

## BAWB PTFA

**Thursday 28 September 2023 at The Falls Cafe.**

**7:30 AGM, followed by normal meeting**

Attendees: 15, including 4 committee members

Apologies: 4

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.
  - a. Officers required
    - i. Chair - Helen Dinsdale, nominated by BD, seconded by NT
    - ii. Vice Chair - nominated by Katie Seal, seconded by HD, seconded by PB
    - iii. Secretary - nominated by Beth Daley ST, seconded by DF
    - iv. Treasurer - nominated by Shell Thornborrow BD, seconded by HD
    - v. **Important:** The Chair, Secretary and Treasurer are all likely to be stepping down next year. If anyone would like to work alongside the committee this year in order to make the transition smoother next year, please let us know.
  - b. Additional members - minimum of one required
    - i. Emma Metcalfe - nominated by BD, seconded by ST
    - ii. Dianne Fawcett - nominated by HD, seconded by EM
      1. Update after meeting by BD - the Charity Commission has a new account system which is 'experiencing high volumes of correspondence' so might take a little time for us to update our committee on the system.
3. Welcome and report from Chair (HD).
  - a. Thanks to everyone, we've had a really good year. Thanks to LT who is stepping down. She's been fantastic at giving great ideas and supporting events.
  - b. What have we done this year?
    - i. Halloween party
    - ii. Christmas fair at West Burton which was really successful
    - iii. Christmas shops in school
    - iv. Refreshments at church for Christmas performance (shared between us and the church)
    - v. Uniform stall - thanks to IG for getting the uniform stall up and running, it has now gone to Askrigg school so parents can access it.
    - vi. Tesco grant - we came third and raised £500. That went towards the trip to Bradford.
    - vii. KS ran a Sainsbury's voucher raffle

- viii. We started a 'Date in the diary', which is still to get going.
- ix. Last week's car boot sale raised £700 (note the money goes in to 23/24 year).
- x. Amazon Smile has come to an end but we raised a few pounds from that.
- xi. Easyfundraising.
- c. What have we paid for?
  - i. Christmas panto transport and tickets
  - ii. Christmas books for everyone
  - iii. Mobile zoo in y1
  - iv. EYFS magnetic shapes
  - v. Sensory baskets for all classes
  - vi. Easter eggs
  - vii. Trip to Newby Hall (transport)
  - viii. Yr 6 leavers day out and hoodies
  - ix. Planetarium yr 4,5, 6
  - x. Glockenspiels for Bainbridge
  - xi. Trip to Dales museum
  - xii. Trip to Morecambe
  - xiii. Bradford trip - this was our biggest cost and everyone really enjoyed it.
  - xiv. Summer ice creams
- 4. Financial report - from treasurer (ST).
  - a. Accounts have been done and submitted up to end of August 2023.

<b>INCOME</b>	<b>Net Proceeds</b>		<b>TOTAL</b>
	Sunter Family, Raydale Grange (motorbike trials donations)		£740.00
	Christmas Fair		£994.93
	Uniform Stall		£5.00
	Sainsbury's gift card raffle		£81.00
	Tesco blue tokens (Groundforce)		£500.00
	Amazon cash back		£18.18
	Easy fundraising		£15.98
	Nativity donations		£199.15
	Halloween disco		£16.78
	Askrigg pub quiz		£70.00
	Christmas shops		£4.82
		Total	£2,645.84
<b>DONATIONS</b>	Summer Ice Creams		£83.60
	Panto		£990.00
	Panto transport		£625.00
	Christmas books		£212.43
	Easter eggs		£127.00

	Newby Hall admission		£25.00
	Sensory toys / bags		£470.02
	Y6 bowling & leavers hoodies		£200.08
	Y3 DCM trip transport		£115.00
	Y1-6 Bradford trip transport		£1,813.50
	Planetarium		£525.00
		Total	£5,186.63
<b>RUNNING COSTS</b>			
	Parentkind		£140.00
	Lottery licence		£20.00
		Total	£160.00
		<b>Net incre ase in funds</b>	<b>-£2,700.79</b>
	<b>Bank Reconciliation</b>		<b>TOTAL</b>
	Balance at 1/9/22		£4,862.96
	Increase/Decrease in Funds		-£2,700.79
	<b>Balance at 31/8/23</b>		<b>2,162.17</b>

- b. Our balance at the start of this year is less than last year. This is because during COVID we spent a lot less (e.g. the online panto was a small expense, versus an in-person panto with transport etc). As a committee we decided that we shouldn't keep hold of money - it should be spent on the children. We had agreed to keep a balance of £2-3k, which is what we have.
  - c. Cash in bank £2467.60 as of today, 28 Sep 23. This includes money raised from car boot sale, and money that has gone out for the EYFS step.
  - d. Car boot sale was a big success, especially for the weather. We should do this again
5. Appoint an independent examiner.
    - a. Cheryl Burton has agreed to this task. The committee passes on its thanks!
  6. Any other business.
    - a. None
  7. AGM ends.

## General Meeting

Thursday 28 September 2023 at The Falls Cafe.

Attendees: 15, including 4 committee members

Apologies: 4

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1. Record attendees and apologies.
2. Update bank account/charity commission from treasurer.
  - a. Balance as of 28/9/23 = £2,467.70
3. Funding requests
  - a. Since the last meeting, the committee agreed to fund a white board step for the Early Years classroom at £483.99
  - b. Planning for this year. The committee asked the six school staff present about the year's plans
    - i. Year 6 trip in the pipeline (23 children). A similar trip was funded to £1000 two years ago to London. This year's might not be to London.
    - ii. Marrick Priory trip for year 3-4 (32 children). Similar trip funded to £300 two years ago
    - iii. Panto is booked at Richmond - we don't know whether school will ask for fund tickets, transport or both. Last year, we spent £1615 on this.
    - iv. Year 6 leavers - 23 children, at £30 per head = £690
    - v. Christmas books / Easter eggs, estimated at approx £300
    - vi. School has some invoices approved but not paid. ST will meet with school to discuss.
    - vii. This means that there is a potential spend this year of around £4,000
  - c. Funding requests
    - i. £500 request to cover transport for a Y2, Y3, Y6 trip to York. Approved.
4. Fundraising activities
  - a. Car boot sale - feedback. "Awesome". Easy to do and run. Great day even with the weather being not so good. "It was really good to have some dads there!" We could have sold more cakes - they sold out in an hour. The cost to us was £90 on bacon etc, £50 to hire. Raised approx £700 in profit. We should do this again.
  - b. Uniform stall/shop - approx £140 to come in. It's gone down very well. We need to remind people that they can get it at Askrigg.
  - c. Halloween disco - update from EM.
    - i. Friday Oct 27th at West Burton Village Hall, 5:30-6:30pm.
    - ii. Activities
      1. Fancy dress welcome - there will be a prize for best-dressed on the night. But we will not promote this as we don't want to encourage people to spend money on outfits etc.
      2. Tea/coffee - £1
      3. Hotdogs included in price. Hoping to get these donated from Tesco.

4. Uniform stall - in the foyer.
  5. Glow in the dark face painting - 50p
  6. Pin the hat on a pumpkin - 10p
  7. Guess the name of the spider. Suggestion that this could go around school the week before for those not attending - 20p
  8. Guess the number of sweets in the jar - 10p
  9. Lucky dip - 20p
  10. We will have a quiet room with Halloween colouring sheets.
  11. We would like to remind parents that children (and their behaviour) remain the parents' responsibility.
- iii. Float - from ST
  - iv. Ticket price - £1 per child.
  - v. Volunteers required
    1. Games - Mr Scrafton
    2. Door - 1 person/ 1 adult and 1 child
    3. 3 people in kitchen
    4. 2 on face painting
    5. 1 person ensuring quiet room is quiet
    6. 1 person on each activity
  - vi. Promotion
    1. Call it a Pumpkin Disco!
    2. BD to create a poster and share with school
- d. Hoppers' sale - update? None. Hoping for an update next time.
- e. Christmas fair
- i. Choose venue and date
    1. Askrigg - ask Alison in the shop. If not available try West Burton
    2. Looking at Sun 26 November
      - a. Update after meeting from BD - this date wasn't available so we have booked Sunday 10 December at Askrigg, cost will be £52.
  - ii. Start to look for stallholders - already had a couple of enquiries
    1. GS did a fantastic job of running the kitchen last year. Ask if she would be prepared to do so again.
    2. EM and KS to manage the stalls booking, to ask PB to share her experience of previous years.
    3. We would like to sell Christmas jumpers again this year
      - a. Update after meeting from BD - Christmas Jumper Day is 7 Dec, so perhaps we should do a stall in school earlier than the fair.
- f. Christmas shops in school
- i. School staff present agree that they would like this to happen again this year.
  - ii. Start at Bainbridge this year, as they were last last year so had less choice.

- iii. Think we need more gifts for men.
    - iv. We should have a stricter limit on the number of items each child can buy. Limit to two kid. Ask parents in advance to only send in enough money for two gifts.
    - v. Need a new person to do the buying this year. Thank you to PM for volunteering.
  - g. Teatowels/Christmas cards?
    - i. Discussion on the idea of doing teatowels/cards that children do a drawing for. However, it seems that this would be quite a lot of effort - including support in school - for not much money raised per item (compared to cost to parents). Would require more research in order to see if this is viable.
  - h. Pie and pea night at top pub in Askrigg (KS)
    - i. 19th Jan 2024. Max 90 covers. They charge a certain price (price tbc), we can sell tickets at a higher price. And have a raffle on the night.
  - i. Idea of a curry night at Wheatsheaf - BD to ask.
    - i. Update after meeting from BD - positive response from the Wheatsheaf, it would need to be a Monday evening.
  - j. Quiz
    - i. Teachers would like to run a quiz after Christmas/in the spring. In the early stages of planning.
5. Any other business
- a. Inviting new parents to get involved.
    - i. Leaflet gets put in the welcome pack.
    - ii. Would a different time for a meeting help? During the school day, or just after. After some discussion, it seems that it's difficult for the committee to find a daytime slot that suits everyone. For now we will stick with Thursday evenings.
    - iii. To consider another type of informal get together at each school from time to time for those who can't attend evening meetings.
6. Regular meetings - third week of each half-term. Day, venue, time tbc.
- a. 23 Nov, 7:30
  - b. 25 Jan
  - c. 7 Mar
  - d. 25 Apr
  - e. 20 Jun

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