

FRIENDS OF RUSSELL HALL AGM MINUTES (2019)



Details

DATE: Wednesday, 6 November 2019

TIME: 17:30 – 18:00

LOCATION: Russell Hall Primary School

Attendees

- | | |
|--------------------|----------------------|
| - Kelly Grace | - Chair |
| - Kelly Bareham | - Secretary |
| - Yvonne Blackburn | - PTA member |
| - Ian Bareham | - Volunteer / Parent |
| - Jamie Armitage | - Parent |
| - Kiron Berrill | - Parent |
| - Andrea Grist | - Head Teacher |

Agenda

1. Apologies for absence
2. Approve the minutes of the previous AGM
3. Matters arising
4. Chair's report
5. Treasurer's report
6. Adoption of the accounts
7. Committee elections
8. Any other business
9. Closing remarks

Apologies

- Rebecca Wells
- Matt Bibby
- Judy Brannan

Approval of Minutes

This is the first AGM for the current PTA – no previous minutes to review.

Matters Arising

This is the first AGM for the current PTA – no matters arising from previous minutes.

Chairs Report

'Friends Of Chair Report 2018/19

Chair – Kelly Grace

Treasurer – Kristian Blackburn

Secretary – Kelly Bareham



Our role is firstly is to raise much need funds to provide facilities or equipment which support the school and benefit the education of the pupils. As well as develop effective relationships between staff, parents and others associated with the school.

Our meetings are informal with the main objective being event planning and organising. We meet once a month and arrange meetings to fall on a different day and time to ensure we try to suit as many parents as possible. On the lead up to big events we may arrange ad hoc meetings to ensure organising is going well. We occasionally meet in school and at times arrange our meetings in a local pub which helps us make it a social gathering and less formal.

Myself, Kristian and Kelly took over as committee members in October 2018 and had a busy year alongside our regular helpers. We are currently in the process of signing up for Charity status. In December 2018 we signed up to Parentkind and February 2019 we signed the constitution written by Parentkind. In order to gain Charity status, we needed to change the name on the bank account from Russell Hall PTA to the current name of Friends of Russell Hall. We will be completing the paper work in the coming months.

We had an incredible year and are delighted to say we sent £7568.60 to the school throughout the year. We held lots of different fundraising activities all with great success. I would like to thank the parents, relatives and friends of the school for all their hard work and dedication to help make the planning, organisation and events run well as well as the staff for their continuing support of our events.

Below is the findings and funds raised for our different events.

Christmas Cards and Gifts

As this was the first time this had been organised and due to our late sign up to the committee, we did not have a reputable company to sign up with, and unfortunately many companies had closed their orders. We did find Chameleon Create who we could still organise orders with. We loved how easy the order system was for us and parents. They collected on an agreed date, downloaded children's art work under individual order codes, and allowed parents to order online and we loved that the children received their art work back. However, we did not foresee the problems that would occur. We soon came to realise that Chameleon took on more school orders than they could handle and orders were delivered late. Myself and Kristian took this seriously and personally and spent many days on the phone chasing updates, and

many days in school ensuring orders went out as they came in. We are happy to say after a few stressful days all orders were delivered in time for school closing for Christmas. We can not put into words how truly grateful we are for everyone's understanding at the time. We are pleased to raise £159.50.

The overall feeling is that last year we left it a little late and so there wasn't enough information given out to parents about what was going on. We have decided due to the popularity of the cards and art work we are running this again this year with a well-researched reputable company and we signed up in time, we anticipate this will run smoother and will be as profitable as last year.

Christmas Fayre

For our Christmas Fayre we tried and tested a new approach by holding the Fayre under the hall straight after school. We had tombola, tin can alley, reindeer food, hot chocolate just to name a few and raised £125.80. The event ran well, however, we agreed that holding the event was not as much fun as previous years inside which we think could be to do with temperature and due to Reception and Class 6 coming out of the front of the building and possibly forgetting we were there. This year we have decided to try something different and organise a Christmas Party. We hope this will be a fun filled event and a great way to raise money.

Sparkle event coffee & mince pie sale and raffle

Each year families are invited in to school to help their children with Christmas art work and cards, this is an amazing event which allows children to share part of their day with their families. This year we trialled a coffee & mince pie sale, this brought positive comments and was received well. Mince pies were kindly donated from Debbie at Tesco. We managed to raise £85.02. We also ran a Christmas raffle with kind donations from parents and Tesco, we made £39. We look forward to welcoming parents to Sparkle event again this year with refreshments available.

Sponsored Spell

The school organised a sponsored spell, the children enjoyed this and managed to raise an incredible £1217.17 for school. Huge well done to all pupils.

Mother's Day sale & raffle

The children loved the Mother's Day sale and loved coming to buy presents for the lucky lady in their lives. We raised £283.76 as well as £155 on the Mother's Day raffle.

Easter Raffle

With Easter falling a few days after Mother's Day, we were worried another raffle would not be received well, but we raised £215.24, I think the children were excited as it was sweet based and aimed at them.

Bradford City Sponsored Penalty Shoot Out & Café

Every year the school arrange for Bradford City to come along to the school and arrange a sponsored penalty shoot-out, the children love scoring goals with Billy Bantam in goal. We raised an enormous £3268.20, with half the proceeds going to Bradford City FC Community Foundation. We were thrilled with the £1634.10 we received. We held a café which made £10.86.

Father's Day sale & raffle

Father's Day sale we raised £68.65 selling gifts and £41.45 on a raffle.

Sport's Day café

For the first time we ran a café at Sport's Day, we raised £20.45.

Treasure Trail

We had an amazing time organising and hosting Russell Hall's first community Treasure Trail with stalls and games held at school. It was a fun filled day for all and we raised £1288.85.

Easy Fundraising

Last year we found a website that allows shoppers to buy goods, holidays, travel etc online and raise money to school at no extra charge to themselves, so far we have raised £89.30

To join the easy fund raising go to.

<https://www.easyfundraising.org.uk/causes/forusselhall>

Your School Lottery

Previous committees signed up to Your School Lottery which raises money for school as well the chance for parents to win cash prizes, this year we raised £706.

To join the school lottery go to.

<https://www.yourschoollottery.co.uk/lottery/school/russell-hall-primary>

In summary, we had a great year with some fun filled events, we look forward to a new school year of events and fundraising. Research has shown that parental involvement has a very significant impact on a child's achievement and attainment at school. Parents and Carers of children at the School are automatically Ordinary Members of the Friends of group. The Committee informs them of the events and projects that are due to take place. They may attend PTA Meetings and are encouraged to help out at the fundraising events. Kristian Blackburn our treasurer will be stepping down due to work and governor responsibilities. We will be taking a vote this evening for a new treasurer.

Kelly Grace

Friends of Russell Hall Chair 2018/19

Treasurers Report

A formal presentation of the examined accounts for the past year.

Friends of Russell Hall Treasurer Update

Bank account now in the name of Friends of Russell Hall.

Agreed that we would always try and transfer monies to school rather than leave in our bank account, so that School can benefit now.

Summary of last years activities:

Opening Bank	£2708.61	
Spent Money		
Donations to School		£7568.60
Donations to BCFC Foundation		£1634.10
General Expenses		£1236.51
Received Money		
Donations at Events/Raffles etc	£7460.09	
Easy Fundraising	£58.17	
Your School Lottery	£706.00	
Money Owed Out		
Kristian Blackburn	£27.50	
Closing Bank	£521.16	

Attached are account transactions.

Notes about accounts:

Loan accounts should always be drawn. These are were someone has bought something for the PTA and then claimed it back.

Debit – money going out

Credit – money coming in

Adoption of the accounts

The committee should decide before the meeting who will examine the association's accounts for the next year. The committee should appoint someone with sufficient knowledge and experience to be able to carry out a basic examination of the accounts, a full audit is not needed. You can't appoint a committee member or relative of a committee member, but you could appoint the school bursar, school business manager, or a parent with accountancy or book keeping experience. Alternatively swap accounts with another PTA.

Committee Elections

Committee members are elected at the AGM to serve until the next AGM.

- *More nominees than positions, then a majority vote of those members attending the meeting.*
- *Short of nominations, ask for volunteers to be elected at the AGM.*

If the PTA is already a registered charity, new trustees will be required to complete the Trustee Declaration form and complete the registration form so that their details are available to upload onto the Charity Commission website.

Chair

- No nominations were made
- Kelly grace agreed to stay on as the Chair.
- Accepted by all members present

Treasurer

- Kristian Blackburn has stepped down
- Rebecca Wells was nominated and accepted the nomination prior to the AGM.
- A vote was taken and agreed upon by all members present

Secretary

- No nominations were made
- Kelly Bareham agreed to stay on as the secretary.
- Accepted by all members present

Any Other Business

Special business

Items such as proposed changes to the constitution should be included on the agenda. Members must be given details of the proposed changes before the meeting.

- We are looking to become a registered charity and with that, we need to have a governing document and agree certain policies.
- Agreed to adopt the Parentkind model constitution as our governing document
- Agreed to adopt the Parentkind model policies, with the exceptions of our already agreed policies (Takings, Expenses & social media)

Any other business

Members who are present may raise a matter that isn't covered by the agenda.

If the matter raised is not appropriate for an AGM you can record the question and add it to the agenda of a future committee meeting.

Closing Remarks