

STROUD VALLEY SCHOOL PTFA AGM MINUTES

Date: 5 December 2024

Time: 9am

Notes taken by: Sarah Gabb

In Attendance

Fiona Vandenberg-Harwood (chair), Samina Goodman (Secretary), Sarah Gabb (Treasurer), Louise Hill, Rich Ward, Carol Ward, Debbie Sleep

Treasurers Report

The report for academic year 2023/24 was reviewed and discussed by those in attendance. The year was our most successful one to date and this year is set to be even better.

Copy of report can be viewed from page 5 of this document.

Thankyous

Fiona took the time to thank all committee members for their commitment and support, easily the most collaborative team we've had to date with a variety of different skillsets.

Thank you to Deb and Morag in the office for their support with printing and raising awareness of events through school spider.

Debbie Sleep for always being approachable and for allowing the committee to try so many different things.

Sarah Gabb for financial duties and for managing uniform website, sales and orders.

Sam Goodman for her communications and sorting the newsletter input each week.

Engagement with School Spider

More needs to be done to ensure that parents/ carers are signing up to school spider so that key messages from the school are being received.

Action: Debbie Sleep to put more emphasis on this at the new parent's event in Summer to ensure people are signed up as the schools' primary way of communicating.

Action: Teachers to talk with children more on the messages going out so that conversations start happening at home.

Action: Recommendation to have start/ end times of events on the website calendar so that people can also self-serve for information better

PTFA events and fundraising

Across 2023/24, the PTFA hosted 6 more events than they did in 2022.

Our biggest events to organise and the ones we will continue to facilitate, if volunteer numbers allow, are the September Sizzle, Advent Fair and Hedgehog Trail.

There will also be Discos and a Quiz to arrange.

Ongoing, smaller fundraisers include, tea-towels, tote bags, second hand uniform, 100 club, Christmas cards/ gifts.

Bouncy Castle parties have managed to re-coop the cost of the bouncy castle, so this is now in profit. Parties are only available at weekends for children within our school, subject to a keyholder being available to open up.

Confirmed that class sales money goes back to the school to spend, and this budget is managed centrally via the School Business Manager.

September Sizzle – raffle entry for volunteers seemed to work as a good incentive this year and ordering the food through school significantly reduced the PTFA outlay to run the BBQ. The Golden Fleece were very generous and gifted us the cost of the beers they provided for us as well as supported on the day to set up the bar.

Action: PTFA to do something special to say thank you to The Golden Fleece

Having a reason for fundraising, for example the playground renovations, helps with buy in

Action: Implement totaliser so that families can see how much money has been raised and where this is being spent for their children

How can we make events easier?

- Set up stalls the evening before where practicable
- Sell stalls and the sizzle (like we do for the advent fair) to encourage community buy in and offer more choice for our visitors.
- Class reps could be more involved in taking on responsibility of a school stall and find volunteers

Tea-towels are pricey to purchase and take time in the school to organise as well, but the results are lovely, and items can be sold throughout the year. Really good purchase rate at the advent fair this year and the opportunity to market on the school website and on WhatsApp. Perhaps add a tea-towel example on the PTFA noticeboard. There was also a discussion around whether to add this as a purchasable option on the uniformly website

Action: take away conversation around where to advise the sale of tea-towels and implement process for people to order online and pick up from the office

Christmas cards/ gifts was commissioned by Class Fundraising this year. Although this raises a smaller profit for the PTFA, it is a much easier process to manage and offers consumers a wider range of items to buy. It has been identified that the earlier the PTFA opens up the buying window, the more commission the PTFA receives.

The advent fair had a great mix of stalls this year and the event had a real buzz.

Profits exceeded our takings for 2023/24.

Disco will be held in the spring when the nights are lighter which makes it easier to keep and eye on children and keep them safe. We will be offering refreshments for the children and a bar for the adults who are waiting around. We will also be arranging a tuck shop for children to purchase small items of food and fun toys.

Action: PTFA to take away how to get more buy in to the 100 club

Uniformly – website has been taken down due to inaccuracies in stock levels. Fiona, Sarah and Louise have spent some time restocking and the website is set to go live again week commencing 9th December 2024. Stock has now been secured and website is up to date.

Action: Sarah Gabb to hand over responsibility for second hand uniform to Louise Hill in January 2025

Class sales will start again in February and class orders will be rotated to keep it fair.

Clothing collections after the September Sizzle and again in the Spring work really well

Action: Explore a better clothing collection option as Bags2School have significantly reduced their price per kg.

QR code for donations has been set up and all proceeds will go direct to the playground renovations.

Quiz will be re-arranged for Feb/ March 2025 with a bar and snacks available.

Hedgehog trail – conversation around whether we can add bouncy castle and refreshments to make it more of an event.

Wonka bars was a huge success and really got the engagement of the whole school. Inspired idea and lots of fun.

Easter – could the PTFA facilitate an Easter Egg raffle and possibly class easter hunts.

PTFA committee

The current committee and very engaging and helpful and there are a variety of different skills.

What would make our events more streamlined to organise would be to have each member have a core responsibility. We discussed having people responsible for these elements:

- Prizes for raffles
- Event host for our core events throughout the year
- Posters/ art work
- Organising tea towel printing
- 100 club
- Advent fair
- Clothing collection organiser
- Second hand uniform sales
- Communications (socials if needed)

Action: Fiona to circulate in our PTFA WhatsApp group to obtain volunteers for key roles

WhatsApp

Confirmed that the announcements should be used for whole school news
Class reps group should be used to manage comms surrounding things like class sales.
Class groups should be for class specific comms.

Class reps should not be expected to circulate whole school messages to their classes as this can be covered off by an announcement.

Action: Sarah Gabb to share newsletters via WhatsApp announcements to reach more of our target audience.

Communications

Action: calendar of events to be added to the PTFA noticeboard

Action: Remove KS1 and KS2 Facebook groups as these are not widely used

Action: Introduce termly meetings (x3 a year) for the PTFA to keep on top of events and key messages.

Fundraising ideas

- Colour run
- Sponsored walk
- Movie night
- Car boot

Trustee Roles

Samina Goodman happy to remain in post as Secretary of the PTFA and be in charge of communications.

Sarah Gabb happy to remain in post as Treasurer of the PTFA, tracking budget and spend, reporting to Charity Commission as needed.

Fiona Vandenberg-Harwood is stepping down as Chair of the PTFA but would like to remain part of the committee. No-one has stepped up to take on this responsibility so current trustees will look at a plan to redefine these key roles and ensure committee members have specified accountabilities to make chairing the PTFA more of a facilitation role. Campaign to recruit a new chair will commence in January.

September 2023 – August 2024

Opening Balance:	£2,928.99
Income:	£13,785.08
Expenses:	£7,211.10
Savings:	£1500
Closing Balance:	£8,002.97

Key information:

The table below demonstrates our key fundraising initiatives, alongside our profits generated.

Event	Total	Expenses	Profit
Easy Fundraising (shopping habits cashback)	£364.03	£0	£364.03
Uniformerly (sale of 2nd hand uniform)	£484.01	£0	£484.01
September Sizzle 2023	£4335.05	£1848.17	£2486.88
Disco	£594.94	£239.12	£355.82
Quiz *	£45	£0	£45
Hedgehog Trail **	£401.12	£24.89	£376.23
Sports Day	£373.90	£32.98	£340.92
Party Hire	£625	£0	£625
100 club	£306	£153	£153
John Lewis Grant	£600	£0	£600
Cake Sales	£1273.26	£0	£1273.26
Lauren Scarle Half Marathon	£200	£0	£200
Wonka Bars	£536.12	£217.07	£319.05
Easter Raffle	£181	£0	£181
Christmas Fair including raffle	£2004.80	£577.53	£1427.27
Christmas Cards ***	£1884	£511.20	£1372.80
Merchandise (Tea Towels and Totes)	£64.34	£286.80	(£222.46)
Bags2School	£230	£0	£230
Coronation Name the Bear	£45	£0	£45
Eddie the Penguin Raffle	£17.50	£0	£17.50

*Inputs are not correct in previous treasurers statements as there were definitely expenses to the quiz as well as a good income from people entering teams and the bar available on the night

**accumulation of 2 events

***accumulation of 2 fundraisers

Not included in the table of information are costs that are required as part of our ParentKind constitution which ensure we have the correct insurance in place for our charity. They also offer support and guidance to elected members on how best to run the PTFA and core events as well as networking opportunities for within their ParentKind community. The figures also do not include sundries for general committee use that are not specific to an event.

Exiting Treasurer, Craig Ryan, handed over the accounts to current Treasurer, Sarah Gabb on 16th April 2024.

The amount of £1500 has been put into savings as a contingency for the school should an emergency arise that needs immediate funding that isn't covered by the school's insurance.

We have made good progress with discussions on making card payments more readily available, with the use of a SumUp card reader and app which will make it easier for our school community to pay. This has been evidenced in cake sales across the year and for some of our events towards the latter part of the year.

Fiona has also generated a QR code to enable us to take direct donations



Overleaf, you will see a selection of items or events that the PTFA has been able to fund between September 2023 and August 2024. This has been down to the incredible work of the committee and volunteers in organising profitable fundraisers and to our school community for supporting us in such events.

Signed: *S Gabb*

Sarah Gabb

Treasurer

What we were able to do for the School

September 2023 – August 2024

Reception and
KS1 Christmas
Books

Year 6 Leavers
Books

Subsidised
whole school
trip to Panto

Basketball
Hoops

Climbing Wall

Class Budgets
for Activities

Playground
Games

School
Benches

Sun Shelters

Strong closing balance in account to support
renovation of the Playground in to next academic
year 2024/25

