



Minutes of the Pencombe School PTA Annual General Meeting held on Tuesday 7th November at Pencombe School, commencing at 3.15pm.

A/11.23 Welcome

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

B/11.23 To receive and consider apologies for absence:

- a. There were no apologies for absence.
- b. Those present were:

- | | |
|--------------------------------------|-----------------------------|
| • Heather Badman [HB] (Vice-Chair) | • Julia Brazier [JB] |
| • Debs Lord Juchau [DLJ] (Treasurer) | • Nicola Hopkins [NH] |
| • Karen Hodges [KH] (Secretary) | • Mrs V Goodman [VG] (Head) |
| • Tracey Hayes [TH] | • Ms J Davies [JD] |
| • Will Daniels [WD] | • Mrs E Brown [EB] |
| • Rhiannon Harrison [RH] | |

C/11.23 To adopt the minutes of the previous AGM – 11th October 2022:

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

D/11.23 To receive matters arising not on the agenda (for report only):

- a. There were no matters arising.

E/11.23 To receive the Chair's Report for 2022/23:

- a. Due to the resignation of the Chair earlier in the year, HB provided the following report:

"Here we are again, Pencombe CofE School and its PTA is another year older and wiser and it's time to reflect on all the fabulous things that we have done over the last school year.

Firstly, thanks to each and every one of you, pupils, staff and parents for contributing to the such a great list of successful events and fundraising activities that have brought joy to the children and provided them with extra treats throughout the last year.

Reflecting back at the Kings Coronation party in May, it was so wonderful to see the children in glorious red, white and blue. Picnicking in true British style with blankets spread out across the field, the sun shining down, happy faces and a game of rounders.

Last year, Pencombe showed its strength in Bromyard too. We participated in the annual fireworks event with a super cool glow tent and hosted a baby & child nearly new sale at the public hall – these were great at helping to get the school name out there and for us to build relations with other local primary school PTA's.

The event list does not stop there, we've had Carols under the Stars, Santa's surprise visit, the Easter egg hunt, the hub in the pub, the playground clean-up and not forgetting one of the most popular events for the children, Ice-lolly Wednesdays.

None of this would be possible without the tireless efforts of those who volunteer their time and brain space to give what they can for the benefit of others. When Charlotte resigned as Chair earlier on in the year, I was reluctant to put myself forward into a role that I have never navigated before but with the support of the Committee members I now feel comfortable and confident that the next year for the PTA will be as good as the last.

On that note, we welcome some new members to the committee this year and hope that they will feel confident to represent their views and perhaps the views of others in the school who wish to be heard and please do remember everyone...

this is your PTA group, if you wish to contribute any ideas, if you feel you would like to raise something for discussion then please do approach any of us for a chat.

There are some great ideas for the next year ahead, as well as the usual treats that the children are accustomed to, such as a trip to the theatre for the pantomime, all of which are paid for by the fundraising we do throughout the year."

F/11.23 To receive the Treasurer's Report for 2022/23:

- a. As at 01/09/2022 (start of the financial year) the bank balances were:
 - Treasurers a/c = £4007.35
 - Business Banking Instant Access a/c = £1399.02
 - Petty cash = £124.96
 - 160th anniversary pin badge float = £57.00
 - Total = £5588.33
- b. As at 31/08/2022 (end of the financial year) the bank balances were:
 - Treasurers a/c = £1208.35 (↓ £2799.00)
 - Business Banking Instant Access a/c = £4918.84 (↑ £3519.82)
 - Petty cash = £210.48 (↑ £85.52)
 - 160th anniversary pin badge float = £57.00 (↔)
 - Total = £6394.67 (↑ £806.64)
- c.. The total income for the year was £6336.08 from the activities carried out – 160th anniversary pin badge and tea towel sales, AmazonSmile, Baby & Child Nearly New Sale, Christmas card project, Christmas wreath sales, donations, raffles, Ice Lolly Wednesday sales, Lucky Balls Lottery, pre-loved uniform sales, Roberts 4 Recycling external clothing bank, Stikins name labels, The Big PTA raffle, bank account interest, over payments and refunds.
- d. DLJ noted that the total income included the entire proceeds from the Baby & Child Nearly New Sale which included monies taken and consequently paid out to third parties. These figures are therefore not included in the headline figures, along with the interest received and overpayments and refunds.
- e. The total income through fundraising initiatives is therefore £5225.47 (↑ £55.96 from 2021/22).
- f. The total expenditure for the year was £5529.96 for 160th Anniversary tea towels, Christmas costs, equipment, event expenses, gifts including the leavers hoodies and Coronation bookmarks, ice lollies, Lucky Balls Lottery winnings, Parentkind membership, Small lotteries licence fee, PTA costs, wish list items.
- g. For the same reasons noted at c. above, the total funds distributed were £4662.21 (↑ £1049.39 from 2021/22).
- h. The total profit for the year is £806.64. Please see the attached [detailed report](#).
- i. DLJ confirmed that the [accounts have been audited](#) by Deb Walker and thanks were given to Deb for doing this. DLJ has given Deb a gift.
- j. KH will report the annual return to the Charity Commission using the total income and expenditure figures.

ACTION: KH

G/11.23 To appoint an Independent Examiner of Accounts for the year 2023/24:

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

H/11.23 To elect Officers and Trustees of the Committee:

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

ACTION: KH

H.1 Chair:

- a. KH thanked HB for standing in as Chair since Charlotte resigned. HB is nominated and is willing to accept.
- b.
 - Proposed = EB
 - Seconded = VG

H.2 Vice-Chair:

- a. WD is nominated and is willing to accept.
- b.
 - Proposed = DLJ
 - Seconded = HB

H.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 = TH
 - Seconded = JB
- c. It is noted the DLJ will be stepping down at the next AGM.

H.4 Secretary:

- a. KH was thanked for standing as Secretary since July 2019. RH is nominated and is willing to accept.
- b.
 - Proposed = HB
 - Seconded = DLJ

H.5 Pencombe & Little Cowarne Parish Hall Representative:

- a. KH was thanked for doing this role and is nominated to continue. KH is willing to accept.
- b.
 - Proposed = DLJ
 - Seconded = HB

H.6 Ordinary Committee Members:

- a. TH, JB and NH were all nominated to stand and are willing to accept.
- b.
 - Proposed = HB / HB / DLJ
 - Seconded = VG / TH / HB

I/11.23 Any other business:

- a. There was no other business.

J/11.23 Matters raised for next ordinary committee meeting:

- a.
 - As standard.

K/11.23 Date of next meeting:

- a. The next Annual general Meeting will be held in October 2024. The date will be agreed nearer the time.

Being no further business the meeting was closed at 3.50pm.

Signed: _____

Dated: _____