



Friends at Benfield School PTA Annual General Meeting

Tuesday 25th February 2025 – 8pm via Zoom call

AGENDA

1. Welcome from Chair
2. Minutes of last AGM
3. Chairs AGM report – LH
4. Treasurers Financial report – LH
5. Appointment of new PTA Committee
6. A.O.B
7. Thanks & close of meeting

Attendance: Lisa Harwood (LH), Bonni Gilfoyle (BG), Gemma and Joe Wall (GW), Sarah Attwood (SA), Helen Turner, Stephanie and Nik Fletcher, Rachel Milton, Fanny Simmonds, Naomi O'Hara

Apologies:

1. Welcome from Chair

LH – “Thank you so much for attending this evening. We really appreciate how busy you all are, so we hope you enjoy a cuppa as you listen to what we’ve achieved as a PTA to support our school during the last academic year 2023/24.”

“At the beginning of an academic year, a PTA is obliged to hold an Annual General Meeting. The AGM follows a slightly more formal format to the usual PTA meeting. So tonight, we have to do the following three jobs to comply with the obligations of being a charitable trust and to follow our constitution. Firstly, the Chair will provide an overview of our activities and achievements from the past year. Secondly, the Treasurer will provide our financial report. Lastly, we need to elect our committee members for the coming year.”

2. Minutes of last AGM – no matters arising

3. Chairs report 2023/24 (LH) - SEE APPENDIX A

4. Treasurers Financial Report 2022/23 (LH) - SEE APPENDIX B

As we are still handing over Treasury responsibilities and information to Sarah (SA), LH has written up the Treasurer Report

5. Appointment of a new PTA Committee

At the AGM, the current PTA Committee stands down and we elect a new Committee to represent the association throughout the forthcoming academic year. Our constitution is

adopted by the Parentkind model and you are able to view it from the school website via the FABS tab.

This year we invited nominations to be sent in advance of the AGM. Based on the nominations, received via email, we need to be in agreement to elect a committee. We have no nominations this year for any position but some committee members have agreed to re-stand.

Chair – There have been no other nominations for this position, but LISA HARWOOD is happy to continue until July when she will step down as her daughter is now in Year Six. Asked all attending if there were any objections to this. There were none and all agreed that LH be reappointed

- Nominations received for Chair - **LISA HARWOOD** Re-appointed

Treasurer – Last year we appointed SARAH ATTWOOD to the position of Treasurer. We still have some handing over to do so Sarah will work closely with the Chair until July. Asked all attending if we are in agreement to reappoint Sarah. All agreed unanimously

- Nominations received for Treasurer – **SARAH ATTWOOD** Re- appointed

Secretary – There have been no nominations for this position

Ordinary Committee Members – KATY SCHNETLER has decided to step down this year as she moved her children to a different school. Although she is not attending this meeting we would like to thank her for her support this past year especially with the fantastic Mural on the music hut, the awesome face painting at every disco, putting on wreath making events and all her hard work in the library. Thank you Katy

We have had no other interest in these positions but re-standing are BONNI GILFOYLE and GEMMA WALL. Asked all attending if there were any objections to this. There were none and all agreed that they be re-appointed.

- Nominations received for Committee Member - **BONNI GILFOYLE** and **GEMMA WALL** Re-appointed

New Committee for 2024/25

CHAIR – Lisa Harwood (until July 2025)

TREASURER – Sarah Attwood

ORDINARY COMMITTEE MEMBERS – Bonni Gilfoyle, Gemma Wall

6. A.O.B

Future of FABS –

Unfortunately, because of a lack of interest in fulfilling the roles of Chair and Secretary the PTA charity will have to be seriously looked at in the new academic year of September 2025. Our current plan is to continue regardless this year and try to recruit but if no one takes up these positions by Easter time 2026 then LH can work with the current committee and close the charity down, if that's what has been decided. Unfortunately, we have no other option unless someone is found to continue the great work we have previously done. LH will be there personally to support the successors whole-heartedly.

This does not mean that we cannot have a school PTA, it just means that we will have to close the charity down. This will limit fundraising in the future though as you can only raise up to £5000. In England and Wales, it's a legal requirement for organisations engaged in exclusively charitable purposes with an annual income of more than £5,000 to register as a charity with the Charity Commission for England and Wales.

Having PTA charity registration provides formal recognition of our association giving it a legal status that's publicly acknowledged. The benefits of obtaining charitable status include:

- being able to receive charitable donations from local and national companies.
- being eligible to apply to grant-making charitable trusts: most charitable trusts will only give grants to groups formally recognised as charities
- being able to receive donations made through Payroll Giving and Company Matched Giving schemes.

Upcoming Events – We have 2 Spring Discos coming up next month as well as a book giveaway for World Book Day. Details are being confirmed for a Summer Fair also

Any questions...

We discussed using posters to explain our situation and potentially sending out leaflets home as we find that MCAS posts are not always looked at. Also compiling a list of jobs and responsibilities that need to be taken on and simplify what we actually need people to do to save FABS.

Being a Parent Governor, Rachel (RM) mentioned that she will bring up our predicament at a Governors meeting

Thanks & close of meeting

LH – “Just wanted to say a big thank you for attending today and participating in the election of our new Committee, and thanks in advance for your continued support in improving the school for our children.

A meeting will be planned for the new committee to meet soon. Thank you so much for attending today, we really appreciate your support.”

Zoom timed out – end of meeting 8.30pm

CHAIR'S REPORT OF ACTIVITIES 2023–2024

We started the year with a Spooky Friday sale in Oct 2023. In the Winter term we put on 2 Winter Discos, a Wreath making event and served refreshments at the nativity. In 2024 we held a World Book Day sale, a Sponsored Read with Usborne Books and held 2 Spring Discos. We then finished the school year with many Frozen Fridays and a Summer Fair

We were also able to fundraise by;

- Selling cards and gifts from Classfundraising
- Designing Personalised School Tea towels
- Pre-loved uniform sales
- Textile donations with Astra Recycling
- Online shopping with Easyfundraising

THANKS

We'd like to thank Drew, Rich, the teachers & school staff who work so hard to support the PTA on top of everything else that they do and, of course, to Belinda and Richard for all the behind-the-scenes work. And finally, thanks to all of you, for volunteering, donating and supporting our school. Going forward it is vital that we receive this ongoing support, and that new people join the committee to allow the work of FABS to continue

TREASURER'S FINANCIAL REPORT 2023–2024**Recent bank balance £5657.99 (19/12/24)****In**

Spooky Sale	20/10/23		£47.64
Classfundraising	Dec		£155.67
Winter Discos	30/11/23	07/11/23	£446.33
Festive Friday Sale	08/12/23		£30.24
Nativity Refreshments	12/12/23	13/12/23	£43.31
Wreath Making	12/12/23		£127.87
World Book Day	08/03/24		£27.85
Spring Discos	13/03/24	14/03/24	£455.34
Tea Towels	June		£166.34
Frozen Fridays	July		£66.75
Summer Fair	12/07/24		£1200.03

Astra Recycling		£157.60
Easyfundraising		£44.66

Total in £ 2969.63

Out

Parentkind Membership	£145
Lottery Licence	£40
Y6 Hoodies	£653.76
House Reception T-shirts	£64.49
New Starter Books	£30.00
Global Majority Group (Mr Mel)	£160.72
OCOW (Miss Webster)	£374.68
Enrichment Activities (whole school)	£1410.00
Uno (Miss H)	£27.39
Santa Books	£298.45
Panto popcorn	£56.90
Mural	£223.86
Sports Day Ice poles	£15.00

Total out £3500.25