

Burrough Green CoE Primary Academy  
Parent Teacher Association  
Registered Charity No: 1108386

# ANNUAL GENERAL MEETING

Wednesday 9<sup>th</sup> October 2024 15:30  
Burrough Green School

## AGENDA

### Ordinary Business –

Present: Katherine Summers, Georgie Shepherd, Molly Burton, David Sandford, Sam Plumb, Sarah Hosegood, Hannah Wilson Ruhana Pimenta-Lima, Eschtike Schulenburg

- 1] Apologies for absence, AH, JR, JA
  
- 2] Chair's Report for year:

### Chair Report Burrough Green PTA & Friends AGM Wednesday 9<sup>th</sup> October 2024.

The Burrough Green Primary School Parent Teachers Association (PTA) is a charity which is run by a committee elected each year at this Annual General Meeting.

The committee currently consists of: Chair, a Secretary and Treasurer.

All parents of children within the school are automatically committee members and we also have a teacher representative - Angela Harris (till present).

For those who don't know, the objectives of the PTA are to enhance the education of the pupils by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority) and to foster more extended relationships between the staff, parents, pupils and others associated with the school. This can be through organising and engaging in activities which support the school.

The money raised by the PTA over the last year has been used in a variety of ways. Some examples of this are:

- Funding the coach for a whole school trip to the coast.
- Purchasing the whole new reading spine throughout the school
- Supporting Class budgets
- Continued fundraising for the Forest School provision and continuous development of outside space.

The main activity of the PTA has been the organisation of fundraising events and social events to further relationships between the pupils, teachers and parents. The Treasurer's report shows the breakdown of these events.

### **PTA led activities include:**

- **School Discos** - The Disco events have proved very popular with a large proportion of the children attending. Very special thanks go to Georgie and Kieron Shepherd for leading the dancing/DJing! The children have really enjoyed the discos and we hope to continue with these this year.
- **Refreshments: for Coffee Mornings, Parents during the disco events, & Bingo Nights** – historically also on May Day, Sports Day and for KS2 annual end of year Production. Parents have benefitted from refreshments on these special school occasions.
- **Break the Rules Days** – These have proved to be very popular with all the children and is an easy fundraising boost for the PTA once a term. This is something we will continue to do.
- **Bag2School** – We have hosted regular collections throughout the year and advertised this widely in the community, to draw support for surrounding villages.
- **Summer Fete** – At the end of the last academic year, we held our Fete – a first for many years at the school. This event was a roaring success and something we would aim to continue each year.

### **Membership**

Like a lot of voluntary organisations the PTA has struggled over the years with membership and volunteers. Here at Burrough Green a dedicated group of people have given up a lot of time and effort to make sure that the planned events can go ahead. We really need your support and help, as we are all busy people – even a little spare time helping out can make a massive difference!

I hope that some of you here tonight will consider being nominated for posts for the PTA either this year or in years to come. If you don't feel ready to join the full committee please volunteer to help with events, as the more people we have to help, the more the work load can be shared, and the more money we can raise for a truly worthwhile cause.

On a personal note I would like to take this opportunity to say how much I have enjoyed being involved with the PTA for the last year. At times it's been hard work on top of a very full working week and life with 3 small children! When Ellen first joined the school I felt a bit lost and didn't know where to start making connections, but being involved in the PTA has given me an opportunity to get to know lots more parents and teachers, and how I can be an active part in the bigger picture of school life!

At my first AGM last year, in which I went from 'interested parent' to 'chair' in one night, I realised that no-one really has it all sorted all the time, but as a team we can be strong, share ideas and skills, and collectively make a huge difference to the children, and staff throughout each school year.

**Thanks:**

I want to say a massive thank you to everyone who has been involved in the PTA during the last year and for all your support and enthusiasm. The way you have stepped up, got creative, and been generous with your time, your treasure and your talents has been amazing, and for that I am truly thankful to each and every one of you. Very Special thanks go to Angela Harris, and Sam Plumb (Secretary and Treasurer, respectively) for being immensely supportive and enduring all my questions with such patience and grace, as I have grown into this role.

We have achieved some really great things and together are standing confident and proud of a thriving dynamic, caring, learning environment that is Burrough Green. Thank you all for making the effort and committing to come tonight as well, your support is fantastic.

Finally I wish the PTA a very successful 2024/25 and am confident that it will be a very good year for us all.

Hannah Wilson  
Chair, Burrough Green CofE Academy PTA & Friends.

3} Report from Head teacher, Mr David Sandford:

David opened by expressing a 'massive thank you' from himself and on behalf of everyone at the school, for everything that the PTA has done, over the past year, especially the BINGO Night and the Summer Fete events. David highlighted that he was extremely impressed by the high standard to which we run our events and the attention to detail and the excellence of the planning and organizing which goes into the events to make them a success. He expressed his gratitude to the team and encouragement as we move forward into a new academic year.

5] Treasurer's Report for the year ending April 2024  
**Burrough Green PTA & Friends Treasurers Report for the AGM on  
9<sup>th</sup> October at 3.30pm  
(Period Covering 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024)**

**FUNDRAISING OVERVIEW**

Alice Leadbeter ran the London Marathon this year and raised an amazing £1,186.61 which (I believe) went towards the whole school trip to the seaside with any monies left over going towards the refurbishment of the school's outside space. The school fete at the end of the school year was a

new event for us as a PTA but was a roaring success and raised almost £1500 which, as the very small school that we are, was fantastic and ended the fundraising year on a very successful note! In addition to these two main events, the PTA have been busy putting on smaller events like the school Bingo, discos, Break the Rules Day, etc. The PTA has also put on not-for profit events such as Elfridges, Mother's and Father's Day Afternoon Teas, refreshments for school plays, Macmillan afternoons, etc.

**Fundraising Detail:**

- Fete £1500
- Bingo £619
- Break the Rules Days £211
- Christmas Raffles £266 (£650)
- School Discos £337 (£400)
- Bags2School £466 (£254)
- Golden Giving £144 (£162)
- Easy fundraising £538 (£132)

**EXPENSES OVERVIEW**

This year, as in previous years, the PTA have supported the school with termly class donations of £300 per class/per term (an annual total of £2,700. This is so that each class teacher can purchase extra items for their class that is not afforded by the school budget. We have also, once again, contributed £1500 towards the cost of printing and photocopying. In addition, we have paid for the Coronation Bookmarks and Christmas reading books that were given by school to each pupil. We have stopped paying towards the daily running costs of the swimming pool during the Summer term as this has been taken in house and swimming sessions now offered as part of OWLS (after school club).

- Class Budgets £2700
- Photocopier £1500
- PTA Insurance £153
- School's MPLC Licence £89
- Coronation Bookmarks and Christmas Books £147

**FINANCIAL SUMMARY**

	2023/24	2022/23	2021/22	2020/21	2019/20
<b>Total Income</b>	£5,128.56	£3,419.36	<b>£7,660.01</b>	<b>£12,933.12</b>	<b>£7,750.00</b>
<b>Total Expenses</b>	£6,074.91	£7,488.73	<b>£13,165.44</b>	<b>£9,000.36</b>	<b>£10,112.72</b>
<b>Total Balance</b>	£6,262.95	£7,209.30*	<b>£9,769.00</b>	<b>£14,796.82</b>	<b>£10,874.56</b>

***\*Current a/c £3,547.64 & Deposit a/c £2,715.31***

1. Need to mention Kat's good work getting a grant of £500 from the Elizabeth March Foundation for the school reading books.
2. Photocopying/printer budget to be reduced to £1000 per year (saving us £500 to put towards the promotional video cost as per David's request)
3. class budgets reduce to £250 per class/per term (ie £750 per term/£2250 per year) and
4. Marilyn Field to be contacted to see if she will audit our books (2years worth).

6] Appointment of an Independent Examiner of Accounts  
Marilyn Field – has been in the past years – to be contacted to confirm if she can continue.

7] Election of Officers and Trustees of the Committee

Chair – Hannah Wilson  
Secretary – Sarah Hosegood  
Treasurer - Sam Plumb  
Teacher representative – Molly Burton  
Ordinary Committee members

### **Special Business**

- Formal adoption of the updated PTA Constitution
- Election of class representatives
  - Reception = Molly
  - Year 1 = Sarah
  - Years 2 = Kat
  - Years 3 = Georgie
  - Years 4 = Sam/Eschtike/Kat
  - 5 & 6 = Ruhana
- Class budgets: -  
Budget per class to go to £750 per term.  
Photocopying now cut down to £1000.
- Upcoming school projects:
  - The forest school project – continued development
    - Hattie to be the forest school lead – so list of things to be sourced.  
Lea’s Community fund. £500 - £5000 grants – would be ideal for this project.
  - School Library project – continued development – further liaison with class teachers and Head teacher as to specifics of this.
- Fundraising: -
  - Grant applications
  - Asda Cash pot scheme (ends 30<sup>th</sup> November 2024)
  - Stikins Label Scheme
  - Container on school site as a permanent clothes bank accessible 24/7 to the community.

### **Any Other Business**

- 1) Georgie and Rachel – developing a promotional Video for the school.  
Est £800 cost – to be supported by the PTA. – Agreed that this was viable to support
  
- 2) New PA system - £299 – David Sandford had researched the ideal product spec for what is needed to replace the old system. Agreed that this was viable to support.

**Date for next meeting:**

**Monday 4<sup>th</sup> November 7:45pm Burrough Green Reading Room**