



Farley Hill Primary School
Parent and Teacher Association
Registered Charity No. 1041931

Annual General Meeting

**4th October 2023
6pm**

Minutes

Ordinary Business

1. Welcome (introduction, apologies, previous minutes agreed)

Attendees

Mrs Jane Bateman	X
Abi Schmit	X
Rachel Barnett	X
Jeanie Bird	X
Ania Waldner	X
Ben Smith	X
Victoria Smith	
Rachel Roedel	X
Emma-Jean Wells	X
Charlie	
George Brown	
Christina Haigh	X
Lucy Sant	
Gina	
Sherise Humphreys	
Jess	
Penny	

2. Mrs Bateman's wishlist and goals for 2023/2024

- Instruments
- Design Technology tools
- Science Equipment

- Supporting Sports Specialist - Mr Agar £3000
- £1000 for books
 - Curriculum related story books
- Fifes for music lessons
- Recorders for music lessons
- Shades/Gazebos for Early Years and Nursery
- £500 Equipment for House captains
- PHSE stories and puppets £100-£150
- £50 for each class to have a kitty to buy ad hoc items for learning – maybe Amazon vouchers
- Plan for copse – Woodland Trust donated trees
- Willow den, outside classroom, firepit, digging area, path - £5000-£10,000. Landscape gardener required.

3. Minutes of the AGM held on 04-OCT-2022

OK

4. Matters arising from the Minutes

None

5. Chair's Report for 2022/2023 – (attached)

6. Treasurer's Report for the year ending 31-AUG-2023 (attached)

£32,000 in main account. Reserve £1400. Net profit £16,824.27.

Building Management System to be reviewed by Wokingham Borough Council, to assist with cooling in summer.

7. Appointment for an Independent Examiner of Accounts for the year ending 31-AUG-2023.

Daryl van Horn has been appointed and in process of review.

8. Election of Officers and Trustees of the Committee:

- Chair – Abi Schmit and Rachel Barnett
- Secretary – Jeanie Bird to step down, Ania Waldner to be secretary
- Treasurer – Ben Smith
- Other Officers - NA
- Ordinary Committee members (6) – Lucy Sant, Jeanie Bird, Christina Haig, Victoria Smith, Gina Simpson, Penny Fouka

Class Representatives

- A visible point of contact between the school, parents and PTA
- Help disseminate information to their groups, freeing up the rest of the committee for other tasks
- Reps give parents a point of contact with a familiar face
- Appointment of multiple representatives across the school could help parents feel closer to the committee and more likely to support its decisions
- Through the class rep system, committees can understand more about each year group, making for more thorough and well-rounded decisions.
- Getting more parents involved is a great way to spread the workload and provide a strong support structure for the core committee.

Acorns	Olivia Darey		
Conkers	Ellie Ashwood		
Holly	Jess Avery		
Silver Birch	Gina Simpson	Penny Fouka	

Year 2	Christina Haig		
Year 3	Victoria Smith		
Year 4	Rachel Roedel		
Year 5	Lucy Sant		
Year 6	Susan Hillan	Ania Waldner	Sherise Humphries

Special Business

9. Calendar of events

Event	Date	Estimated fund raising
Sparks in the Park	28 th October	£10,000
Bags2School	TBD	£100
Winter Wonderland	1st December	£3000
Christmas Card Project	In progress - Dot Farrell	£100
Online Winter Auction	TBD - Ania Waldner	£500
Sponsored activity	Whole school walk? Basketball goals?	£2000
Cake Sale	TBD	£200
Make the Rules Day	TBD – Sherise Humphries?	£350
Quiz Night	Dad Power TBD	
100 Square Raffle	TBD - £10 per square	
Summer Fair	TBD	£2000

Any Other Business

Mrs Bateman thanks the PTA for their time and hard work

PTA chair

Main purpose of the role

- To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

The chair's responsibilities

- Chairs and facilitates meetings in a manner that encourages everyone to contribute
- Sets the date and agenda for meetings and keeps the discussion on track
- Delegates tasks to committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PTA bank account
- Ensures the PTA is registered with regulatory bodies eg, the Charity Commission, and submits reports where necessary.

At the AGM

- Writes the annual report

Suits people who are...

- Strong leaders
- Diplomatic and fair
- Enthusiastic
- Good delegators

PTA treasurer

Main purpose of the role

- The treasurer controls the PTA funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the PTA's financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Makes Gift Aid claims
- Implements procedures for making payments and claiming expenses
- Completes the Charity Commission annual return (if registered)
- Gets accounts audited where necessary

At the AGM

- Prepares the financial report

Suits people who are...

- Confident at handling money and budgets
- Good with numbers
- Methodical

PTA secretary

Main purpose of the role

- The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary's responsibilities

- Assists the chair with planning meetings
- Communicates with the school and committee members, including circulating the agenda before PTA meetings
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community
- Prepares the publicity for events, including flyers, posters and tickets
- Ensures meetings have enough attendees to form a quorum
- Keeps records
- Shares information

At the AGM

- Helps the chair prepare for the meeting and takes minutes on the day

Suits people who are...

- Great communicators
- Accurate writers
- Helpful and motivated

Farley Hill Primary School Parent and Teacher Association Annual Report for the Year Ending 31st August 2023

The Farley Hill Primary School Parent and Teacher Association, Baston Road, Arborfield Green, RG2 9YW is registered with the Charity Commission (No 1041931).

Jane Bateman	President
Abi Schmit	Co-Chair
Rachel Barnett	Co-Chair
Jeanie Bird	Secretary
Ben Smith	Treasurer

We have many members without specific officer responsibilities, but who take lead roles in fundraising initiatives and activities. The committee employs no staff, and all work is undertaken by volunteers.

There are no changes required to the constitution dated 03-OCT-2014.

Objective of the Charity

The objective of the Charity is to advance the education, resources and opportunities of the pupils in the school. In furtherance of the object the charity may:

- (a) Develop extended relationships between the staff, parents and others associated with the School.
- (b) Engage in activities which support the School and directly the pupils attending it.
- (c) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee in consultation with representatives of the School and Governing Body shall from time to time determine.
- (d) Run our fundraising events and initiatives for the enjoyment of the School community and the wider local community.

Process of deciding how funds will be spent

A wish list is provided by the head teacher/President with associated costs and those wishes are usually discussed and voted upon. PTA members are also entitled to suggest ideas on how funds could be spent.

Risk Management

The major risks, to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been established to mitigate those risks.

Highlights of the School Year 2022/2023

We were at last able to hold a full calendar of in person events at the new Arborfield campus over the last academic year.

We kicked things off with our first ever Colour Run, which was so much fun – it was great to see so many happy, paint covered faces!



October saw the arrival of Spooky Sparks, which was enjoyed by the school and wider community. It was thrilling to finally see those fireworks being set off after years of COVID related disruption.



Father Christmas was at last able to visit us in person again at Winter Wonderland. Dad Power helped construct our best grotto yet, complete with a magical wooden door for the children to enter through. A wonderfully festive evening to kick off the Christmas celebrations.



The Summer Fair brought our year of fundraising to a close. A traditional summer fair on the new school grounds, which was thoroughly enjoyed by all who attended. From Splat a Rat to Teddy Tombola, as well as the Grand Raffle and bottle tombola, it was a huge success.



We are grateful to our local Aborfield Co-Op who continue to donate goods to sell/raffle during our fund-raising events.

A special thank you to Lucy Sant for her many, many hours of volunteering for the PTA, and an impressive amount of £4£ fund matching.

Fund Raisin'

A new fund-raising event which saw the children take home a box of raisins to enjoy, with the challenge to bring back to school filled with change. £286 raised with thanks to Rachel Barnett.

Parents Quiz Night

Great to see an old favourite return to Farley Hill – it was a sell-out event and hugely enjoyable evening – even for those that won the wooden spoon! £543 raised – thank you to Angharad West, Jonathon Sant, George Brown and Charlie Edwards for your hard work.

Coronation Cake Sale

Thank you Christina Haig for raising £139 and making lots of children very happy with a cake at the end of the school day!

Bags2School

We ran two events in the last academic year. Thank you to Lucy Sant for running these events, securing the fund matching and giving us all a good reason to declutter our wardrobes!

Make the Rules Day

Our third make the rules day was another great success. The children had loads of fun and raised over £375. A huge thank you to Sherise Humphries for running this ever-popular event!

Food and drink Sales

The PTA organised food and drinks sales at the Sports Day and the Summer Concert. A mammoth effort from so many of the PTA committee – including George, Abi, Ania, Christina, Rachel R, Rachel B, Lucy and Jeanie.

Additional Funds Raised

We continue to see funds raised via Pound for Pound fund matching, Gift Aid and easyfundraising – if you've not already signed up to easyfundraising, please do!



Every year the PTA committee, Dad Power and many willing parent and teacher volunteers contribute their time and energy towards a full agenda of fundraising activities. Their effort and enthusiasm are key to the success and our ability to raise invaluable funds for our school. Thank you to each member, the extended parent team, teachers and governors.

Mrs Bateman will have a rotating member of the teaching staff act as teaching staff representative over the forthcoming year.

What we have funded

- Computers and electronic equipment
- Food technology equipment
- Sports Specialist Coach
- Flowers and plants for the planters
- Teepee tent and play equipment for the nursery.