

# FRIENDS OF RUSSELL HALL

## AGM MINUTES (2021)

CHARITY REG NO: 1186966



### Details

DATE: Friday, 4<sup>th</sup> February 2022

TIME: 15:00

LOCATION: Russell hall Primary School – School Hall

### Attendees

- Kelly Bareham (Secretary)
- Yvonne Blackburn
- Katie Bond (Chair)
- Andrea Grist (Head Teacher)
- Lucy Bailey (Deputy Head)
- Kate

### 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 at this AGM.
- Our Year runs from the 1st November to the 31st October

## Apologies

- All committee members were present
- Apologies were received by parents that wanted to attend but could not make the date.

## Approval of Minutes

- The previous minutes have 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

- There were no matters arising from the previous minutes

## Chairs Report

An informal report on the years' activities

### Role of the PTA

- Friends of Russell Hall is a 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 currently 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 at a monthly meeting.
  - School purchase request: The request must either come from The current head Teacher
  - 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

It has been another year of trying to raise money during the pandemic.

### Christmas Tombola at Victoria Hall

Our team once again got together to run a tombola at the Christmas Light switch on in Queensbury. This continues to be a popular event involving the whole community.

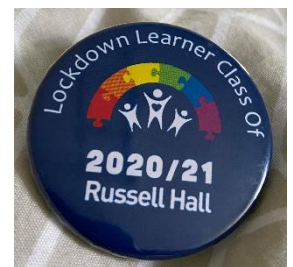


### First online raffle

Having the school set up Parent Pay for use by the PTA, meant that we could try selling raffle tickets online. This event was supported by a number of the local shops and families in the village who donated their time and prizes. The event brought in over £500 in total and was deemed a huge success by the team.

### Lockdown Badges

After such a gruelling year, we the PTA wanted to give the children something to hold on to from their lock down learning year. After gaining approval from the current Head teacher – Mrs Grist – we purchased a lockdown badge with the school logo to commemorate the year.



### Benefits to Pupils

As already mentioned above, the money raised by the PTA all goes back into a pot for the school to use to buy resources that they otherwise couldn't afford. Some other benefits that the PTA were able to provide this year:

- Water for each child for sports day
- A Christmas tree for the school hall
- A Christmas gift for each child at the Christmas party
- School requested purchases
- Support at the school events (A day at the seaside)

### Thank-you

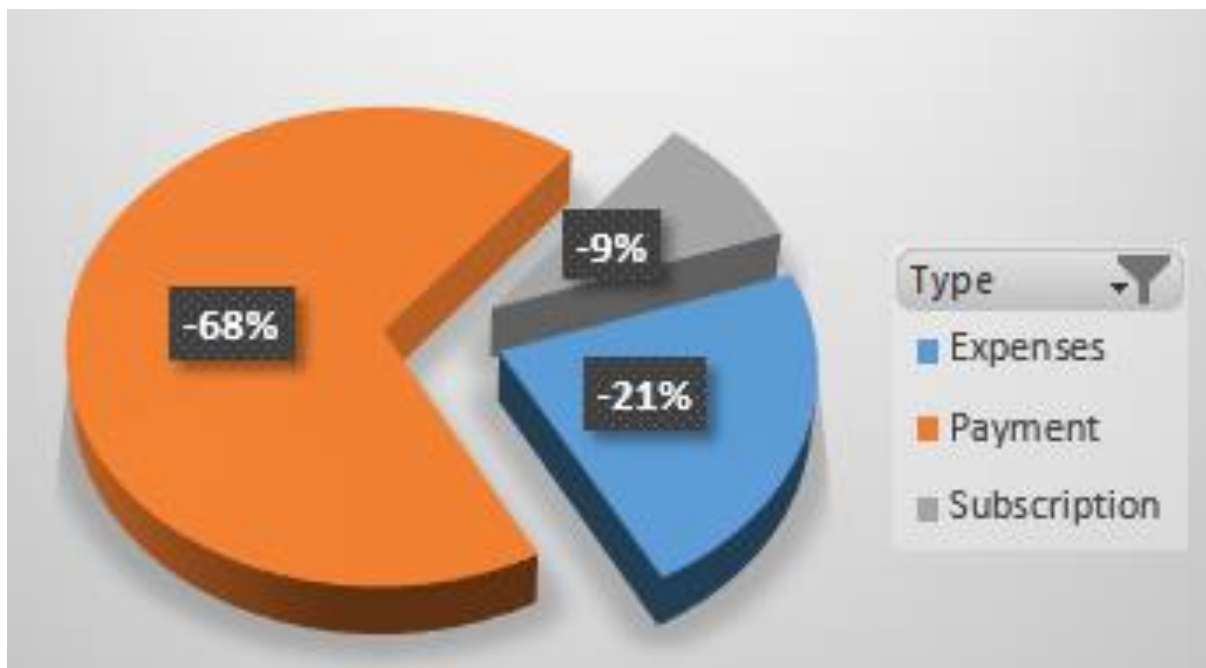
I'd like to take this opportunity to thank all the volunteers who supported us over the last year, we literally could not do this without you. To the staff at Russell Hall primary, and to everyone who has signed up to support us online, bought a coffee or raffle ticket from us – THANK YOU, together we are helping to support the school.

## Treasurers Report

- Opening Balance	1844.71
- Outgoing & Expenses	2485.00
- Incoming & Money Raised	2683.62
- <b>Closing Balance</b>	<b>2043.33</b>

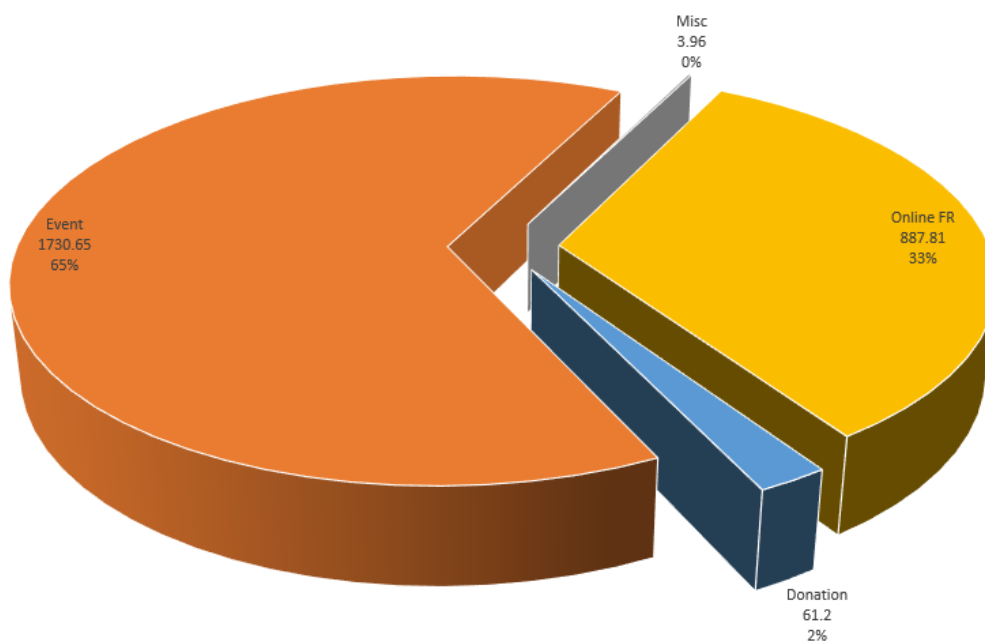
### Outgoing & Expenses

Type	Date	Opening Balance	Amount
Expenses	09/11/2020	Selection boxes	-245.5
Subscription	07/12/2020	Parentkind	-111
Payment	26/03/2021	Payment to School for Requested items	-1700
Expenses	08/04/2021	Lockdown Badges	-67
Expenses	08/11/2021	Selection boxes	-245.5
Subscription	06/12/2021	Parentkind	-116



Incoming & Money raised

Type	Date	Opening Balance	Amount
Online FR	10/11/2020	Your School Lotto	41.60
Online FR	09/12/2020	Your School Lotto	51.20
Online FR	05/01/2021	Your School Lotto	38.40
Donation	12/01/2021	Your School Lotto	7.20
Online FR	02/02/2021	Your School Lotto	46.40
Donation	16/02/2021	Your School Lotto	7.20
Event	16/02/2021	Parentpay (Mothers day Event)	152.63
Event	23/02/2021	Parentpay (Mothers day Event)	15.76
Event	02/03/2021	Parentpay (Mothers day Event)	117.18
Online FR	03/03/2021	Your School Lotto	55.30
Event	09/03/2021	Parentpay (Mothers day Event)	99.46
Event	16/03/2021	Parentpay (Mothers day Event)	66.96
Misc	19/03/2021	from safe	3.96
Event	19/03/2021	Nursery (Mothers day Event)	20.00
Event	19/03/2021	Staff (Mothers day Event)	46.00
Online FR	31/03/2021	Easy Fundraising	22.14
Online FR	07/04/2021	Your School Lotto	82.80
Donation	13/04/2021	Your School Lotto	9.90
Online FR	11/05/2021	Your School Lotto	52.80
Online FR	24/05/2021	Amazon Smile	14.78
Online FR	11/06/2021	Your School Lotto	62.00
Event	23/06/2021	World of Books (ziffit)	32.98
Online FR	06/07/2021	Your School Lotto	49.60
Online FR	03/08/2021	Your School Lotto	49.60
Online FR	17/08/2021	Amazon Smile	9.44
Online FR	18/08/2021	Easy Fundraising	26.86
Donation	24/08/2021	Your School Lotto	9.30
Online FR	07/09/2021	Your School Lotto	62.00
Online FR	05/10/2021	Your School Lotto	46.00
Online FR	02/11/2021	Your School Lotto	42.40
Donation	16/11/2021	Your School Lotto	9.00
Donation	23/11/2021	Your School Lotto	9.00
Online FR	07/12/2021	Your School Lotto	72.80
Online FR	13/12/2021	Amazon Smile	7.29
Event	17/12/2021	Christmas Event - Hamper Auction	26.00
Event	17/12/2021	Christmas Event - Guess the Bear	49.85
Event	17/12/2021	Used Uniform Sale	68.73
event	17/12/2021	Harvest Festival	107.16
event	17/12/2021	Christmas Event - Tombola	295.00
Event	17/12/2021	Christmas Event - Xmas Fare	632.94
Online FR	05/01/2022	Your School Lotto	54.40
Donation	01/02/2022	Your School Lotto	9.60



## Agreed Purchases

- As per our annual agreement with the school, we provided the Christmas present from Santa. This year (2020 & 2021) we purchased a Christmas selection box for each child.
- In March, Mrs Grist sent an email to request some items to the value of £1700. These items were to be used to refresh the shared area that the children use. This request was discussed at the PTA meeting and it was agreed by all members present.



## Committee Elections

- The current PTA are all stepping down from their roles.
- Messages went out via the Facebook page and Class Dojo to say that the AGM was coming up if anyone would like to step forward into a role.
- While some users were nominated they could not attend the meeting and as such it was agreed that an EGM would be held on the 8<sup>th</sup> April 2022 to hold elections for the new committee.

## 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.