



**NEWCHURCH CP SCHOOL PTA  
MINUTES OF ANNUAL GENERAL MEETING HELD ON 29 OCTOBER 2020 AT  
19:00 HOURS AT NEWCHURCH CP SCHOOL, VIRTUALLY VIA GOOGLE  
CLASSROOM (Covid)**

<b>Present</b>	<b>Apologies</b>
Vicky Beddall	
Lisa Bielinski	
Claire Howarth-Platt	
Jill Saunders	
Jayne Narraway	
Emma Benson	
Helen Buckley	

**1. Welcome & Apologies**

Claire welcomed everyone to the meeting and thanked them for their attendance at this virtual meeting. Claire stated that it had been a strange year for the PTA only being able to host two events, however those two events were really well attended and raised a good amount for the school.

**2. Treasurer's Report for the Year ending 31 August 2020**

Lisa and Jill read through the annual treasurer's report. Report can be seen in detail on the PTA page and attached below.

The amount raised in the year was £2663.39 (in bank) plus £150.00 (cash in hand).

Expenditure for the year was £3898.24

Funds in account as of 19 September 2020 statement is £2169.99 + £150.00 cash

	05/09/2019	05/09/2020
Bank Balance	3404.84	2169.99

Cash in hand	30.00	150.00
Debtor to still clear	2881.19	0.00
Net balance	552.65	2319.99

	Income	Expenditure	Profit
Totals	2813.39	3898.24	2037.34

### **3. Chair's Report 2019 / 2020**

See Claire Howarth Platt's Vice Chair Report, available on the PTA Page and below.

In addition:

Claire asked about feedback for the events held:

Monster Ball – was well attended by KS1 however KS2 was low on numbers due to the date clashing with the High schools open evening. However the event went very well and we raised a good amount of money. The children always love the Monster Ball.

Christmas Fair – Great Christmas fair this year, well attended and we made a great profit with such little expenditure. All the parent / year group stalls were fab and parents donated their time and donations to make them work so well without and expenditure to the PTA which made the profit so high this year. Tree of surprises worked well this year with the addition of Selection boxes as booby prizes and limiting the amount of tickets that can be bought per family initially, still sold out but it lasted much longer.

Easter Bingo – one of our biggest fund raisers, missed due to lock down.

### **4. Election of Officers**

Chair – Lisa Bielinski  
 Vice Chair – Claire Howarth-Platt  
 Secretary – Vicky Beddall  
 Treasurer – Jill Saunders  
 Risk and Communication Officer – Helen Buckley

All of the officers were voted in unanimously.

## **5. Proposed Spending Objectives 2019 / 2020**

Moving the library to the school entrance, with the ability to have a lending library for the children, this will require the funding of more books. An action plan has been drawn up at an estimated cost of £2500.00. School are looking for the work to take place during the Feb half term.

The school Trim Trail is failing and will need to be removed before the end of the school year, look at funding something outdoorsy for the children in its place.

## **6. 2020 / 2021 Calendar of Events**

The school PTA calendar is in progress, however is limited due to the Covid 19 pandemic:

### **Events In Place:**

- Smile Amazon – Account is set up and parents informed via newsletter, reminder to be sent out towards Christmas.
- Recycle 4 schools – Clothes Bank being delivery in the next 14 days, Welcome pack received and a notice to parents to be on the Newsletter to explain the use. A message will be sent out once the bank is in place and the details of the bank to be put on the school website. School to use initially however think about if we open up the use to the local community.
- Parent Pay Donations – Discussion with Bev and Chris Evans, Finance to discuss how we control the money transfer from the Parent Pay account to the PTA fund. If it's not possible we may need to think of other options, ie direct payment in the bank account or pay pal. This needs communicating once up and running. Ideas to promote could be "Donate your commute", "Donate your Childcare".
- Monster Mayhem Day – Fri 30<sup>th</sup> October 2020 - £1 donations for non uniform day or scary dress.
- Smarties Tube Collection – Smarties tube given out as a treat on Monster Mayhem day. Trick, fill with 20ps by doing jobs or doing nice things and return to school.
- Christmas cards, etc – Done, Charlotte has organised this with school and is complete. Vicky has spoken to Charlotte and she has everything organised, I have offered any help if she needs it.

### **Proposed Events:**

- Pop up Christmas Fair – Not to take place, too early with worries around Covid, move to a Summer Fair, all being well.
- School photos will still take place, usual school photographer and siblings will be allowed
- Non-Uniform Day – 27<sup>th</sup> November 2020 – for Food Donations, to be dropped at Quench food bank
- Non-Uniform Day – 11<sup>th</sup> December 2020 – Christmas Theme clothes – for donations of Selection boxes to be given to a local charity
- Robin Village Trail – possible theme, date to be decided for after Christmas, get the community and other local schools involved. Purchase a Trail Map and some prizes. Rather than it being a set date it could be done over a couple of weeks so parents aren't restricted to a date and it will be more Covid safe to be staggered.
- Easter Egg / Basket Raffle – to be discussed at the next meeting

## **7. Any Other Business**

Google forms to be used to send out a Communication / request for information to parents which will give them the chance to give us some feedback. Some questions to be put together.

A parent has suggested thinking about registering for “Sals Shoes” ready for the end of the school year. The school is happy to assist but we would like the parents to take control of this suggestion / action and own it. They must register, organise, collect the shoes and deliver.

## **8. Date of next General PTA Meeting**

Thursday 3<sup>rd</sup> December 2020 at 7pm on Google Classroom.

Vicky Beddall, Secretary

October 2020

### **Vice Chairs Annual Report**

Firstly I would like to welcome and thank everyone attending our very first virtual PTA AGM. And of course extend my thanks to those who have contributed their thoughts and questions in advance of the meeting. It is only through the support and generosity of all of you that we are able to achieve so much for our Robins.

Ordinarily this would be a lengthy report detailing the many successes of the PTA during the last academic year, but as you all know the 2019/2020 academic year was different. We started our year with fantastic ideas, and an ambitious target for our fundraising but our ambitions were brought to a close abruptly in March.

Our first event of the year was of course the Monster Ball, as always a great success with just a minor hiccup with some of the toys available for sale. Following on from the previous year we maintained an entry only ticket price with food available at the event; and treat sized snacks. The Monster Ball is a much anticipated event for many of the children and will be sadly missed this year.

Our next and of course final event of the year was the Christmas fair. Pulling the fair together was a mammoth task with many people involved and I would like to say thank you to everyone who worked together to make it happen, and everyone who attended and supported the effort so generously it makes it all worthwhile.

We made some changes this year, to ensure that the tree of surprises did not sell out too quickly - these changes worked well, with some people winning smaller prizes and a limit on the number of 'prizes' each person could purchase. The tree was still fantastically popular and did sell out but more people had the opportunity to play which was our aim.

And that was that, we were setting up for Easter Bingo when everything changed. The events that we held were fantastic and raised sums of money that were beyond our expectations and I am confident that had this been any other year we would have smashed our target but it was not to be.

2020 has been challenging in so many ways, but in that challenge is an opportunity for our PTA to try some new things and some different ways of supporting our amazing school and brilliant Robins. As we move into this year's fundraising things are going to be different, but different doesn't mean worse - we have some fantastic ideas already coming through and I have no doubt there will be more to follow.

Thank you for the support and generosity you showed last year, and may this academic year be better for all of us.

Claire Howarth-Platt

Vice-Cha

## Annual Finance Report



### **Newchurch Community Primary School PTA**

Glebeland

Culcheth

Warrington

Cheshire

WA3 4DX

### **Summary of Accounts for 2019-20**

The amount raised in the year was and £2663.39 this was added to the accumulated fund which stood at £3404.84.

£2882.19 was paid to WBC due to an overpayment in October 2017 this only left our account on 18/09/20 and a bank charge from previous year of £60 left our bank on 30/09/20.

Funds in account as of 5 September 2019 statement is £3404.84.

Cheque to WBC and bank charge still to pay leaving net amount of £462.65+ £30 cash in hand.

	05/09/2019	05/09/20
Bank Balance	3404.84	2169.99
Cash in hand	30.00	150.00
Debtor to still clear	2882.19	0
Net balance	552.65	2319.99

Details of the income and expenditure for individual events and activities were as follows:

	Income	Expenditure	Profit	Profit 2018/19
Monster Ball	649.21	-156.89	492.32	523.23
Christmas Fair	1247.36	-35.70	1211.66	931.23
Christmas Cards	843.25	-626.05	217.20	181.20
Valentines disco	Not held			147.00
Easter Bingo	Cancelled			469.84
Cake Sales	None			40.00
Misc (BBQ, Community Day Shop)	Cancelled			225.09
Bags to school	0	0		45.60
Easy Fundraising	16.16	0	16.16	92.34
Quiz	0	0	0	0
50/50	0	0	0	0
Automated credit	100.00	0	100.00	0
	0	0	0	0
Totals	2855.98	-818.64	2037.34	2655.53

\*Miscellaneous expenditure amounts are further analysed below:

	Expenditure
DJ deposit Yr6	0.00
Remainder of Y6 contribution	0.00
2 x licenses	42.00
WBC Overpayment	2882.19
Bank Charge	60.00
School Covid payment	100.00`
Charity Trust?	0.00
Thank you flowers	0.00
Parent Kind	110.00
Total	3194.19

Cash balances reduced from £3404.84 at the start of the year to £462.65 after we paid WBC overpayment cheque and £60 bank charge from previous year. We closed on £2169.99 +£150 cash float.

	£
Bank balance Sept 2019	3404.84
Cash in hand Sept 2019	30.00
Income as per annual report Sept 20	2663.39
Expenditure as per annual report Sept 19	-£3898.24
Closing balance 5.9.20	2169.99
Cash in hand 5.9.19	150.00
Cheque still to clear 5.9.20	0
Closing projected bank balance	<b>2169.99 + cash in hand.</b>

The bank statement balance at the end of the year was £2169.99 and projected account balance is £2169.00 + £150 cash for 19/20 financial school.

<u>Date</u>	<u>Event</u>	<u>Withdrawal</u>	<u>Credit</u>	<u>Balance</u>	<u>running balance</u>
18/09/2019	WBC CQ	£2,882.19		£3,404.84	£522.65
30/09/2019	Bank charge	£60.00		£522.65	£462.65
23/10/2019	cq 000361 Float withdraw	£120.00		£462.65	£342.65
23/10/2019	Xmas cards gross		£767.25	£1,109.90	£1,109.90
16/11/2019	Monster Ball		£342.32	£1,452.22	£1,452.22
05/12/2019	Xmas cards gross		£76.00	£1,528.22	£1,528.22
09/12/2019	Monster Ball		£150.00	£1,678.22	£1,678.22
09/12/2019	Xmas Fair		£1,211.66	£2,889.88	£2,889.88
02/01/2020	Parent kind	£110.00		£2,889.88	£2,779.88
08/01/2020	Automated credit ??		£100.00	£2,879.88	£2,879.88
20/01/2020	cq 000362 xmas cards paymt	£626.05		£2,879.88	£2,253.83
22/07/2020	cq 000363 Newchurch Covid	£100.00		£2,253.83	£2,153.83
21/08/2020	Easy fundraising		£16.16	£2,169.99	£2,169.99
	Total	£3,898.24	£3,663.39	£2,169.99	
	Opening balance	£3,404.84			
	Withdrawals	-£3,898.24			
	Credits	£2,663.39			
	Total balance	£2,169.99			