

Julians PTFA AGM 2022-23
11/10/23 - Julians Primary School West Norwood Site

In attendance:

Olivia Foxon
Andrew Foster
Alison Gibbs
Lara Cavazza
Alix Roberts
Bernadette McCarthy
Lucy Cliff
Rowan Brown
Dana Kalder
Ellen Cockerill
Angelique Richardson
Andrea Quattrin
Kay Khanam
Sally Rickard
Steph Marks

Apologies for absence:

Vicky Wilford, Chereiss Wilson, Melanie Lucking, Chanel Daley

Lucy opened the meeting by thanking everyone for coming, lovely to see lots of new faces. For many this is the first face to face committee meeting. As current chair Vicky is unable to attend due to previous work commitments, Lucy has volunteered to chair on her behalf.

Minutes of the Annual General Meeting held on 23rd Nov 2022:

The minutes of last year's AGM were shared with all attendees in advance (as well as being accessible on the school website) and it was agreed that there were no matters arising from the previous minutes.

Chairs Report for 2022-23

Lucy read the chair's report (see full text below minutes) on behalf of Vicky.

- Main aim of the current committee was to get the PTFA mojo back after covid.
- Things the PTFA have done this year:
 - Winter Wednesday (the committee was elected too late in the year to run a full Festive Friday as per previous years)

- Hot chocolate Fridays (post Winter Wednesday in the run up to Christmas)
- Coffee mornings with uniform sales
- Weeding overhaul at Streatham site garden
- Purchased gardening tools and equipment for both sites
- organised and ran the Spring Trail(supported by 20+ local businesses with activities for children and deals for families)
- Purchased uniform recycling bins for both sites
- World Book Day book sale - fund matched by Expedia to donate £600 towards Turkey Syria earthquake appeal
- Bake sales for Easter and Valentine's Day
- Brought back much requested Quiz and Chip quiz night
- Summer fair - raised nearly £10k - and trialed a token system, allowing everyone to join in. Children receiving pupil premium were given 10 tokens each to use the fair, in order for all children to be able to participate.
- Remaining books from the book sale were donated to the British Heart Foundation
- Excess unbranded uniform was donated to food bank
- Took over end of week ice lolly sales once Year 6 fundraising efforts were completed
- Trialed end of term take home Pizza kits - these were successful and low effort
- At the beginning of the new academic Year - water bottles were given to every reception child, and wellbeing packs were given to parents, with information included on how to get involved and how to donate to the PTFA
- A thank you breakfast for staff on both sites at the end of the academic year was well received
- Purchased Library Refresh Packs of 50 books for each site in recognition of Black History Month

Communication has been at the top of our agenda this year. We wanted to ensure we let parents know about upcoming events with plenty of notice, and let them know how the money we raised would be spent. As part of this we have overhauled the newsletter, as we felt it was getting lost amongst other school news. We now produce a great standalone PTFA Post sent out fortnightly and coordinated by Angelique.

Alison was thanked for her role in taking care of social media, particularly in launching the new Julians PTFA instagram - as well as giving us an opportunity to communicate directly with parents it has been great for community outreach and making connections with local businesses and organisations.

This year the school has asked for and received funding for

- 2 sheds for OPAL play on both sites
- 4 basketball hoops and PE equipment for each site including but not limited to balls, crash mats, bibs
- Funding the Primary Shakespeare Experience for all children in year 5
- Funding the mosaics at each site, created by year 3 and soon to go up on each site.
- Purchasing playground equipment for each year group and packs of art resources,

-Year 6 yearbooks - the PTFA paid for printing costs

The PTFA would like to thank everyone who has been involved and giving up their time to support them, with particular thanks to class reps and volunteers.

Upcoming events:

- Class reps social evening for class reps at Sole Luna
- Pantos have been booked early January at each site
- Bake sales - Halloween, Easter and Valentines day
- Collating recipes for Julian's recipe book continues - may extend the deadline
- Discos are booked in for early spring
- Sponsored West Norwood halloween trail

PTFA continues to be eager to get more volunteers involved in order to run these events.

Treasurer's report: Dana (full report available separately):

Started with £31,162.18

Total raised £13,772

Money out - £17,276.44

Current Balance £27,234.16

It was acknowledged that we spent more than we raised but that this was the intention. We went into the year knowing we had too much money which had been held in reserve for too long and wanted to spend some of it as that was the intention when it was raised.

The PTFA applied for grants but were largely turned down as our current balance is too high. It is important to the PTFA that we are reinvesting the money we have raised and not just sitting on cash. It is important to note that some of these funds are ring fenced so that we can continue paying for things, such as Shakespeare Project and Yearbooks, annually, so children of all ages get the benefit as they move through the school.

Andy advised that for the purposes of auditing it is beneficial to keep the balance below £25,000.

It was discussed that we would look into the suitability of opening a savings account for some of the ring fenced funds.

Angelique spoke about the parent and carer survey which will remain open for a few more days so that we can gauge what they would most like us to raise funds for.

Emma, a volunteer with experience in the charity sector shared some information regarding Gift Aid which we intend to explore. She was unable to attend but shared the following information:

Last year a question was raised about looking into Gift Aid, as the PTA hasn't been claiming Gift Aid on donations.

(For those who don't know, Gift Aid is a simple scheme that allows charities, including PTAs, to increase the amount raised from donations by UK taxpayers. Donors complete a Gift Aid declaration, which enables the PTA to claim back the basic rate of income tax on their donations (around 25% extra) and doesn't cost the taxpayer any more.

We have been looking into this in the past year as we would like to claim Gift Aid where we can. Most activity the PTA currently runs is not eligible for Gift Aid, as there's a 'benefit' to the donor.

So things like

Cake sales

Uniform sales

Lolly sales

Raffles

Summer fair entry

Are not eligible.

[Or at least, if we tried to get around it with the loopholes it would become so administratively burdensome it would not be practical for us to implement]

Things that are eligible include:

Non uniform days

Sponsorship

General appeals for donations

We are also mindful that many parents have said they would like to support the PTA but do not have time to volunteer or attend PTA events -- eg they have full time jobs so are not available at the end of the school day. So we would like to offer an alternative way for them to play their part and contribute towards PTA fundraising.

We are therefore looking into setting up an online regular giving platform, where parents and friends can easily make donations, for any size and frequency that they wish. The Gift Aid declaration would be part of the transaction, so this would be added automatically. Payment for non-uniform days and similar activity could also be done through this platform.

When the platform has been chosen and gone live, we will notify everyone. We hope many parents will choose to support the school in this way and enable us to increase this income by 25%.

Olivia mentioned Rocketfund- a crowdfunding website for schools where the public and businesses can also donate.

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 as Chair - all voted in unanimous agreement.

Rowan Brown volunteered to stand as Secretary - all voted in unanimous agreement.

Stephanie Marks volunteered to stand as Treasurer - all voted in unanimous agreement.

Ellen Cockerill and Melanie Lucking indicated that they both wished to continue their roles as co-chairs of Streatham and West Norwood sites respectively and this was voted in unanimous agreement.

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.

Special Business:

No special business

Any other Business:

Question was submitted by a parent who wished to attend but was unable. They asked the PTFA if they would support them in reaching out to the school regarding lunchtime menus and catering. It was agreed that it was outwith the remit of the PTFA to be involved with complaints and concerns, and more suitable for the Parent Carer forum, which was also run by the school. It was agreed that the PTFA is happy to signpost parents and carers to this, and advise them of the best way to approach school with feedback and concerns. Regarding school meals, Ollivia indicated the intention to speak to Harrison's caterers and discuss with them how they can feed back information about the menu provided, and arrange a meeting for parents who wish to discuss catering.

Meeting adjourned at 8.45pm

AGM Chairs Report

2022-2023

The PTFA is run by an elected committee of parents and teachers whose main purpose is to advance the education of the pupils at Julian's School by providing and assisting in the provision of facilities for education at the School including the organisation of social and other events to promote good relations between staff and parents and the promotion of the wellbeing of pupils. After the restrictions COVID brought from the previous years, the PTFA's main aim was to get their mojo back and start fundraising once again.

Things we have done over the year

The new committee began their roles in mid-November 2022 and we have been really pleased with how the year has run as well as the funds we have raised and spent.

- We immediately organised a Winter Wednesday after school (to replace the Festive Friday which due to the time the AGM was held meant there wasn't enough time to organise a full scale event)
- Held Hot Choc Fridays on both sites until the end of Christmas term. These were well received by the children and parents.
- The usual first Friday of the month coffee mornings and second-hand uniform sales continued after reading morning at the school.
- We organised a weeding overhaul of the school garden at the Streatham site. Gardening tools were purchased as the school wanted to build in time in the curriculum for the children to access the school gardens on both sites once more.
- A spring trail supported by many over 20 businesses in West Norwood gave the children a fun activity to do over the Easter holidays
- A second recycling bin was purchased on each site to hold the constant donations of uniform
- The world book day second hand book sale was fund matched by Expedia and the money raised was given towards the Turkey Syria Earthquake Appeal in March.
- The annual Valentines and Easter bake sale continued to be incredibly popular.
- The summer term saw the revival of the Fish and Chips Quiz – another successful event – which saw the championing team “The Discarded Dads” claim the trophy for the year
- The summer fair was a huge success raising over £10K. We trialed a token system which enabled more autonomy with children to spend their tokens without the hassle of money or change. We had a large number of external stallholders who added another dimension to the fair and we ensured queues were kept to a minimum wherever possible.
- Remaining 2nd hand books from the book fair were donated to The Heart Foundation on Streatham High Road and excess non branded uniform was donated to the Food Bank.
- After the Year 6 parents had raised enough funds for their leaving parties, we then continued the fab Fridays until the end of term.
- The end of term culminated in a Pizza Party event in July where parents took home ready-made pizza kits to make at home which also raised money for the school.
- In this new academic term we have already given new water bottles to every reception child as well as creating wellbeing packs for their parents

- As a thank you to staff, we also arranged a Thank You Breakfast on the last day of term where staff were met with coffee, egg baps and a range of pastries and fruit.

Communication has been on top of our agenda whereby feedback shows parents feel much more informed about the upcoming events and how their money has been spent. There has been an overhaul of the PTFA newsletter giving it its own publishing day - every other Wednesday. The PTFA has more of a digital presence now through regularly updated Instagram and Facebook posts.

Things the school specifically asked us for

- The school asked us to help them with a number of initiatives and required equipment for the school. We have:
- funded two sheds for the upcoming OPAL play project on both sites,
- bought 2 basketball hoops, PE equipment such as balls crash mats, vests
- funded the Primary Shakespeare experience for all children in year 5,
- funded the mosaic project completed by year 3 children on both sites,
- purchased playground equipment for each year group
- bought packs of art resources for each year group too.
- The Year 6 Year book was also paid for by the PTFA and has been ring fenced to continue to do so in the future.

The PTFA Team and Volunteers

We would like to thank all those involved in the PTFA committee for their fantastic dedication to pushing through the new initiatives and events. Their selfless commitment to give up their time in order to make our PTFA events happen does not go unnoticed and we thank them wholeheartedly for this. Huge thanks also goes out to the PTFA Class Reps and volunteers who also tirelessly ensure the smooth running of the events by sending out messages to their classes, organise rotas for the summer fair and also offer their time to help out at the events.

Upcoming PTFA events

- As a thank you to the Class Reps and volunteers an evening of thanks has been organised to ensure they feel valued, as well as raising the status of being part of our community.
- Pantomimes have been booked for all year groups for early January 2024
- Halloween, Valentines and Easter Bake sale has been booked in to continue the success from previous years
- Collation of recipes for the Julian's recipe book was launched at the Cultural Evening with an intention for all recipes to be included in a published Julian's Recipe book
- Discos have been booked into the school diary early spring 2024
- Sponsorship for the West Norwood Halloween trail at October half term led by station to station
- We have also purchased Library refresh packs for both sites to support Black History Month.

The quest to gain more volunteers

We are always on the lookout for more volunteers as these events do not run themselves. A request in the last newsletter with how parents can get involved and marketing via the PTFA notice boards, signs around the school, through the well-being reception packs and through PTFA text messages and social media posts also targets this. We still have a long way to go and we are especially looking to increase the volunteers currently on the West Norwood site.

The money we have raised over this past year will now be shared with you by Dana, our treasurer.