

Annual General Meeting Minutes

Burrough Green CofE Primary School - Parent Teacher Association
(Registered Charity 1108386)
26th September 2023 - 19:00 in Burrough Green School Hall

1. Present: Angela Harris (teacher representative), Emma Thompson, Joanne Harrison, Katherine Summers, Sam Plumb, Georgina Shepherd (link governor), Ruhana Pimenta Lima, Hannah Wilson, David Sandford (Head-Teacher)

Apologies for absence: Eschtike Schulenburg, Stacey Read

2. Chairs report for 2023; JCH

It's been a very active year for the PTA running a number of successful fund raising events in support of the school. These have included:

- Elfridges – Hugely successful and enjoyed by all children buying Christmas surprises for family
- Christmas Raffle 0 Very successful selling tickets at the Nativity and drawing winning tickets at the Mulled Wine event for parents whilst the Christmas Disco was in progress
- Mulled Wine and Mince Pies for Parents at the Reading Room for Christmas Disco was enjoyed by parents
- Discos – Spring and Christmas remain ever popular
- Fun Friday - Children enjoyed a movie hotdogs and popcorn with their friends
- Easter Raffle – Very well supported
- Mothers Day and Fathers Day afternoons – Parents enjoyed refreshments with children
- Refreshments at end of term Project Afternoons and nearly new uniform sales
- Bags to school
- After school swimming – numbers of children swimming was lower than recent years
- Resuscitation Training in support of the school swimming well attended

Many thanks go out to all parents, carers and friends who supported and helped with all of these activities.

3. Treasurers Report for the year ending 4 April 2023; SP

See below

4. Appointment of an Independent Examiner of Accounts

AH to ask Marilyn Field

5. Election of Officers and Trustees of the Committee

DS thanked everyone for their continued support. He thanked Jo Harrison and Emma Thompson for their fabulous work as chair and vice-chair. JH expressed that she has loved being the chair and is happy to continue working with the PTA but would like to step down as chair due to not being at BG much. ET has also decided to step down from her role as she no longer has a child in the school.

Election of new officers:

- Chair – Hannah Wilson nominated by Sam and second by Katherine
- Vice Chair – Joanne Harrison nominated Angela and second by Ruh
- Treasurer – Sam Plumb nominated by Georgina and second by Emma
- Secretary – Angela Harris nominated by Hannah and second by Georgina

6. Election of class representatives

The role of class reps was explained – a key person to communicate with the parents from their assigned year group. It's worked well last year for some year groups to have a chat group where you can send requests etc for help at events.

Reception – Sarah Hosegood (HW to ask)

Y1 – Katherine Summers (Flora's mum)

Y2 – Georgie Shepher (Fenella's mum)

Y3 – Sam Plumb (Beau's mum)

Teresa - Y4 / Y5 / Y6 – Ruh Pimenta Lima (Yasin and Omar's mum)

DS to put a note in this week's newsletter for all parents who would like to be part of a WhatsApp group to contact new reps.

7. Class budgets –

£1200 was paid in September (£400 per class) There will be £250 per class 1st December 2023 and 1st May 2024 - SP to sort

Katherine has spoken to Elizabeth March Charity after receiving a flyer saying about supporting projects up to £500 – DS is going to write a statement and send to Katherine for support with Spine books.

8. Upcoming projects:

There isn't anything specific atm but DS is sure that there will be by half term and will share that with the PTA at the next meeting. Costs for school trips will be one area as these are going to be a big focus this year.

9. Fundraising / Events:

Sponsored events – two sponsored event this year. One in November and one in June. It was suggested that there was a sponsored skip or Zumba this term as this can be done inside. AH to chat to class teachers to sort a date etc. AH will sort forms too.

Family Bingo - Easter time

Christmas Disco – Friday 8th December JH to ask DJ Stu. HW to ask G KS ask RM to do face paints. GS to sort dance routines.

Valentines disco – Thursday 15th February

Quiz night – February with Jacket potatoes etc. Date to be sorted

Break the rules day – DS has ran this before so will speak to staff and sort rules to be broken and costings – first one to be before half term and hopefully one every half term.

Summer Fair – Attach this to May Day celebrations. May Queen and King could open the fair. Hannah to take charge.

Second hand Uniform to go on sale at celebration assemblies and discos

Any Other Business:

PTA notice board – ET has the old one as she has cleaned it. It needs somewhere to put it and some posts to attach it to. AH to speak to SH (School Office)

Swimming – in the summer, after school swimming will be part of Owls (after school club). The pool could be leased to neighbouring schools. Y6 need to do deep water swimming so DS to look into booking a block session to either Newmarket or Bottisham or Haverhill

Nativity – Georgie suggested organising some sort of fundraising for at the Nativity. She will think of something. Photo sale and filming to be looked into (AH)

Marie (playgroup) leaving presentation Tuesday 17th October 9.15am assembly. **HW will speak to AB about putting a notice in the newsletter about donations towards a gift. AH to switch on the urn and speak to Molly about cards**

McMillian Coffee afternoon this Friday 29th September – AH asked if PTA could help with teas etc. **KS, GS HW, SR will come at 1.30pm.** Another plea for cakes was put out. ET said there are biscuits in the PTA cupboard that can be used (check the dates first though). RPL suggested that classes overlapped in timings so **Malala 2pm -2.30pm, Einstein 2.20pm – 2.50pm, Teresa/Obama 2.40pm – 3.10pm**

Date for next meeting: Tuesday 14th November 7pm

**Burrough Green PTA & Friends Treasurers Report for the AGM on
26th September 2023**

Period Covering 1st September 2022 to 31st August 2023

Overview

This year, as per previous years, we have supported the school with a termly budget of £1200 so that each class teacher can purchase extra items for their class that is not afforded by the school budget. The PTA have also spent £1500 towards the cost of the photocopier, £500 to help pay for school trips and financial support for the running costs of the school pool.

Income:-

- Sponsored Swimathon £1100
- Easter & Christmas Raffles £650
- School Discos £400
- Bags2School £254
- Gift Aid £220
- After-school Swimming £216 (approx. £140 of which is due to after school ice lolly sales)
- Fun Friday £175
- Golden Giving £162
- Easy fundraising £132
- Amazon Smile £116

In addition to the above the PTA has put on not-for profit events such as Elfridges, Mother's and Father's Day Afternoon Teas and provided refreshments for project afternoons, the Christmas nativity, May Day, to name a few.

Expenses:

- Class Budgets £3600
- Pool £1700 (plus £400 chemicals to be discussed)
- Photocopier £1500
- School Trips £500
- Insurance £140
- MPLC Licence £80

Financial Summary

	2022/23	2021/22	2020/21	2019/20	2018/19
Total Income	£3,419.36	£7,660.01	£12,933.12	£7,750.00	£8,317.00
Total Expenses	£7,488.73	£13,165.44	£9,000.36	£10,112.72	£6,584.42
Total Balance	£7,209.30*	£9,769.00	£14,796.82	£10,874.56	£13,181.97

*Current a/c £4,514.84 & Deposit a/c £2,694.46

As you can see from this year's financial summary we need to increase our fundraising efforts going forward just to be able to continue supporting the school as we are. Obviously in order to help the school with any future projects then ***we would need to significantly increase our fundraising efforts.***