



John Rankin Schools

PTFA AGM Meeting

Thursday 12th October 2023 7.30pm

John Rankin Junior School

Minutes

PRESENT: Emma Odwell (Chair), Rebecca Hunt (Secretary), Michelle Evans (Vice Chair), Ryan Pascoe (Co-Treasurer), Helen Douglas, Vicky Breakspear, Vicky Hesketh, Helen Higgons, Jennifer Allen, Amber Wilson, Yvie Creasey, Nia Wharry, Flora Cooper, Neha Panelly, Rebecca Wadge-Berrosipi, Laura Beesley, Jenny Berry

APOLOGIES: Nick Wakeham, Kate Brear, Sandra Kriel, Kerrie Newton, Katy Atkins, Aimee Brooks

1. WELCOME & APOLOGIES	ACTION
Emma opened the meeting, welcomed everyone and apologies were noted.	
2. MINUTES OF AGM, HELD 14 OCT 21	ACTION
Minutes from last year's AGM were agreed and signed off.	
3. CHAIRMAN'S ANNUAL REPORT	ACTION
<p>We enjoyed a busy 2022/23 academic year of events with an amazing amount of funds raised for the school and only a modest amount spent on supporting the overhaul of the school libraries.</p> <p>The autumn term 2022 brought the Foodfest, Bonfire Night, discos, Christmas Bazaar with raffle and Christmas cards designed by the children. In Spring 2024, always a shorter and quieter term, we had the sponsored read and Easter egg hunts as well as discos and Bag2School. During the summer term we enjoyed ice-cream sales and the Colour Run Funfest event. Early this term, we have launched the PTFA website where we can take bookings and payments for events, and publicise what we are raising money for. Gratitude for any of these things happening goes first to the core team, Bec, Ryan and Michelle and our wonderful planning committee for jumping in to fill volunteer spaces.</p> <p>The John Rankin PTFA runs on a foundation of committed and loyal volunteers who support each other, and the school, to benefit our children and yours. Friendships are built and developed within the team and I offer a heartfelt thankyou to everyone who has volunteered to help at an event, run at and even, worked behind the scenes on poster design or social media, designed tickets, donated things for us to sell or spent their money with us.</p> <p>I stated my intention at the 2022 AGM to stand down from this position for the 2023/24 academic year, so this has been my final year as Chair to the PTFA. I have enjoyed running events and spending funds to improve our children's educational outcomes. It is time for me to focus on other causes, my children and my career. I look forward to welcoming and handing over to someone new to Chair the PTFA for the academic year 2023-24. It is a rewarding and enjoyable role with great support from the other committee members and would encourage anyone else to throw their hat into the ring and contribute to improving provision for their children's education.</p>	

4. TREASURER'S REPORT & STATEMENT OF ACCOUNTS FYE 31 AUG 23

ACTION

RECEIPTS

During the year ended 30th September 2023 the PTFA raised a total of £21,008 compared to £20,452 in the prior year. This is a similar level of fundraising from the year before, with the major events including Bonfire Night and a Summer Colour Run.

Detailed figures can be found in the financial report to be published soon, however some highlights to note:

TOP EVENT NET RECEIPTS	2021/22	2022/23
Bonfire Night	4,661	5,602
Colour Run	3,137	4,070
Christmas Bazaar		2,942
Discos		2,387

- *These 4 events equate to 75% of the total receipts*

ARMCHAIR FUNDRAISING	2021/22	2022/23
West Berkshire Lottery		668.50
Bag to School		548.50
Amazon Smile		368.13

PTFA costs for the year were £454, which is lower compared to previous years £1,711, but previous years included the purchase of a new BBQ and urn, totalling £1,150. Most costs were the usual annual licences and memberships.

SCHOOL FUNDING PROJECTS

Junior Library	3,994
Playground Equipment	2,730
Art Week	360
Tough Spot Trays	258
School Leavers Hoodies	40
	7,382

RING FENCED FUNDS

Rock Kidz Disco	1,200
Nurture Rooms	1,100
Imagine If Outdoor Areas (creativity and problem solving), Storage, Shelving, Digging and Sand Equipment, Small tables etc.	9,500
	11,800

UNRESTRICTED DESIGNATED FUNDS

In a meeting held on the 21st of September 23, it was decided that a new PA system would benefit future events, for clarity and safety. A funding value is to be confirmed but is estimated to be around £3,500.

BANK

We close the year with a bank balance of £33,152.05. After ring fenced funds, unrestricted designated funds, we have £15,852 available for school funding leaving a £2000 reserve for running costs.

5. ELECTION OF PLANNING GROUP APPOINTMENTS**ACTION**

Proposed appointments :

a) CO-CHAIRS –

Ryan Pascoe (Proposed by Amber Wilson Seconded by Vicky Hesketh)

Rebecca Hunt (Proposed by Emma Odwell Seconded by Michelle Evans)

b) CO-VICE CHAIRS

Michelle Evans (Proposed by Vicky Breakspear Seconded by Amber Wilson)

Vicky Breakspear (Proposed by Emma Odwell Seconded by Helen Douglas)

c) TREASURER –

Ryan Pascoe (Proposed by Vicky Breakspear Seconded by Michelle Evans)

d) SECRETARY – Rebecca Hunt (Proposed by Ryan Pascoe Seconded by Amber Wilson)

Other General members of the Planning Group are:

Nia Wharry, Yvie Creasy, Katy Atkins, Kerrie Newton, Nick Wakeham, Amber Wilson, Jennifer Allen, Vicky Hesketh, Sandra Kriel, Helen Higgons, Sam Pascoe, Laura Beesley, Jenny Berry, Rebecca Wadge-Berrosipi.

<p>Many thanks to those who have volunteered for other non-elected roles within the Planning Group:</p> <p>Social Media and Newsletters – Jennifer Allen Website- Ryan Pascoe and Jennifer Allen Publicity and Posters - Mark Bijak and Jennifer Allen Refreshments – All as and when available 2nd Hand Uniform – Katy Atkins, Kerrie Newton, Yvie Creasey, Paula Rudge, Lizzie Lock JRI Discos- Katy Atkins JRI Discos- Katy Atkins Foreign Coins – Katy Atkins and Kerrie Newton Bag2School - Michelle and Martin Evans Vodafone Matched Funding – Aaron Sleep Grants - Laura Lewis, Caroline Ward Eco -committee - Yvie Creasey, Tom Blindell</p>	
<p>6. FUTURES DATES FOR THE DIARY</p>	<p>ACTION</p>
<ul style="list-style-type: none"> • Bonfire night mufti day- 3rd November • Bonfire night – 3rd November • Y3/4 and Y5/6 Discos- 17th November • Bag2School- 20 and 21st November • Christmas Bazaar mufti day – 1st December • Christmas Bazaar – 2nd December 	
<p>7. ANY OTHER BUSINESS</p>	<p>ACTION</p>
<p>New linktr.ee link set up for the PTFA- all contact details such as email addresses for the PTFA and uniform request can be found here, along with links to websites/google forms/social media/raffle tickets/volunteering etc. Basically everything needed for the PTFA in 1 place.</p> <p>www.linktr.ee/johnrankinptfa</p> <p>Trustees for the PTFA are being updated, with old trustees being removed.</p> <p>Sum up machine- look into borrowing another one so can use one at the bbq and one at the bar for bonfire night. Might be worth investing in some in the future/look into using the app on phones.</p>	