



Julian's PTFA AGM Minutes 2024-25

Friday 8 November 2024 – Julian's Primary School, West Norwood Site

In attendance:

Lucy Cliff (Chair)
Rowan Brown (Secretary)
Stephanie Marks (Treasurer)
Lara Bobak
Alison Gibbs
Holly Gardener
Chereiss Wilson
Sally Rickard
Shirin Iqbal

Apologies for absence:

Ellen Cockerill

Opening of the Meeting

Lucy opened the meeting and welcomed everyone. She thanked the committee, staff and volunteers for their continued support, noting that this had been the PTFA's most successful year to date - in fundraising, parent and carer engagement, and collaboration with the school.

Minutes of the AGM Held on 7 November 2023

The minutes of the previous AGM were made available at the meeting and via the school website. It was agreed that there were no matters arising. Rowan shared that the key focus for 2022-23 had been on spending down reserves and improving communication across the school community. Around **£20,000** was invested in the *Trees for Cities* project, enhancing outdoor spaces at both sites, alongside continued funding for regular initiatives such as the *Primary Shakespeare* experience for Year 5, year-group budget matching, and Year 6 leavers' books.

As the PTFA moved into 2024-25, the committee aimed to boost parental engagement - particularly from West Norwood - streamline the class reps group to ensure full class representation and maintain strong fundraising despite higher event costs and tighter margins.

Chair's Report

Fundraising Highlights

More than 20 events were held across the year, including:

- Summer Fair - £15,111 (our biggest yet)
- Festive Friday - £2,042
- Fish & Chips Quiz - £1,081
- Wreath Making - £640
- Christmas Cards - £451
- Seasonal bake sales - £300-£900 each
- Coffee mornings and uniform sales - £150+ per event

Spending Highlights

Funds were used to support:

- Trees for Cities playground improvements
- Primary Shakespeare project for Year 5
- Year 6 leavers' books
- Christmas pantomime for all pupils
- No Cold Child winter coats initiative
- Year-group budget matching

Treasurer's Report

Steph presented the financial summary for the 2024-25 academic year:

- Gross revenue: £32,000
- Net revenue: £23,000
- Profit margin: 72.3%

95% of income came from active fundraising events, and 75% of PTFA expenditure was invested directly back into the school.

Because annual income exceeded £25,000, an independent review of the accounts was completed in advance of the Charity Commission submission. This was undertaken by a parent at the Streatham site who is a Chartered Accountant, for which we are very grateful.

There was a 23% year-on-year increase in net fundraising, making 2024-25 the PTFA's strongest financial year yet, despite higher costs in living.

Steph flagged - the Streatham fire fundraiser money will come into the central account, but it will be earmarked to help support repairs at the Streatham site. All PTFA fundraising is for everyone, at both sites. We were also fortunate enough to receive £5000 donation for music - specifically to replace damaged musical instruments at Streatham but any remaining can be used to support music education at both sites. This money is also ringfenced. She is exploring opening a higher interest savings account to get higher interest from money that is sitting in our account.

We did not expect to have a large surplus after funding Trees for Cities, but successful fundraising means we may have a lump sum available to fund a large initiative or purchase. Plan to canvas the parent/carer community and liaise with SLT too for ideas.

Plans for 2025-26

Lucy outlined priorities for the coming year:

- Recruit a new Chair to shadow her, should she be re-elected, as this will be her final year as chair, and welcome new faces to the committee.
- Increase the number and variety of events
- Expand parent and carer involvement
- Plan a significant investment in new school initiatives

How to Get Involved

Steph encouraged attendees to get involved in a range of ways:

- Stand for an official committee role
- Join the wider committee or WhatsApp groups
- Volunteer at events or offer specialist skills
- Donate directly via SumUp or through class reps
- Follow the PTFA on Instagram and Facebook for updates

Nominations and Elections

The following key roles were elected:

- Chair: Lucy Cliff
- Secretary: Rowan Brown
- Treasurer: Steph Marks

Further roles will be agreed by the committee following the AGM. Attendees were encouraged to approach the PTFA should they wish to be involved, having had time to reflect. Angelique Miller will be stepping down from her role.

Dates for Your Diaries

- 27 November: Wreath Making
- 5 December: Festive Friday
- January: Pantomime
- February: Comedy Night & Valentine's Bake Sale
- March: Fish & Chips Quiz
- 13 June: Summer Fair
- Regular coffee mornings, uniform sales and Fab Fridays throughout the year (after year 6 have completed fundraising)

Any Other Business / Q&A

Olivia thanked the team and the generosity of parents and carers, without which the school would miss out on so much.

Feedback from attendees:

Could a queueing system be implemented for events - often become like a scrum (esp. Festive Friday which can become overwhelming). PTFA agreed to look into ways to rectify this.

Summer fair - can this be streamlined, e.g. reducing queues. Bottle tombola queues etc very long. Discussed how difficult it can be to gauge - e.g. the year before, the bottle tombola was heavily under-resourced and finished quickly. Lack of volunteer numbers didn't help. Agreed to see if we could set up two stations within the same stall to speed things up. Discussed polling families to see what kinds of stalls they would like at the Summer fair.

Rowan mentioned that surveys have been sent in the past with limited responses so encouraged class reps to remind their classes to get involved.

Discussed ideas for a big spend and asked how much would be available - Steph said if we stopped fundraising today, we could still fund everything promised plus a 10k spend minimum, any additional fundraising will only increase this.

Suggestion put forward for more child led fundraising - PTFA agreed that this was a good idea and will look into it.

Question: can we fund special activities for children who the opportunity wouldn't normally have to experience them. PTFA agreed in principle whilst respecting the constitution that what we do must benefit all children. Drew attention to the annual panto and (while less exciting) the No Cold Child campaign which ensured all children had warm coats. Can explore whether it is possible to have bigger spend events.

Recommendation on how we approach new Reception parents whose first experience of PTFA events is Festive Friday, which can be overwhelming.

Discussion about logistics on Festive Friday - still to be confirmed.

Lucy closed by thanking all committee members, school staff and volunteers for their exceptional efforts throughout the year.

Meeting closed at 11.45am.