

**WILLOWBROOK PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

REGISTERED CHARITY NUMBER: 1046576

ANNUAL GENERAL MEETING

25TH NOVEMBER 2020

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AGM AGENDA

School: Willowbrook Primary School
Date: Wednesday 25th November 2020
Time: 8:00 PM
Venue: Via Zoom

Committee Members

Amy Lyddiatt (Chair) | Kim Griffin (Vice-Chair) | Kerry Rugg (Treasurer) | Liz Smith (Co-Treasurer) | Kit Cheng-Ung (Secretary) | Mrs Branton (Headteacher)

Item No.	Item	Owner
	ORDINARY BUSINESS	
1.0	Apologies for absence	Chair
2.0	Chair's Report for 2020	Chair
3.0	Treasurer's Report for 2020	Treasurer
4.0	Appointment of an Independent Examiner of Accounts for the year ending 31 August 2020 Paul Griffin, Finance Leader – Laing O'Rourke ✓ Agree to appoint Paul Griffin as Independent Examiner of Accounts	Chair
5.0	Election / Confirmation of Officers and Trustees of the Committee Chair – Amy Lyddiatt Vice-Chair – Kim Griffin Secretary – Kit Cheng-Ung Treasurer – Kerry Rugg Co-Treasurer – Liz Smith ✓ Confirmation of officers to roles above ✓ Motion to join the Chair and Vice-Chair role to Co-chairs	Treasurer

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Item No.	Item	Owner
	SPECIAL BUSINESS	
6.0	<p>Changing PTA to PTFA</p> <p>We would like to change our status to PTFA to include more of the school community in our activities and fundraising. Once motion is passed we will make the change in our constitution and formalise the change.</p> <p>✓ Motion to change from PTA to PTFA status</p>	Chair
Item No.	Item	Owner
	ANY OTHER BUSINESS	
7.0	<p>Open to members</p> <p>We welcome any questions, ideas from parents/teachers as automatic members of our PTA.</p>	Chair
8.0	PTA meeting schedule for 2020/2021	Chair
	MEETING ENDS	

Item 2.0 – Chair’s report for 2020

Dear Parents, Carers, School and Governors,

Welcome to the 2020 AGM for the Willowbrook PTA.

Well, what a first few months it has been for not only me as a new chair to the PTA, but for the PTA as a whole trying to fundraise during these difficult times of the pandemic.

But I believe the PTA have risen to the challenge and have organised some great COVID-19 safe events.

The PTA for the year 2020/2021 is made up of two new members, myself as Chair, and Kim Griffin as Vice-Chair, we are both new to the PTA and to the school, both with children in Chestnut Class. The rest of the PTA is made up of Kit Cheng-Ung, Kerry Rugg and Liz Smith, who have helped to show Kim & I the ropes of PTA life.

We also have a number of non-elected members who have really come into their own and helped us make our events happen. A special mention to Nicola Ward, and her creative skills for making advertising banners for our Christmas events on social media; we have never looked so professional, and also to Sarah Taylor for her brilliant efforts in obtaining prizes for our Virtual Christmas Fayre raffle.

So I would first like to thank all the PTA members. Each member volunteers their time whilst working, parenting and just generally trying to get through their day to day life. Each member plays a vital part in organising and advertising these events, and the new COVID-19 environment has meant lots more WhatsApp messages and zoom meetings, which have been great, but nothing beats meeting in person! But what we have all remembered during these hard times is that it is all for the school and our children and that makes the time and effort worth it.

So as we all know, all the staple PTA fundraising events have gone out of the window this year with the pandemic, so we have had to think outside of the box and come up with fun, interactive, COVID-19 safe events, and I think we have done a great job. If anyone would like any further information about the events we are running/have run previously, please get in touch and we will be happy to help.

Some of the new fundraising events initiatives we have started this year:

- ✓ Adventure Island/Sea Life Adventure Tickets
- ✓ Eco Balloon Racing
- ✓ Christmas Fayres - Stalls/Patchwork
- ✓ AmazonSmile
- ✓ Easyfundraising
- ✓ Your School Lottery

We now have a calendar of meetings in the diary for 2020/2021 which have been published, these will more than likely remain zoom meetings until further notice.

In addition, in January 2021, we are aiming to produce a programme of events for the year so that we can plan and organise early enough to create as much publicity and raise as much money as possible, and to get the information to our parents earlier via social media and WhatsApp. Hopefully, by planning the years events in advance, we will gain further interest and parent contribution to the success of our PTA, as all those who are part of the Willowbrook family are welcomed and encouraged to attend and contribute to events and meetings as much as possible.

Finally, on behalf the PTA can I thank the school for their continued support with our events, and especially Trudi (Mrs Dockerill) who helps to advertise our events via the schools newsletter and parentmail.

Also, a massive thank you to the parents for supporting all our events and ensuring that the PTA continues to make money for the school and children.

If any parent, carer, grandparent, family friend, etc. would like to play a part in the PTA, whether formally or informally, occasionally or regularly, we would love to have you on board. Please email us at pta@willowbrook.essex.sch.uk if you are interested and we will come back to you as soon as we can.

Amy Lyddiatt and Kim Griffin.
Chair and Vice-Chair

Item 3.0 – Treasurer’s Report.

On 3rd February 2020, Mrs Elizabeth Smith and I were appointed as Co-Treasurer and Treasurer respectively of the Willowbrook Primary School PTA. The previous Treasurer and Co-Treasurer kindly agreed to continue managing the accounts until we were approved signatories and had online banking access.

It should be noted that at the time of writing, whilst we are both now signatories on the account, we are still sadly unable to process payments due to a problem with online banking authorisation, which is currently being investigated.

The previous Treasurers maintained accounts from the 24th of August to the 23rd of August of each school year. We have retained this reporting period.

We have made two changes to the running of the accounts since our appointment which were to allow a petty cash balance to be carried to facilitate the uniform sales and to close a second account containing £302.38, which the previous Treasurers themselves inherited from the committee before them, and for full transparency has now reflected in the attached cashbook.

1. Statement of Accounts

The 2019/2020 accounts (available for upon request) closed with a healthy balance of £16,216.04. See appendix 1

We currently have two unprocessed invoices *excluded* from the above statement, as follows:

1) Eco area purchases totalling £695.91

This ongoing initiative was agreed by the previous committee. The budget carries £700 and will be paid as soon as possible. Any further spending will need to be approved.

2) School signs Invoice £2040

The previous Committee agreed to pay a **£1,300** contribution to this initiative. The budget carries £1,300 and will be paid as soon as possible.

2. Revenue/Income

£2267.86 has been received during the period. £742.50 of which was a refund from Mega Inflatables due to the cancellation of the Summer Fayre. The main other receivables of note are from Uniform sales (£140), Bag 2 School clothing donations

(£105) and Adventure Island and Sealife Centre tickets (profit/loss statement will be issued at the end of the reporting period).

3. Spending/Budget - to be agreed at AGM

See Appendix 3.

4. Fundraising initiatives

Current COVID restrictions have prevented our usual source of income for the PTA. The Committee have been working hard to adapt to our new way of living and have started the following new initiatives:

- Preloved Uniform sales
- Bag 2 School clothing donations
- Adventure Island/Sealife Centre tickets
- Virtual Balloon race
- Virtual Christmas Fayre – sponsored by Hilbery Chaplin
- Virtual Raffle
- Christmas card and gifts designed by Willowbrook children (existing initiative)

At the end of the period a profit and loss statement will be produced, and analysis used to drive future initiatives.

5. Independent Review of Accounts

Please see attached full set of accounts. These accounts will be independently reviewed following each AGM, and findings will be made available.

Kerry Rugg – Treasurer

Elizabeth Smith – Co-Treasurer

23rd Nov 2020

Appendix 1 – Statement of Accounts balance as at 24th August 2020

Opening Bank Balance at 24th August 2020	16,216.04
Receipts	2,267.86
Payments	- 39.98
Total	18,443.92
<u>Less cashbook items not cleared yet</u>	
Total Receipts	470.00
Total Payments	-
Total as per bank statement	17,973.92

Appendix 2 – Cashbook Summary – 24 August 2020 – 23 August 2021

Bfwd Balance as per 24th August 2020	16,216.04		
Animals - Food, Bedding & Vets Bills	- 39.98		
Christmas Cards	-		
Christmas Fayre	85.00		
Christmas Panto Contribution	-		
Coop Community	-		
Easter Disco	-		
Easy Fundraising	-		
Eco Area	-		

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Electric pump	-		
Film Club	-		
From Previous Year	54.00		
Grow a £1	-		
Halloween Disco	-		
Health & Wellbeing	-		
Leaver disco	-		
One of Purchase	-		
PGL trip	-		
PTA Insurance	-		
Sports Day	-		
Summer Fayre	742.50		
Teachers	-		
Year 6 Leavers	-		
Adventure Island/Sealife Centre	811.00	not profit	
Author visits	-		
PayPal Giving Fund	25.00		
Uniform Sale	140.98		
Clothing Collection	105.00		
Donation	2.00		
PTA Business Account Transfer	302.38		
Total Balance (inc uncleared)	18,443.92		

Appendix 3 – Budget for the year – period 24 August 2020 – 23 August 2021

<u>Short term items (within 1 year)</u>				
Xmas Panto	-			
Animal experience	600.00			
Storyteller	1,000.00			
Library Books	1,000.00			
Year 6 Coach	500.00			
Year 6 Hoodies or similar	300.00			
Sports day Medals	-		There is already some medals in the shed so this amount is £0 but usually its £212.00	
PTA Insurance	110.00			
Word Wall	-		1,300 Paid Nov 20	£2259 was the original quote
Eco area	700.00		Already paid £1300	
Outdoor musical instruments	2,800.00		Pentagon tuned instruments?	

First aid training year5&6	1,310.00		Yr 5/6 complete (£262.50)	
Science workshop whole school	699.00			
Total budget within 1 year	9,019.00			
Less monies already paid out				
Total still to pay this year	9,019.00			
Long term items				
Permanent Shade	-		This item was removed as they felt it was not needed however since the gazebos were left out for the elements and the animal to ruin this may change and come back on the agenda. The original budget was £10k	Quote for one printed
Minibus	15,000.00		TBA - not approved	
Total of long term items	15,000.00			

Item 8.0 – PTA meeting dates – 2020/2021

Please note a change in time from previously advertised 5.30pm to 8pm. All meetings will take place via ZOOM and agenda and login details will be circulated via parentmail ahead of each meeting.

Dates:

7th December 2020 – 20.00

4th January 2021 – 20.00

1st February 2021 – 20.00

1st March 2021 – 20.00

5th April 2021 – 20.00

10th May 2021 – 20.00

7th June 2021 – 20.00

5th July 2021 – 20.00

Summer Holidays

First meeting of 2021/2022 begins 13th September 2021 – 20.00