

Julians PTFA AGM 2023-24
07/11/24 - Julians Primary School West Norwood Site

In attendance:

Lucy Cliff
Stephanie Marks
Rowan Brown
Alison Gibbs
Angelique Richardson
Lara Bobak
Chereiss Wilson
Sally Rickard
Olivia Foxon

Apologies for absence:

Ellen Cockerill

Opening of the meeting

Lucy welcomed attendees and thanked everyone for attending. It was heartening to see so many people had made the time to come, particularly as the time of day had changed.

Minutes of the Annual General Meeting held on 11 October 2022:

The minutes of last year's AGM were made available at the meeting (as well as being accessible on the school website). Rowan reviewed the activities of the year and highlighted what the 2 main goals for the coming year had been – increased big-ticket spending, and increased communication. It was agreed that there were no matters arising from the previous minutes.

Chairs Report for 2023-24

Lucy briefly explained the running order of the meeting, as well as the roles and duty of the PTFA. "The Parent, Teachers and Friends Association (PTFA for short) is an organisation run by an elected committee of parents, carers and teachers. We are, in fact, a charity with volunteers who work tirelessly for the good of the children and the school they attend. Our main purpose is to improve and advance the education of pupils at Julian's Primary School by:

- providing and helping in the provision of facilities for education at the school
- organise social and other events to promote good relations between staff and parents
- promoting the wellbeing of pupils
- And importantly the funds we raise are to support initiatives outside of any normal budgeted activity within the school."

She then ran through the 16 events the PTFA ran in the last year: including Summer Fair and Festive Friday, coffee mornings, uniform sales, bake sales, Spring Trail, fish and chips quiz, wreath making workshop, and the Streatham site playground spruce up. Some of these events were held to raise money, some were to help improve the school site.

Treasurer's report: Stephanie Marks

In the 2023-24 academic year the PTFA raised £27,000 gross revenue. Majority of this revenue comes in from fundraising: Summer fair, festive Friday, bake sales etc. However, we also made money from estate agents boards, which is a quick easy way to make money. Lastly, there was a small amount of fundraising from private donors and Easyfundraising. Fundamentally the fundraising we do at school is the biggest earner. From this total and after expenses, the total net income was £18,000. Many events, particularly the bigger ones, incur costs such as gazebo, BBQ hire, buying stock etc. This total was a source of great pride, but there is also the ambition to increase this in the 2024-2025 academic year.

Steph ran through how much each of our events made:

- Summer fair makes £9390 net. The biggest challenge with this has always been the number of volunteers and we ask all attendees keep encouraging people to take part.
- Festive Fri £3793 net – as this was the first time we had run this event we hope to make it even better in 2024. This event again was nearly cancelled due to lack of volunteers and highlights the real need for everyone to get involved.
- Fish and chips quiz £944 net – highlight of the year for many.
- Wreath making £751 – please look out for this event happening in a few weeks time.
- Smaller seasonal events such as bake sales which are great earners but have zero cost to us – bake sales make between £300-900. For our most recent one we ended up selling over two days due to so many parent contributions.
- Coffee mornings and uniform sales £50-150 really popular and try to lay these on once a month. Donations from both sites.

One of our ambitions for this academic year was to spend the money. After covid and establishing ourselves, we developed a flow. The opening balance of account last year was also 27k, in part due to a few fallow years of low spending during covid, this year our ambition was to spend it.

CHAIR

Lucy spoke about the highlights of what we spent money on this year:

- Trees for Cities – £20,000 to be fund matched by Trees for Cities, total spend of £100,000 for improvements to outside areas at both sites. The local authority does not budget for improvements like this and without the fund matching from the PTFA it would not have been possible. Improvements to the outdoor space benefits all children and couldn't happen without parents.
- Primary Shakespeare Project. It's a year 5 initiative, the PTFA has agreed to ringfence the funds to pay for this for year 5 each year. hugely impressive, term long workshop and well worth the effort.
- Year 6 leavers books, and black history month book bundles for both libraries.
- Funded the activities for non-residential attendees - children who were unable to attend the PGL residential for a variety of reasons.

- Christmas panto in January for all children – this is a big hit and chance to welcome in new year.
- OPAL play equipment storage sheds: during the working be, volunteers erected the Streatham one, the WN shed just put up.
- Budget match for each year group – allow each year group lead the opportunity to source extra funds to buy things that are added extras for their year.
- No Cold Child – funded coats for low-income families who were unable to afford.

Olivia spoke about how fortunate the school was to have the support of the PTFA to help fund all the extras that make Julians special, due to budget constraints the school simply cannot afford extras.

Lucy concluded by sharing our ambitions for the coming year.

- Raise even more money.
- Do more, but keep our events accessible for all budgets.
- Get more people involved.

To continue momentum into next academic year we critically we need to get more parents involved. We need a pipeline of new volunteers as over time, current volunteers age out.

Lucy shared ideas on how can you get involved:

- Nominate yourself to join the committee.
- Join the wider community – volunteers WhatsApp
- Help out at a bake sale, summer fair, other event
- Volunteer your specialist skills
- Keep showing up, donating

Election of Officers and Trustees of the Committee:

As per guidance, all current members of the committee stand down and those who wish to stand for election in the key roles will do so.

Lucy Cliff has volunteered to stand again as Chair - all voted in unanimous agreement.
Rowan Brown volunteered to stand again as Secretary - all voted in unanimous agreement.
Stephanie Marks volunteered to stand again as Treasurer - all voted in unanimous agreement.
Ellen Cockerill and Lara Bobak indicated that they both wished to stand as co-chairs of Streatham and West Norwood sites respectively and this was voted in unanimously.

All current members of the committee with the exception of Melanie Lucking were happy to continue being a part of the committee. Holly Gardener and Shirin Iqbal also volunteered to join the committee.

Other roles within the committee are appointable amongst the committee members themselves, and do not need to be voted on within the meeting. The committee will meet at a date in the

near future to agree roles for those who volunteered to be involved in this year's PTFA.

Dates for your diaries

Dates for 23-24 were shared including 6 Dec for Festive Fri and 14 June for the summer fair.

Special Business:

The committee raised the adoption of a new constitution, as the current one is from 1982. The version the committee would like to adopt is the Parentkind constitution, which is officially recognised by the charity commission without modification, and would make allowances for the use of technology such as being permitted to hold zoom meetings, instead of requiring face to face meetings. It would also be beneficial to have something that is recognised as following current charity guidelines. Motion agreed unanimously.

Any other Business:

Feedback from attendees:

Question: Is anything currently at risk for this year?

Olivia: the budgets for upcoming year already done. Things that may be at risk in the longer term are things where specialists come in and run workshops, etc. It was discussed that parents who work in the arts were welcomed and encouraged to come in.

Comment: Communicating to parents where the money is going helps. Angelique replied that the new PTFA Post one of our initiatives to help communicate this. We also put out a poll for what people want us to spend our money on, and had very few responses.

Olivia – responded that number of volunteers are disproportionate to the size of the school – the larger the school, the fewer volunteers as everyone always assumes that someone else will help.

Comment: Parent suggested another poll to gauge feedback for what we are going to spend money on. PTFA agreed, and reminded attendees that looking ahead, we have a big upcoming spend like trees for schools again, as we benefitted from fallow years during covid. School were fortunate that we were able to match fund the 80k but we are unlikely to be in such a similar position again soon. Most of what we hope to earn is already ringfenced which is why we hope to earn more, so we can fund more.

Olivia commented that there is definitely space in the academic year for more outside workshops – the PTFA will also reach out to parents to discover who might be involved in grants and match funding. This will be included in an upcoming survey.

Meeting adjourned at 11.45am