



St Joseph's PTA AGM
3rd October 2019

Attending

Ruth Davies
Jenny Brochwicz-Lewinski
Liz Donaghy
Helen Woods
Fiona Fogarty
Coreen Barker
Celine Powell
Anna Mosley
Maria Jones
Rebecca Theobalds
Amanda Bower
Jenny Congdon
Ciara Flanagan
Nadia Gazeley
Catherine Callen
Lorna Hayward
Anne Coonan
Mrs Taylor
Deborah Loftus

Apologies

Katie Robson
Helen Reddington
Gabrielle Chateauneuf
Cathy McBride
Kaye Lee

Minutes of the last AGM- the minutes were approved and signed by Ruth.

Treasurer's Report

AGM - we review the full year accounts, covering the period 1st September 2018 to 31st August 2019 i.e. last year's academic year.

INCOME & EXPENDITURE ACCOUNT

Income - Fundraising

Total fundraising was £24.6k for the year, this is a decrease of £3k compared to 2017/18, which was an exceptionally successful fundraising year.

- We raised £536 from the weekly draw, approximately 15 of the numbers are allocated at the moment.
- Dinner Dance raised £5.5k. An increase of £1k on the prior year dance.
- Saints Day afternoon teas, generated just over £1200. The amount we raised was marginally down from last year, but the success of these is hinges very much on what the weather is like on the afternoon, as it has a direct effect on the number of parishioners who come.
- The Christmas fair and Summer fair over £13k between them. The Christmas fair raised £7.2k (£6.5k prior year) and the summer fair £5.8k (£4.7k prior year). The difference in amounts raised is due largely to cash matched contributions. A special thanks should go to Anne Coonan, Duncan Gazeley, Jo Healy, Joseph Lee and Ann Sayle and their employers. Again, this highlights the impact that cash matching has on the money we can raise.
- The school disco continues to be a very popular event and raised over a £1000
- We raised £3.2k in Other Events, which are highlighted below:

Coin Challenge	750
Second Hand Uniform	924
Sponsored Events (D Gazeley - Marathon)	282
Father's Day Sale	57 (£262 actual profit Inc. stock purchased.)
Walk to School Week	280
Quiz Night	1,030
Other Events	
DVD Sales	11
Water Bottles	64
YR6 Fundraising	1,059
Tea Towels	38
Contribution to Holy Communion &	(245)

Prayer Sponsors afternoon tea & Year	
End Gifts	
<u>Contribution for YR6 Play (Waterside)</u>	<u>(1,000)</u>
	(74)

Income - Other

Other income of £593 is commission income from EasyFundraising and Stampastic etc.

We should also note that the Scholastic Book fair in July raised in excess of £500 of vouchers for the school too. Which was a great result.

At this point I think it is also appropriate to thank Ruth, on behalf of the other PTA members for the amazing jobs she does as Chair. The dedication and commitment of her time to the roles, is incredible, and most other people here tonight would concur with me when I say that without her leadership we would not have raised the amount of money we did this year.

EXPENDITURE

Other Expenditure

£311 of subscriptions, which comprises mainly of our PTA UK subscription and insurance.

£313 of expenditure relates to other costs not directly related to a specific event, but used across them all e.g. stationary, storage boxes, kitchen sundries and equipment and also thankyou presents and leaving gifts for teachers and other staff.

School Expenditure

We have spent £11.6k this year on school purchases.

School Timeline	(750)
Book Purchases	(775)
Hall Alterations, Nursery Canopy removal & Nursery Outdoor Equipment	(10,051)

In the previous financial year, we included a provision for the expected level of 17/18 school expenditure. The actual level of spend last year was lower than expected and therefore an accrual was released, meaning the actual spend reported within the P&L in 18/19 was £9.5k.

Statement of Assets

- Details the financial position at 31st August 2019
- At the year-end we total assets of £18k.

- Comprise of cash of £17.8k plus debtors of £500. (£490 is the outstanding balance of the summer fair cash matching income which had not been received as of the cut off on 31st Aug).
- Review of cash position; Remaining available to spend is just under £16k.

Firstly, the preparation of the accounts and the trustee's annual report, which we submit to the Charity Commission, is underway. These are currently being prepared and will be reviewed by the Independent Reviewer, Helen Ward and will be filed as soon as the review has been completed.

Chairperson's Report.

Fundraising

It's amazing to be able to start by reporting that in the last school year we raised almost £25,000, which is the result of both hard work and the incredible generosity of all our parents.

How have we spent the money raised?

- A significant part of this amount was spent continuing our work to improve the school's outdoor areas. This year was the turn of the reception and nursery outdoor play area. We began the refurbishment of this very well used space last year by installing a new canopy and have continued this year by funding the removal of the old canopies and the purchase of new outdoor equipment which I know the children are really enjoying using.
- Thanks to the generosity of parents attending our Spring Dance, we also have the money available to buy a set of 16 tablet computers which will be available for the children to use on their classrooms very soon.
- We also encouraged year 6 to carry out some specific fundraising and were able to help to fund the year 6 play.
- We have made other smaller purchases including our fantastic history timeline and lots of reading books, some of which were bought using the commission earned from our successful Scholastic book sales.

As Coreen has already reported we also have some money in the bank which provides a great start for this year's project.

Our events

We have had many opportunities during the last school year to combine fun and fundraising.

- As always, we have arranged very successful, enjoyable Christmas and Summer Fairs.
- The children have enjoyed their annual disco.

- The adults had just as much fun at the Spring Dance and Quiz night.
- We also repeated the success of last year's coin challenge, Fathers' day sale and scholastic book sales.

Other successes

As always, as well as looking at the money we have raised, we are always just as pleased to have created some happy memories for the children of our school and their families.

- We have supported special occasions such as the First Holy Communion celebrations, Manchester Day, the Leavers' Disco and the Year 6 play.
- We are also keen to involve the wider community in our events where possible and parents, grandparents, other family members and parishioners have continued to enjoy coming together to celebrate our Patron Saints afternoon teas, with amazing entertainment from the children.
- We are also keen to support the school's values and so again supported the school's Eco group in its second "Walk to School Week" and have continued our recycling initiatives with several sales of second hand uniform.
- Nadia also worked with the nursery staff to arrange tea towels as mementoes for the nursery children and their families.
- Finally, as you all know, we also love to mark and celebrate special events in the school calendar with tea and plenty of cake!

Some thank you's

The most important job I have tonight is to recognise and thank so many people who have made all this possible.

Firstly, my thanks go to Jenny, Anne, Coreen, Kaye and Nadia who have all shown amazing dedication to their PTA roles.

I would also like to thank all the other parents who have worked so hard in the other PTA roles, including Jo Healy who has been working hard this year creating our new website which we hope to launch soon and Anne Chinoy who has continued to keep the existing website up to date in the meantime, Fiona Fogarty's role preparing the wonderful PTA newsletters, Julie Bastin's amazing posters and other artwork and Helen Ward who has continued to run the weekly draw. Thanks also to Grainne Graham who has continued to organise tea and coffee events and to our other event organisers who are often called upon to help. Also thanks to our class reps who we call on more and more often to help promote and co-ordinate our events and other initiatives.

Beyond those with official roles, we have a small group of helpers who we know we can always rely on to help out at the events and make it all possible. I also must thank the

many parents who help by baking endless cakes, cooking hot food, persuading local businesses to donate to our draws and auctions, creating and printing posters, folding raffle tickets, washing and ironing uniform, bagging up sweets, counting money, making tea and coffee and setting up and clearing away events and many other tasks.

I would also like to thank all the parents in the school who are so good at supporting the events, donating bottles, chocolates, toys, cakes, uniform and everything else we ask for including, of course, their money! Without such generosity our fundraising could not happen.

Thanks also go to the wider local community who play a big part in our fundraising. Thanks to Anne, Nadia and Cathy McBride for the work they have been doing looking at opportunities for community schemes and other sources of income. Last year we received a total boost of £2800 to our fundraising in the form of cash matching from Barclays Bank, thanks to Duncan Gazeley, Anne Coonan and Ann Sayle, from Microsoft thanks to Jo Healy and we have identified other sources of cash matching including from Autotrader thanks to Kaye which we will be using this year. We also rely on so many local businesses for raffle and auction prizes, which many of them provide year after year so willingly.

I would also like to thank the school staff for everything they do for our children and in particular all they do to support the PTA, whether that's helping the children to design artwork, sweeping up money or manning stalls at the Fair and many other tasks too. A particular thanks to Leisha, Sarah and Michelle in the office for putting up with constant requests for parentmails and other admin help and to Peter Logan and Bernie Murphy who have helped so much with the set up, clearing away and opening up the school for our various events and to Nicola who has kindly attended both our Fairs to provide the necessary supervision and help in the kitchen.

I would like to thank and pay tribute to Mrs Taylor and, all the leadership team, for their incredible dedication to all aspects of school life, for making the St Joseph's school community such a special place for our children and for us and for their very active support and appreciation for everything we do as a PTA.

The year ahead

We are so sorry to be saying goodbye to Jenny who is standing down from her committee role, but I know will continue to be available to help and support where needed. Thank you so much for everything you have done in your role of secretary and I look forward to many more shopping trips together in the future to our favourite shopping venue. Thanks so much to Helen Woods who has agreed to take on the role of secretary.

Also thanks again to Ann Chinoy for her continued work on the website and to Grainne

for her many many years of service to the PTA. Both no longer have children at St Joseph's so will be formally passing on their roles when we come on to elect the new committee in a few moments.

As I said this time last year and the year before, the pressures on school funding are only getting greater. The money available in the school budget for anything beyond expenditure which is strictly necessary will be very limited indeed. This does make the fundraising we carry out and the extras we are able to fund even more crucial. This year we will be focusing on helping to fund the replacement of the climbing equipment in the KS2 playground with new play and exercise equipment which is a large project but one which will add so much to the children's enjoyment of the playground.

Goals for this year

Our PTA will be going through a period of change over the next couple of years and so I wanted to set some specific goals for us to work on this year to make that process as smooth as possible:

- 1 We want to get more parents actively involved in organising events and running initiatives so that we can spread the load. We have already discussed ways to help this such as creating specific job descriptions for some of the roles we would like to fill such as tea and coffee co-ordinator and second hand uniform co-ordinators, and by encouraging parents to take on the role of organising some of the smaller events, perhaps initially shadowing one of the current team.
- 2 We need to identify someone or a team of people, to take over the role of Chairperson when I step down this time next year and work out a handover plan.
- 3 We know that life is very busy for everyone and increasingly the time we all have to spare is more and more limited and so we recognise that to maintain our income at current levels we will need to think of other ways to raise money. We will continue to look at other sources of income from cash matching, community schemes, commission arrangements and also look at new areas such as crowdfunding. We hope to issue a short on line survey to parents soon to get some more information to help inform this process.

I would like to end by adopting the slogan of a well known retailer as our theme for this year:

Every little helps

Headteacher's Address

Mrs Taylor thanked Ruth for her kind words in support of the school staff for everything they do. Mrs Taylor spoke of the work of a small core PTA group and the huge impact they make in getting parents to respond to events/fundraising initiatives and the generosity of parents. Mrs Taylor thanked the parents for their generosity not only towards school improvement projects but also towards worldwide charities. Mrs Taylor acknowledged the school is only in such an excellent condition because of the generosity of parents as a result of the work of the PTA. Areas have been transformed over the past few years, extras and necessities provided, only through the generosity of parents and could not have been achieved on a small government budget. Mrs Taylor thanked Ruth personally for leading an amazing team, and hoped the new faces at meeting can see how 'every little helps'.

Dissolution of the current committee- Dissolved

Election of the new PTA committee

Chairperson- Ruth Davies-Nominated by Jenny Brochwicz-Lewinski, Seconded by Liz Donaghy

Treasurer- Coreen Barker - Nominated by Ruth Davies, Seconded by Catherine Callen.

Secretary- Helen Woods - Nominated by Ruth Davies, Seconded by Mrs Taylor.

Appointment of non-elected PTA roles

Vice-Chair - Anne Coonan

Book-keeper- Kaye Lee

Banker- Nadia Gazeley

Website Manager- Jo Healy.

Newsletter Editor- Fiona Fogarty

Weekly draw co-ordinator- Kaye Lee

Coffee Morning Co-ordinator- TBC

Events organisers-

Emma Houston

Bernadette Flynn

Laura Potter

Caroline Burns

Jenna Cassidy

Kathy Tarr-Graham

Katie Robson

Appointment of Independent Examiner-Helen Ward

Date of next meeting- TBC

AOB - None