

# FRIENDS OF RUSSELL HALL

## AGM MINUTES (2020)

CHARITY REG NO: 1186966



### Details

DATE: Thursday, 21<sup>st</sup> January 2021

TIME: 20:30 – 21:15

LOCATION: Online meeting (Zoom)

### Attendees

- Kelly Bareham (Secretary)
- Yvonne Blackburn
- Katie Bond (interim Chair)
- Ian Bareham
- Marie Crammond
- Joseph Crammond

### Agenda

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

## Welcome

- Thank you for joining us on our first ever virtual AGM.
- Our AGM was delayed due to COVID.
- Our Year runs from the 1<sup>st</sup> November to the 31<sup>st</sup> October, so this meeting is about the events and finances up to and including 31/10/2020.

## Apologies

No apologies received

## Approval of Minutes

- The previous minutes have been uploaded to our Facebook group and approved by all who were present.
- They have also been uploaded to the schools website under our Friends page.
- All members at tonight's meeting confirmed they had read and approved of the previous minutes.

## Matters Arising

### Charity Status

- After the last AGM, Kelly Grace, Rebecca Wells and Kelly Bareham signed on as trustees
- We were officially registered as a Charity in December 2019 (Reg: 1186966)

## Chairs Report

*An informal report on the years' activities*

### Role of the PTA

- Friends of Russell Hall is an PTA charity organisation set up with the aim to raise money for much needed school resources to improve the education of all pupils, not otherwise available in the school budget.
- We do this by holding events; sometimes they are big like in previous years where we did the treasure trail and Russell Fest. Sometimes they are small, like selling tea and coffees at school events.



- The PTA members are all full time working parents, who volunteer their time in support of the school and thereby their children's education.
- We follow the standard Parentkind Model Constitution as our governing guidelines, and we also have a number of policy documents explaining how we handle things like expenses and takings.
- In brief, there are 2 ways that money is spent from the account, in both instances, the expense will be discussed and voted on either at a monthly meeting or via our private Facebook Group.
  - School purchase request:
    - The request must either come from Mrs Grist or be approved by Mrs Grist
  - Expense for Event:
    - We follow the expense policy which states that in order to claim back money spent on an event, members will first need to get pre-authorisation from 2 of the committee members (Chair, Secretary, Treasurer)

### Highlights from our Year

This has been a difficult year, with a lot of us trying to find new ways to handle every day activities. We have been away from our friends and family, to keep them safe, and we have not been there in person to support the school, as they tackled probably one of the most difficult years to date.

However before COVID, we did manage to hold a few events as follows:

### Christmas party

We held our first family Christmas party.

The Christmas party was a success. Children and parents had a great time, lots of positive comments from everyone.

We made £295 profit!



### Christmas Tombola at Victoria Hall

Our PTA gave up their Saturday to hold a stall at Victoria Hall. It was another great success - we made £300.10 and sold out!

All the items were donated!

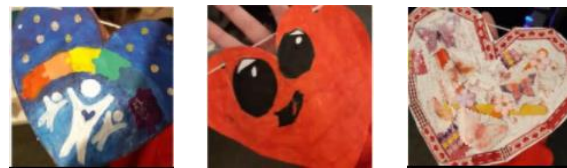
Yvonne recommended that if the opportunity arises again, we should definitely sign up.

- Everyone agreed

### Valentines Disco

We held our first disco at the school – it was crazy and the kids seemed to love it.

We raised over £300!



### Mother Day Sale

Our final face to face event of the year where we give children the opportunity to buy a little something for mum.

We raised £216

## Benefits to Pupils

- Provided the Christmas Tree (2019)
- Provided Christmas gifts in the form of books to each pupil
- Provided the school requested items as follows:



## Thank-you

I'd like to take this opportunity to thank all the volunteers who supported us over the last year. A number of new faces were seen at events and we literally could not do this without you.

I'd also like to thank the staff at Russell Hall primary for their continued support.

Also a massive thank you to everyone who has signed up to support us online, bought a coffee or raffle ticket from us – together we are helping to support the school.

## Plans for 2020 -2021

With the way things are currently, it looks like our focus for 2021, will need to be along the lines of virtual and online fundraising.

**\*\* Update: the office confirmed that Friends of Russell Hall has been added to ParentPay which should assist in this aim, although this was done after 31/10/2020, it is worth mentioning \*\***

We already have a couple of online fundraisers set up, however these are not performing as well as we had hoped, so are looking for idea on how we can promote them:



Katie said that we need to advertise these more as she has spoken to some other parents who were not aware of these fundraisers. More Facebook promotion needed and we should try get them sent out on Class Dojo too.

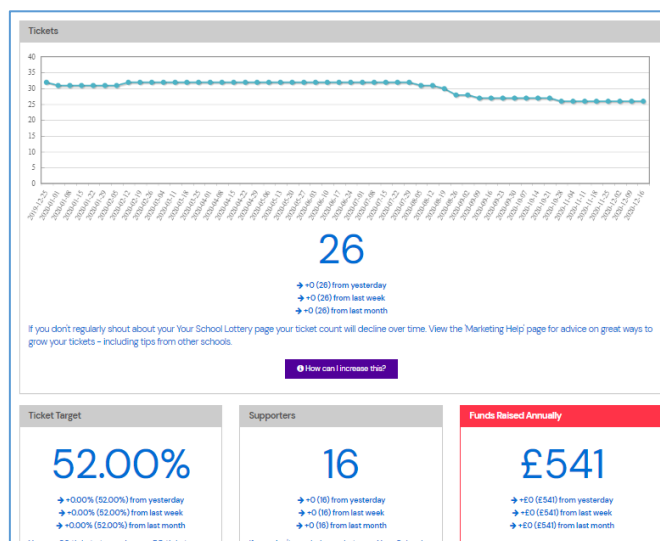
### Easy Fundraising

- We joined in November 2018.
- We have 31 supporters for Easy Fundraising
- To date have managed to raise £217.90
- With 2020 the way it has been, people are shopping on line more, but without registering their support for Friends of Russell Hall we are missing out.



### Your School Lottery

- We have a total of 16 supporters
- The number of ticket sales are dropping (see dashboard below)
- Each week when the lotto is drawn we have a guaranteed school winner
- The prize depends on ticket sales, so currently it is around £9. **\*\* Update: Jan 21 = £7.2 \*\***
- Plus supporters are also entered into the mass draw for a whopping £25000.
- Your school lottery also does random prize additions, from Fitbit bundles to robot vacuums



**\*\* Update: Since October we have now added on Amazon Smile as another Online Fundraiser. \*\***

## Treasurers Report

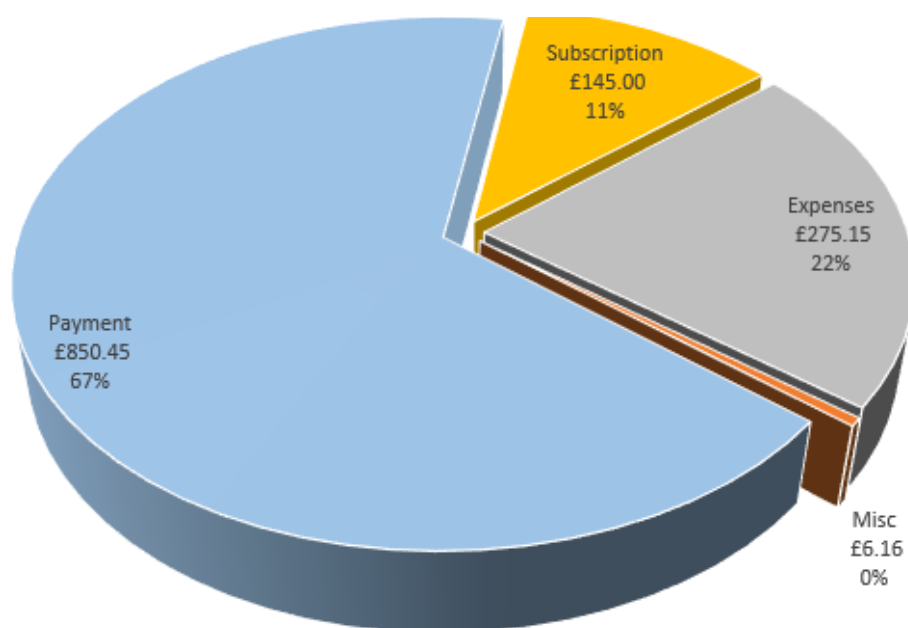
A formal presentation of the examined accounts for the past year.

- Opening Balance	521.16	
- Outgoing & Expenses	1276.76	(see breakdown on the following page)
- Incoming & Money Raised	2600.31	(see breakdown on the following page)
- <b>Closing Balance</b>	<b>1844.71</b>	

### Outgoing / Expenses

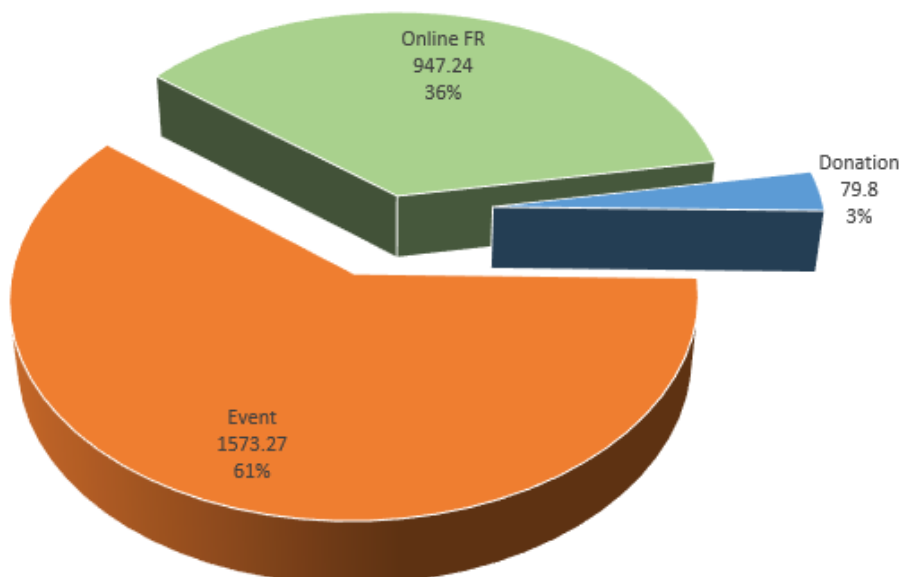
- 67% of our outgoings were for payments to school
- 22% to cover expenses for events
- 11% fees to cover our gambling license and Parent Kind subscription, which provides us with event insurance.

Type	Date	Description	Incomir	Outgoin
Subscription	04/12/2019	Gambling License		£ 40.00
Subscription	06/12/2019	Parentkind subscription		£ 105.00
Payment	21/10/2019	The Book People		£ 74.95
Payment	21/10/2019	The Works		£ 135.00
Payment	18/12/2019	Gift for Santa - Kelly Grace		£ 17.50
Payment	01/01/2020	Payment to School for requested items		£ 623.00
Misc	30/11/2019	Miscount from Christmas Tombola		£ 4.16
Misc	30/11/2019	Christmas Tombola Old Pounds		£ 2.00
Expenses	21/10/2019	KB Expenses		£ 27.50
Expenses	01/12/2019	School party drinks & Biscuits - Kelly Grace		£ 22.00
Expenses	19/12/2019	Carols around the tree - Milk		£ 1.10
Expenses	10/03/2020	School Disco supplies - Kelly Grace		£ 57.35
Expenses	10/03/2020	Mothers day gifts from Home bargains - Kelly Grace		£ 58.20
Expenses	10/03/2020	Vases from Ikea - Yvonne Blackburn		£ 109.00
				£1,276.76



Incoming / Money Raised

Type	Date	Description	Incomir
Online FR	11/11/2019	Easy Fundraising	£ 23.21
Online FR	01/03/2020	Easy Fundraising	£ 28.41
Online FR	21/08/2020	Easy Fundraising	£ 81.52
Online FR	14/11/2019	Your School Lottery	£ 111.60
Online FR	14/12/2019	Your School Lottery	£ 118.80
Online FR	14/01/2020	Your School Lottery	£ 104.40
Online FR	01/02/2020	Your School Lottery	£ 48.00
Online FR	01/03/2020	Your School Lottery	£ 53.60
Online FR	15/04/2020	Your School Lottery	£ 62.00
Online FR	05/05/2020	Your School Lottery	£ 49.60
Online FR	02/06/2020	Your School Lottery	£ 49.60
Online FR	07/07/2020	Your School Lottery	£ 62.00
Online FR	04/08/2020	Your School Lottery	£ 49.60
Online FR	08/09/2020	Your School Lottery	£ 54.00
Online FR	13/10/2020	Your school Lottery	£ 50.90
Event	19/12/2019	Carols around the tree	£ 25.20
Event	10/03/2020	Cauliflower Cards	£ 73.50
Event	13/12/2019	Christmas Jumper Day	£ 124.90
Event	06/12/2019	Christmas Sparkle (Coffee & Raffle)	£ 89.40
Event	29/11/2019	Festive Flare	£ 290.00
Event	06/11/2019	Govenor café / Parents Evening	£ 44.00
Event	10/03/2020	Mothers Day sale	£ 216.00
Event	10/03/2020	Parents Evening	£ 20.77
Event	23/03/2020	Robert Boocock (Mothers day payment)	£ 12.00
Event	10/03/2020	School Disco	£ 377.40
Event	30/11/2019	Winter Tombola	£ 300.10
Donation	04/01/2020	Your School Lottery	£ 9.30
Donation	10/03/2020	Your school Lottery	£ 8.70
Donation	02/05/2020	Your School Lottery	£ 9.30
Donation	18/08/2020	Your school Lottery	£ 8.40
Donation	25/08/2020	Your school Lottery	£ 8.40
Donation	09/05/2020	Your School Lottery	£ 9.30
Donation	16/06/2020	Your school Lottery	£ 9.30
Donation	28/07/2020	Your school Lottery	£ 9.30
Donation	29/10/2020	Your school Lottery	£ 7.80
			£2,600.31





## Agreed Purchases

- As per our annual agreement with the school, we provided the Christmas present from Santa.
  - We bought books for each pupil and a gift for their selected Santa
  - The cost for the books was £209.95 (Listed as The Book People & The Works)
  - The gift for Santa cost £17.50
  
- In January, Mrs Grist sent an email to request some items to the value of £623 as follows:
  - Geography
  - Compass kit - £75
  - Globes - £48
  
  - Early Years multicultural resources
  - Multicultural play figures, dolls, costumes and puppets - £300
  
  - Music
  - Musical instruments £200 – world music / first percussion pack and music dry wipe posters

  - This request was discussed at the PTA meeting in January and it was agreed by all members present.

## Committee Elections

- A Facebook post went out alerting the community of our upcoming AGM and asking if there are any nominations to be considered at the AGM.
- A message was also sent out via Class Dojo asking about nominations.
- **No nominations were sent in.**

## Chair

- Kelly Grace our previous chair has stepped down.
- Katie Bond has been our interim chair and was nominated by Yvonne Blackburn for the position of Chair.
- The motion was seconded by Kelly Bareham
- A vote was taken and all present agreed that Katie Bond should be chair – **motion passed**

## Secretary

- Kelly Bareham was nominated to stay on as Secretary.
- The motion was seconded.
- A vote was taken & all present agreed that Kelly Bareham should continue – **motion passed**

## Treasurer

- Rebecca Wells, our previous Treasurer has left the school and Mrs Grist gave notice that she would like to return the treasurer role to in house (school staff member).
- We are currently waiting for the name of the staff member Mrs Grist is putting forward as the PTA Treasurer.
- In the meantime Carol Kenny (Office Manager) is the account signatory.

## Any Other Business

Special business

No changes raised

Any other business

No items raised

## Closing Remarks

A good PTA needs the support of not only the school but its **teachers** and **parents**, as that is what makes the difference when it comes to fund raising and events. It's about the school and the people who care about the school – and those people are YOU!!