

**Friends of Victoria Park Primary School
Parent Teacher Friends Association
Registered Charity No. 1036013**

ANNUAL GENERAL MEETING

23rd June 2023

To be held in the park, after school, near 'the circle of trees'

AGENDA

Ordinary Business

- 1] Apologies for absence
 - *Maria Fannin, Secretary*
- 2] Minutes of the Annual General Meeting held on (23/06/2023)
- 3] Matters arising from the Minutes
 - New PTFA committee as of Sept 2022
 - Amazon Smile has ceased
 - PTA Events App has ceased
- 4] Chair's Report for 2022-2023
- 5] Treasurer's Report for the year ending 23/June/2023
- 6] Election of Officers and Trustees of the Committee

Chair(s)
Secretary
Treasurer
Other Officer(s)
Ordinary Committee members

Special Business

- 7] Other items

Any Other Business

- 8] Other business
 - Launch of Classlist

2023-2023 AGM Chair Report

PTFA Chair's report

1. The role of your PTFA and its objectives.
 - The role of the PTFA is to enrich the educational lives of the children at VP on an all inclusive and balanced level by fundraising through various events that includes the school, the parents, the children and community. Our objectives are to support the school in their extra curricular activities by funding part or all of these and ensuring that funds are spent across all years.
2. An overview of your PTFA's charitable structure, and how it's governed, making members aware of your constitution.
 - Trustees are: Maria Fannin, Victoria Adams and Ellie Lean
 - We are a registered charity
 - Gift Aid: we have been told this is set up although no gift aid has been previously claimed. It is not a simple process and with the new bank account and new PTFA this year it was a job too many however we will be making this a goal to get running for the year 23-24.
 - Our charity is governed by the committee members and the trustees to make decisions and manage the funds. The committee is made up of the trustees, the 3 chairs - Dan, Mel and Becky - Gemma Menadue plus Victoria Adams and Janet Molen
 - Our constitution is based on the Parentkind template and covers purposes, powers, membership, meetings, committee, funds, property, accounts, notices, amendments and dissolution.
3. The decision-making process for spending funds.
 - Some decisions have historic accountability such as Play In A Week where we know that it is an incredible experience that all years get to do. The PTFA support this every year although this past year the school decided to only do it for year 3 (previously it was years 3 and 4) as the costs had risen substantially. The school do give us quotes and information to make decisions as transparent as possible. Historic funding experiences still require a majority yes from the committee group.
 - Some decisions that are new or changed are presented to the core committee group and we look to get a majority response. We may go back to the school with questions to ensure the best value and/or experience is being sought using PTFA funds. Sometimes we may not guarantee an event is a promise every year either such as the coaches for camps this year was new, not small and by no means a given for next year.
 - While the chair(s) can provide a decision on funding requests, we prefer to involve the whole committee to get a balanced view over experience and all school years.
4. How your PTFA has involved the members, the school, and the children in its decision-making process.

- We have a large PTFA whatsapp group and an invite to this is put out periodically in the newsletter which goes to all parents, carers and staff. Smaller focused groups are created for events and open to all in the same way which allows members to be part of decisions for planning, purchasing and events.
 - As of September 2022 we separated our newsletter from the school giving more focus on the PTFA and creating a sense of ownership for members.
 - Children have given the school and us great feedback on the experiences we contribute towards which enables us to build upon for the next academic year.
 - For some decisions we do liaise with the school where it's pertinent to get their feedback e.g. we wanted an animal farm visit for the fair (sadly not been successful) but this decision was made with the school, as has the Floor Is Lava game/theme.
 - At the start of the academic year we meet with SLT to ensure that all events are okay with the school and fit in with the school's calendar.
5. Highlights of the PTFA's past year.
- The past year has seen a return of old events and have included some new events too. We have been very successful with setting up a VPPS running group who have entered the Bristol 10k (some more than once). We held our first set of movie nights, our first sponsored walk event and first wreath making event. We also re-ran the quiz night, the discos, the winter fayre and will be running the upcoming summer fayre.
6. How the PTFA has benefited pupils at the school in the past year.
- PTFA fundraising has been amazing, and we have been able to:
 - Contribute towards coaches for Year 4,5 and 6 camps (making it a little easier on costs for parents)
 - Paid for year 3 to do play in a week with Travelling Light Theatre
 - Paid for a Jazz workshop
 - Lantern parade for year 4
 - Chicks in reception
 - Year 6 end of year trip/day out/experience
 - Dragonbird Theatre experience for reception
 - Ice creams for Year 2 day at the beach
 - Year 1 Animal Encounter
 - Anarchists mobile library
- We have aimed to provide something across all years at VPPS.
7. How the PTFA has worked with the local community in the past year.
- We have run a successful food festival, which welcomed local businesses and the whole community to come together to celebrate different foods.
 - We hosted a bar at the local bonfire night, which was a great night by all and supports VPAG - Victoria Park Action Group.
 - Our school fayres are also aimed at anyone local and in the community and including local groups that support our children including Broad Plain Rugby, Windmill Hill Scouts and Bristol Greens

- We work with local community businesses to help with some of our events such as the Park Bakery.
 - Local companies are used for the experiences the PTFA pay for/contribute towards including the Theatre companies and Lantern Parade.
8. Thanks to those who have supported your committee and your PTFA. PTFA events simply couldn't function without volunteers, both parents and teaching staff. So many thanks to all those who've volunteered over the last 12 months. As always we are on the lookout for more volunteers with our next big event the Summer Fair on Sat 15 Jul. To volunteers please go onto PTA events and select the slot you wish to Volunteer for.
 9. Feedback from participants and volunteers on events and activities held throughout the year.
 - Winter fair: lots of feedback good and what can be improved, all of this we have worked on and changed for the summer fair as a direct response
 - Wreath night: lovely, would do again, very wholesome group activity
 - Movie nights: The children really enjoy these, which is obviously the most important thing. The ability to purchase tickets right up to the event has been raised a few times, however to make best of both storage and to avoid waste, snacks for the movie nights are purchased in advance and demand led so we will need some cut off to allow for this. We also liaise with the teaching staff advising on who is attending which also needs to be communicated in advance. We will continue to evaluate how we can push the deadline for tickets as late as possible. The forecast of events will be communicated in good time and tickets set up accordingly - please ensure all are on WhatsApp class groups and/or keep track of PTFA newsletters.
 - Disco nights: Similar feedback to Movie nights.
 - Quiz night: SLT must be present at all events to open and lock up
 - Bristol 10K: would love to incorporate the children for the 1k run
 10. Plans for the coming year, and how members can get involved. Parents and Carers are always welcome to get involved, be it as volunteers for events or ideas for fundraisers.

In the coming year we have the following events;

- a. Sat 15 Jul - Summer Fair
- b. Mon 17 Jul - The Big Sing
- c. Thu 20 Jul - uniform and cake sale
- d. Sat/Sun 7th Oct - Arts trail
- e. Tue 17 Oct - Rec/Yrs 3&4 UV Disco
- f. Wed 18 Oct - Quiz
- g. Thu 19 Oct - Yrs 1&2 5&6 UV Disco
- h. Sat 04 Nov - Bonfire Night
- i. Sat 09 Dec - Winter Fair.

P&L (1st Sept to present)							
TURNOVER	20,129.21			Sept 1st	CASH IN SAFE	£775.00	
COSTS	6091.64				BANK BALANCE	£15,637.73	
PROFIT	14,037.57					£16,412.73	
				Now	CASH IN SAFE	£605.05	
					BANK BALANCE	£21,502.27	
					OLD BANK BALANCE	£2,301.88	
						£24,409.20	
TOTAL FUNDS AVAILABLE AS OF 19th June							
				Funds spent	School invoice 16/3/2	£5,830.00	
CASH IN HAND AND IN BANK NOW	£24,409.20				Yr 2 ice creams - cash	£120.00	
FUNDS ALREADY SENT TO SCHOOL	£5,950.00						
CASH IN HAND AND IN BANK OF SCHOOL	£16,412.73						
						£5,950.00	
TOTAL CURRENTLY ADDED THROUGHOUT YEAR							
HOW THE MONEY WAS RAISED:							
EVENTS	18,350.59	91.16%					
UNIFORM SALES OUTSIDE OF SCHOOL	£341.90	1.70%					
EASY FUNDRAISING/AMAZON	£154.98	0.77%					
CAF DONATE/CHARITIES TRUST	£1,281.74	6.37%					
TOTAL	20,129.21						
WHAT HAS BEEN FUNDED SO FAR:							
Play in a week - Year 3	£4,455.00						
Dragonbird theatre sessions - Reception	£450.00						
Chicks - Reception	£275.00						
Bedminster Lantern Parade - Year 3	£650.00						
Ice creams for seaside trip - Year 2	£120.00						
Still to fund:							
Donation for animal visit - Year 1							
Coaches for camps - Year 4, 5 & 6							
Day trip for Year 6							
BEST PERFORMING IN TERMS OF VALUE OF PROFIT RAISED							
EVENT	PROFIT						
Christmas fair	2,583.50						
Bonfire night	1,690.73						
Spring 10k	1,321.65						
Cake & uniform	1,181.42						
Food festival	1,174.18						
sponsored walk	1,038.89						
Autumn discos	1,011.64						
Spring discos	959.06						
Autumn 10K	874.01						
Quiz night	571.12						
christmas cards	532.49						
movie nights	481.69						
challenge 23	460.46						
Art on the hill	255.17						

wreath making night	24.17					
BEST PERFORMING IN TERMS OF GP (PROFIT FOR EFFORT						
EVENT	GP					
sponsored walk	98%					
christmas cards	97%					
challenge 23	94%					
Food festival	91%					
Spring discos	88%					
Art on the hill	86%					
Autumn discos	84%					
Christmas fair	83%					
Cake & uniform	81%					
Spring 10k	72%					
Autumn 10K	67%					
movie nights	67%					
Quiz night	56%					
Bonfire night	56%					
wreath making night	7%					
HOW THE COSTS ARE SPENT:						
EVENT SPECIFIC COSTS	4,755.07					
PARENTKIND SUBSCRIPTION	140					
PTFA EQUIPMENT	1,196.57					
TOTAL	6091.64					

Friends of Victoria Park Primary School

Becky Smith – Chair
 Mel Meale – Chair
 Dan Braycotton – Chair
 Ellie Lean – Treasurer
 Maria Fannin – Secretary
 Gemma Menadue – Events Coordinator
 Victoria Adams – Buyer



Present	19 Parents Mel Meale Becky Smith Dan Braycotton Ellie Lean Gemma Menadue Victoria Adams
Apologies	Maria Fannin
Absent	Teachers

Date: 23 June 23

AGM 2023

Minutes

Item	Comments	Action
Last years Minutes	Approved	No action
New PTFA committee	<p><u>Co-Chairs</u> Dan, Becky and Mel Nominated by Ellie Voted by majority</p> <p><u>Secretary</u> Maria Nominated by Mel Voted by majority</p> <p><u>Treasurer</u> Ellie Nominated by Gemma Voted by majority</p> <p><u>Buyer</u> Vic Nominated by David Voted by majority</p> <p><u>Event organisers</u> All voted in</p>	No action

Forecast of Events	<p>The draft events list for 23/24 as follows;</p> <p>Sat 7/Sun 8 Oct – Windmill Hill Arts Trail Tue 17 Oct – Recep & Yrs 3/4 UV Disco Date TBC – Quiz Thu 19 Oct – Yrs 1/2 & 5/6 UV Disco Sat 04 Nov – Bonfire Night Sat 09 Dec – Winter Fair Sun 19 May – Bristol 10k Date TBC – Movie Nights Date TBC (June) – Summer Fair</p> <p>Other events may be scheduled pending volunteer availability</p>	Dates to be confirmed and circulated in good time and synchronised with the school calendar.
Classlist	The Classlist App will take over as the primary tool for managing events, in place of ptaevents	No action
Treasurer	<ol style="list-style-type: none"> 1. 81% of turnover comes directly from events. 2. Funds to be ring fenced for events and excess funding offered to the school. 3. No contribution for Yr 6 leavers hoodies but a stall was offered at each event. 4. Best performing events ref contributions will continue to be run. The sponsored walk gave the most profit as minimal costs incurred. 5. <u>PTFA spending</u>; <p>Turnover £20,130 Costs £6,091</p> <p>Profit: £14,037</p>	No action
AOB	Nothing raised	
Date of next meeting	<p>Proposed – June 2024 –</p> <p>Ongoing there will be a Core Group meeting once a term.</p>	