Friends of Rivington PTFA

Registered Charity No. 1202849

Minutes of the Annual General Meeting

Held on Wednesday 8th November 2023 at 5.30pm at school

Members present:

Ellie Cutts

Lisa Davey

Pauline Fenney

Sara Heeley

Jen Longman

Clare Powell

Claire Sewell

Yvonne Smith

1. No apologies submitted
2. Members reviewed the minutes of the previous AGM held on 2nd November 2022 and agreed them to be a true representation of the meeting.
3. Matters Arising:
   1. Rename PTA as Friends of Rivington PTFA – Action complete, Facebook group name changed, ‘Friends of Rivington’ used in communications and applications.
   2. Constitution – Action complete, Parentkind membership acquired, access to resources on Parentkind website extended to committee members. Parentkind constitution adopted by unanimous vote at EGM held on 17th April 2023
   3. Movie night – event held as planned
   4. Rivington Christmas Market – event held as planned
   5. Volunteer recruitment – Action ongoing, recruiting volunteers continues to be an area of difficulty, we have recently had some parents volunteer to help at the Halloween Disco, but in terms of planning and running the larger events we have relied heavily on assistance from school staff.
4. Chair’s Report:

Friends of Rivington has now been in action for a year, running events and activities, and fundraising for school. Being chair of this fantastic charity and working with a group of wonderful people has been a real privilege, so I would like to start my review of the 2022/23 year by thanking all those that have been a part of our activities this past year.

Thank you to all the families that have attended our events, bought tickets, donated items for tombolas, shopped via easyfundraising, and contributed to our funds in any way. Thank you also to those parents and carers who have helped out at events, enabling us to run fun and safe activities for the children and school community, with a special mention to the parents who regularly attend meetings and have assisted with planning and preparation of events as well as helping on the day – Ellie, Kim, and Lisa. Many of our events could not run without the support of school staff, so many thanks to all members of staff who have stayed late to help and of course to Mrs Powell for all her assistance, accommodations of our activities and support with events and communications. There is a lot that goes into running the PTFA and it could not be done without the brilliant committee, my sincere gratitude to Sara and Claire for all the things they do to ensure the smooth running of the charity, being passionate about raising money to enhance the school experience for all the children, and for keeping me sane when it all feels a bit frantic!

If I had to pick some highlights of the last year, I would say my favourite event was the summer carnival, it wasn’t our biggest money maker, but it was just so lovely seeing all the children and their families enjoying themselves and getting involved in the activities. Although fundraising is a central aim of the PTFA, our other priority is building the school community and the summer carnival definitely delivered on that front! My best spend of the year was the picnic benches, it’s great seeing a physical result of the money and effort that is put in.

Another key achievement this year was registering Friends of Rivington PTFA as a charity, which gives us the ability to make grant applications on behalf of the school for large funding requests and gives credence to our smaller appeals to businesses for donations to events and raffle prizes.

The 2023/24 year is already underway, beginning with our Halloween disco, the event was a great success and we’ve had some lovely feedback about it so we are hoping to run another disco later in the school year, plus there will be events/activities at Christmas, Easter, and Summer, and we will continue to promote our textile recycling and Easyfundraising schemes.

We part funded the visit from Rock Kidz before the October half term and are looking to fund other whole school activities and resources to give our children new and exciting experiences that enhance and compliment their education.

I am excited for all the coming year holds, and welcome all who want to get involved. If you have skills, contacts or time you can donate please get in touch and join our fantastic team!

1. Treasurer’s Report:

Prior to forming in November 2022 a small amount of money had already been raised at events at the end of academic year 2021/22. As a result, the PTA had a starting balance at its inception of £137.29, this money, along with money raised at the Christmas Markets was held by school temporarily until a PTA bank account could be opened in February 2023.

The following tables show the income and expenditure of Friends of Rivington PTFA for the academic year 2022/23:

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| --- | --- |
| **Activity** | **Total** |
| Christmas Market | £1403.29 |
| Movie Night | £224 |
| Easter Tombola | £395 |
| Sports Day Refreshments | £96.50 |
| Summer Carnival | £824.21 |

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| --- | --- |
| **Income** | **Total** |
| Easyfundraising | £25.23 |
| Miscellaneous Donations | £153.90 |

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| --- | --- |
| **Expenditure** | **Total** |
| Coach costs | £300 |
| Picnic Benches | £400 |
| Lottery Licence | £40 |
| General Expenses | £648.29 |

Total income for the year was £3122.13 and total expenditure was £1388.29, this left us with a balance of £1871.13 on 1st of September.

Committed spends for the coming year are Parentkind membership renewal (£140), a donation towards the RockKidz visit (£300), and welcome packs for the new nursery class (£130).

1. Election of the Committee. As per our constitution, committee positions last for a period of approximately one year – each committee position is re-elected at the AGM.
   1. Chair – Jen Longman elected by unanimous vote
   2. Secretary – Sara Heeley elected by unanimous vote
   3. Treasurer – Claire Sewell elected by unanimous vote
2. Christmas event planning:

While the Christmas market last year was a big success, we relied heavily on support and borrowed equipment from a number of local associations and individuals which cannot be guaranteed this year, additionally holding the event outdoors is a risk as the weather conditions are unknown, and the lack of lighting on the playground incurs additional expenses that reduce profit from the event. These factors, in combination with low volunteer numbers requires a different approach to Christmas celebrations this year.

SH – suggestion of ‘Christmas Café', a smaller event to be held in the school hall, hot food and drinks, seating for families and a smaller number of stalls/activities to minimise volunteers needed and congestion in the hall. Event to include grotto with tickets booked in advance via Classlist App. All in agreement to run a Christmas Café on Thursday 14th December 3.30 - 5pm.

JL – suggestion of ‘Breakfast with Santa’, a short before school ticketed session, breakfast provided, a few additional pay-to-play games, and a visit from Santa, perhaps to read a story or just to mingle and chat. All in agreement to run Breakfast with Santa on Monday 18th December 8 – 8.40am

Actions:

* 1. CP to speak to possible Santa for both grotto at Christmas Café and Breakfast with Santa.
  2. SH to create posters for non-uniform days – donations requested for bottle/chocolate tombola and ‘Rainbow Raffle’
  3. CS to source prizes for games and grotto gifts
  4. JL to source donations for Breakfast with Santa
  5. JL, SH, CS to pin down list of activities/games to run at each event
  6. JL to create event listings on Classlist for Christmas Café, Grotto and Breakfast with Santa.

1. A.O.B

Refreshments at school events – multipurpose – opportunity to raise additional funds, raise profile of PTFA among school community, and increase number of parents signed up to Classlist app.

Action: Run refreshments table at as many school events as possible – upcoming events listed in school newsletter.