

B-A-WB PTFA

**Thursday 22 September at The Falls Cafe.
7:30 AGM, followed by normal meeting**

Attendees: 13, including 5 committee

Apologies: 3

Note, a paper copy of attendees names and those who sent apologies is kept by the secretary.

AGM agenda

1. Record attendees and apologies.
2. Adopt new committee who are elected for one year from today. Nominations must be proposed and seconded. Nominations are:
 - a. Officers required
 - i. Chair - Helen Dinsdale - nominated by PB, second by BD
 - ii. Vice Chair - Katie Seal - - nominated by HD, second by HC
 - iii. Secretary - Beth Daley - - nominated by PB, second by HD
 - iv. Treasurer - Helen Coppin - nominated by BD, second by NT
 - b. Additional members - minimum of one required
 - i. Liz Tooley - nominated by PB, second by GL
3. Welcome and report from out-going Chair.
 - a. Thank you to Sam Spence who was co-treasurer for part of the last year.
 - b. Thank you to other members of the committee for their support.
 - c. We've had a really good year. We've raised and spent money for enriching experiences for the children.
 - d. We've supported every child in the BAWB federation with mud kitchens at Bainbridge, a reading shed at West Burton, leavers' hoodies, transport to Marrick Priory, Easter eggs at Easter, books at Christmas, ice creams at Saltburn, ice creams at sports day, ice creams at Christmas (these children like ice cream!), an online panto at Christmas, activities for a London trip, and we've set up a second-hand uniform shop.
4. Financial report - from treasurer.
 - a.

INCOME (Money in)	
Net Proceeds	
Uniform Stall	£75.30
Quiz	£198.50
Raffle	£1,486.20
Hot chocolate night	£60.00
Haloween party	£110.72
Christmas shop	£65.94
Christmas fair	£1,130.15
Easy Fundraising	£68.03
Wensleydale Creamery donation	£500.00

Donation	£5.00
TOTAL	£3,720.84
FUNDED ACTIVITIES (Money out)	
Summer Ice Creams	£28.25
Panto	£130.00
Christmas ice creams	£141.00
Christmas books	£232.00
Easter eggs	£167.00
London trip	£1,000.00
Mud Kitchens	£337.90
Reading shed	£281.52
Marrick transport	£300.00
Leavers hoodies	£373.80
TOTAL	£2,991.47
RUNNING COSTS	
Parentkind	£116.00
TOTAL	£116.00
Bank Reconciliation	
Balance at 1/9/21	£4,270.59
Increase/Decrease in Funds	£592.37
Balance at 31/8/22	£4,862.96

- b. We have got a good amount of money in the bank - £4862 - this is approx £600 more than we started the year with.
5. Appoint an independent examiner.
 - a. HC to ask Cheryl Burton.
6. Any other business.
 - a. None.
7. AGM ends - at 19:54.

General Meeting

Thursday 22 September at The Falls Cafe.

Attendees: 13, including 5 committee members

Apologies: 3

Note, a paper copy of attendees names and those who sent apologies is kept by the secretary.

1. Record attendees and apologies.
2. Update bank account/charity commission from treasurer.
 - a. Updating signatories - ongoing - HD to check status.

- b. ACTION - to update Charity Commission (and BAWB website) with new committee
- 3. Funding requests
 - a. None received
- 4. Fundraising activities
 - a. Summer raffle
 - i. Amount raised. £1486.20
 - ii. Feedback: Great prizes. Worked really well. Need to coordinate with school better to get extra books sent home when people requested. Next year we could also approach charity division of national companies, like Boden, or supermarkets. Need to start early to do that.
 - b. Quiz night
 - i. Amount raised. £198.50
 - ii. Feedback. People enjoyed it. Quizmaster needs a microphone. Food was good, was a nice social.
 - c. Uniform stall/shop
 - i. Amount raised £75.30
 - ii. Feedback: We think there are a couple of bags at Bainbridge that didn't make it to the stall.
 - iii. Need a stock list. ACTION: IG to do a list and we can add it to the website. Ask GG to keep mentioning it on the roundup.
 - iv. Next opportunities to sell: Christmas fair and nativity etc if there is one.
 - d. Halloween disco
 - i. Friday Oct 21st at The Falls, 5-6:30pm
 - ii. Same set up as last year:
 - 1. £1 per child - on the door. Primary age younger siblings are welcome. Parents to stay and be responsible for their children. There will be glosticks for sale (20p for 3) and bran tub (20p a go).
 - 2. Helpers needed for: 2 x Door/tickets, 3/4 x Food - help serve, 1 x manage bran tub, 1 x sell glo sticks, 3+ decorating (From 3pm. HC)
 - iii. ACTION: Shopping: hotdogs, buns, juice (LT?), bran tub contents (no choke hazards!), glo sticks (face paint instead or glow in the dark tattoos to avoid the single use plastic?) ASK LH to do the shopping - (for reference, last year we spent £60)
 - iv. ACTION: Investigate state of Halloween decorations, and stock levels of e.g. cups, napkins (can we have recyclable/compostable?) BD to do.
 - v. ACTION: Float needed for door, glo-sticks, bran tub. HC
 - vi. ACTION: Promotion - update for school website/PTFA Facebook group to call for volunteers/ Design a poster - adapt last year's? Add KS to Canva
 - vii. ACTION: Set up a music playlist (GL to see if we can use a music system).
 - e. Christmas fair

- i. 26 November. Venue? West Burton or Askrigg - wifi/phone signal issues to consider
 - 1. Decision - West Burton
 - 2. Comments - it's a well set up hall and it would be nice to spread the event to another village.
 - ii. ACTION: Need volunteers to make up main team
 - 1. Stall manager - PB and DF
 - 2. Advertising/promotion - KS
 - 3. Volunteer manager - KS
 - 4. Kitchen manager - Ask HDa
 - 5. Choc tombola/school uniform stall setting up - Can we use West Burton village hall's tombola - or ask HH. ST to manage . Uniform - IG.
 - 6. Admin (ten licence/risk assessment etc) - BD
 - 7. Bric a brac? GL could box up remainder to sell (without fees) at the Hoppers sale. Good quality - clean and complete only.
 - f. Christmas shops in school
 - i. Ask school if they're happy to have them and when
 - ii. What help do they need in school?
 - iii. Ask LT to manage stock
- 5. Any other business
 - a. Coop / Tesco - update from HD - in progress.
 - b. £700 received from Caroline Sunter and the Wetherby motorbike club - ACTION to send a thank you letter.
 - c. Can we rebrand the Summer Raffle Facebook group and use it to promote our events etc.
- 6. Regular meetings - third week of each half-term. Day, venue, time tbc.
 - a. w/c 14 Nov - Thursday 17 Nov. 7:30
 - b. w/c 16 Jan
 - c. w/c 6 March
 - d. w/c 1 May
 - e. w/c 19 June

Links: [PTFA year planner](#) [PTFA on BAWB website](#) [PTFAon Facebook](#)