with Barclays as the new Lloyds account is yet to be fully set up.

ACTION: Geoff to look into this.

Christmas Fair – 4th December – Laura needs to know the sizes and quantity of tables available for use at the fair to let stall holders know. ACTION: Emma will be in the 6th Form hub on Sunday 13th, so will collate the necessary information.

So far Laura has 30 stallholders interested/booked. It is likely that stalls/refreshments will need to be spread out across to the drama studio and dance studio and space in the canteen area. ACTION: Rachel and Laura to visit the school on 25th October to look at the available space and make a plan.

Children should be encouraged to participate in the Fair, but a variety of stalls are needed.

ACTION: Richard to raise at SLT meeting.

CIL Donation for technical equipment grant – Fez asked about the timescales for the match funding donation for the grant. Richard was unsure, as the final paperwork has yet to be received, but will have more information for the next meeting.

Allotment Funding – Fez asked if the School would be interested in any contributions towards an allotment as she is aware of a scheme which another school has benefitted from. Richard said that the school already has an allotment and Mrs Munns would be the best contact to discuss this further.

DBS Checks – This has been discussed previously, and PTFA members asked if this could be revisited. The committee has a great deal of contact with children at events, and feel strongly that this is done to protect the committee and give assurance to parents that they have been checked. ACTION: Richard to speak to Mr Johnson.

8. To set a date for the next meeting

Wednesday 13th November 2024

The meeting finished at 7.00pm