



## Minutes of the Pencombe School PTA Annual General Meeting held on Tuesday 11<sup>th</sup> October at Pencombe School, commencing at 3.15pm.

### 01/10.22 Welcome

- a. The Vice-Chair welcomed everyone to the meeting.

### 02/10.22 To receive and consider apologies for absence:

- a. Apologies were received from:
  - Wendy Davies [WD] (Chair & 50 Club Co-ordinator)
  - Chris Crichton [CC]
  - Meg Reece [MR]
  - Deb Walker [DW]
- b. Those present were:
  - Charlotte Hatt [CH] (Vice-Chair)
  - Debs Lord Juchau [DLJ] (Treasurer)
  - Karen Hodges [KH] (Secretary)
  - Heather Badman [HB]
  - Mrs V Goodman [VG] (Head)
  - Miss A Underhill [AU]
  - Mrs L Lyons [LL]
  - Mrs E Brown [EB]

### 03/10.22 To adopt the minutes of the previous AGM – 30<sup>th</sup> September 2021:

- a. The minutes of the last meeting were agreed and signed as being an accurate record of what took place.

### 04/10.22 To receive matters arising not on the agenda (for report only):

- a. There were no matters arising.

### 05/10.22 To receive the Chair's Report for 2021/22:

- a. WD provided a written report which KH read:

"Apologies I am unable to attend the meeting today and can't quite believe another year has passed and it is the PTA AGM already and think back to what we were doing.

September arrived and feel the restrictions were still in place although we got busy with organising what the year had install and what we could do. First off, we welcomed the new children into Cherry Tree class and thanks to Charlotte / Meg for putting together a little welcome pack for the parents as they dropped their youngsters off for their 1<sup>st</sup> day in school. We then went into October where a day was organised to tidy the outside of the school ready for the open day which was planned for November. Thanks to the parents and teachers who turned up to help, especially Karen & Steve who were able to take away most of the garden brash which was cut away.

By now we had also installed the Recycling Clothes bin at the bottom of the school ramp. This to me has become a great fundraiser for the school and just quietly ticks along with not much work involved from us and has also become a great asset to the village.

We then took to selling Christmas Wreaths gratefully donated by Lowerhope Farms and has now become very popular with parents and the locals of the village over the last few years. With Christmas in mind, one of our fund raisers was the Christmas card project which has now been going for many years which the children enjoy doing, unsure about the parents but

it brings in more funds which is great. We then helped and supplied the refreshments and a raffle at the 'Carols under the Stars' which was an atmosphere outside where parents got to see each other and listen to the children sing. Thanks to all that took money on the entrance, sold raffle tickets and helped with the refreshments. Hopefully you get to do it again this year? Thanks also to Meg Reece for contacting Father Christmas and asking Hereford Lions if they could do a drive by for him and wish the children a very happy Christmas. This went down very well and we thank Father Christmas for being able to show up as we know how busy he is at that time of year. The children then enjoyed receiving their presents kindly donated and helped by PTA.

As the New Year started, we introduced the Pre-Loved Uniform collection and started the sales again. Thanks to Charlotte for collecting, washing & sorting all the items that were donated. This turned out to be a huge success with the majority being sold.

We then got planning the Easter Egg Hunt in April. Thanks to all that came and helped, sorted the route out & provided the refreshments. It was a lovely sunny Sunday and great to see the children and parents mixing and enjoying themselves. Thanks for the teachers for joining in too.

In June there was the Jubilee celebrations where we purchased the Queens Jubilee pin badges for the school children and teachers and the rest were sold, thanks to all that achieved this.

By now we were also planning the 160<sup>th</sup> party for the school in July. This turned out to be a huge success and a great fund raiser for the school especially with holding the school performances during the week and also holding a big raffle in celebration. We were also very lucky with the weather and how it was another lovely summers day. Thanks to all that helped before, during and after in putting on such a wonderful event and raising much needed funds whilst having fun too.

During the summer term, we re-introduced 'Ice Lolly Thursday'. This has been another huge fund raiser for us and something for the children to enjoy as well as a few of the parents. Thanks to all that helped out selling and purchasing these, especially our new little freezer which is now in the school for future use.

I just want to finish off by thanking you all for the last 12 months. We weren't sure how the year was going to turn out although looking back, we do seem to of achieved a lot and feel it turned out rather successful and hopefully a lot of money has been raised for our wonderful school and children. I'd just like to thank Karen for being my secretary, keeping us informed, organising and informing us what needs to be done or what has already been completed. To Deb for organising the finances, floats and keeping us up to date with what we've made and spent, to the parents and the teachers for helping and supporting the events that have happened over the last 12 months. Without you, we wouldn't have had enough help on the days and not achieved what we have.

I'd like to finish by saying thank you for allowing me to be your PTA Chair and for the gifts at the end of last term. I've yet to spend/drink it although very grateful and would like to wish the new committee all the best for the next 12 months.

Thank you."

#### **06/10.22 To receive the Treasurer's Report for 2021/22:**

- a. As at 01/09/2021 (start of the financial year) the bank balances were:
  - Treasurers a/c = £2139.90
  - Business Banking Instant Access a/c = £1398.86
  - Petty cash = £139.97
  - Total = £3677.73
- b. The total income for the year was £5281.43 from the activities carried out – Christmas card project, Christmas wreath sales, Christmas tree auction, 50 Club, Roberts Recycling external clothing bank, AmazonSmile, pre-loved uniform sales, the Big PTA Christmas and Summer raffles, Carols Under the Stars raffle and refreshments, Easter egg hunt event and raffle, 160<sup>th</sup> Anniversary Party in the Playground and Grand Draw, Halloween decoration sales,

Queen's Jubilee and 160<sup>th</sup> anniversary pin badge sales, Ice Lolly Thursday sales. Please see attached report for a complete breakdown.

- c. The total expenditure for the year was £3613.02 for school equipment, class wish list items, Christmas gifts, thank-you gifts, membership and registration fees, 50 Club winnings, Parish Hall hire fees, event expenditure, ice lollies. Please see attached report for a complete breakdown.
- d. The total profit for the year is £1910.60
- e. As at 31/08/2022 (end of the financial year) the bank balances were:
  - Treasurers a/c = £4007.35 (↑ £1867.45)
  - Business Banking Instant Access a/c = £1399.02 (↑ £0.16)
  - Petty cash = £124.96 (↓ £14.01)
  - 160<sup>th</sup> anniversary pin badge float = £57.00
  - Total = £5588.03
- f. DLJ confirmed that the accounts have audited by Deb Walker and thanks were given to Debs for doing this. DLJ will give a thank-you gift to Debs shortly.

**ACTION: DLJ**

- g. KH will report the annual return to the Charity Commission using the income and expenditure figures.

**ACTION: KH**

#### **07/10.22 To appoint an Independent Examiner of Accounts for the year 2022/23:**

- a. It is proposed that Deb Walker acts as the Independent Examiner of Accounts for the forthcoming year. KH has spoken to Deb and she is willing to accept.
- b.
  - Proposed = KH
  - Seconded = DLJ

#### **08/10.22 To elect Officers and Trustees of the Committee:**

- a. It was noted that KH will update the Charity Commission on any changes to trustees, and advise the school office so that any relevant DBS checks can be arranged.

**ACTION: KH**

##### **08.1 Chair:**

- a. CH thanked WD for standing as Chair since November 2020. CH is nominated and is willing to accept.
- b.
  - Proposed = KH
  - Seconded = DLJ

##### **08.2 Vice-Chair:**

- a. KH thanked CH for standing as Vice-Chair since November 2020. HB is nominated and is willing to accept.
- b.
  - Proposed = CH
  - Seconded = EB

##### **08.3 Treasurer:**

- a. DLJ was thanked for standing as Treasurer and is nominated to continue in the role for the forthcoming year. DLJ is willing to accept.
- b.
  - Proposed = CH
  - Seconded = VG

##### **08.4 Secretary:**

- a. KH was thanked for standing as Secretary and is nominated to continue in the role for the forthcoming year. KH is willing to accept.

- b.
  - Proposed = EB
  - Seconded = AU

**08.5 Uniform Co-ordinator:**

- a. CH was thanked for doing this role informally over the past year. Sam Blight is nominated and is willing to accept.
- b.
  - Proposed = CH
  - Seconded = KH

**08.6 Lucky Balls Lottery Co-ordinator (previously 50 Club Co-ordinator):**

- a. WD was thanked for standing as the 50 Club Co-ordinator. There were no willing volunteers for this role so it was agreed to leave this open.

**08.7 Pencombe & Little Cowarne Parish Hall Representative:**

- a. KH was thanked for doing this role informally over the past year and is nominated to continue in this role. KH is willing to accept.
- b.
  - Proposed = DLJ
  - Seconded = CH

**08.8 Ordinary Committee Members:**

- a. CC and MR were thanked for standing as Ordinary Committee members for the past twelve months. There are no new members to elect.
- b. CC had sent the following message:

“I’ve loved being a part of Pencombe PTA, you are a wonderful bunch of people and your love and enthusiasm towards the children is amazing. They are very lucky to have such a great fantastic PTA committee and teachers.

Well done all of you and keep up the amazing work!!”
- a. Collections were made on 06/07/2022 and 17/08/2022 raising £75.90.
- b. A total of £243.30 was raised during 2021-22.

**09/10.22 Any other business:**

- a. There was no other business.

**10/10.22 Matters raised for next ordinary committee meeting:**

- a.
  - As standard.

**11/10.22 Date of next meeting:**

- a. The next Annual general Meeting will be held in September 2023. The date will be agreed nearer the time.

Being no further business the meeting was closed at 3.55pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_