

Stretford Grammar School

PTA AGM – Tuesday 16th October 2024

Present: Saadia Ahmed (Chair), Edd Berry (Treasurer), Gemma Brown, Saba Adrian, Marijane Erosa, Safiya Hussein, Joy Egbeubawaye, Iram

Apologies: Mr Mullins (Headteacher)

Agenda Item	Action
<p>1. Elections of New Officers for PTA and amendments to Parentkind, Charity Commissions / Bank where needed</p> <p>Election for Secretary: Gemma Brown nominated and elected.</p> <p>General discussion around formal roles, volunteers and whatsapp group.</p>	<p>Gemma Brown to confirm acceptance of Trustee to Charity Commission and bank</p>
<p>1. Forward cheque to Michelle for kiln and any other funds to be transferred accordingly</p> <p>Edd Berry presents annual accounts 23/24 with breakdown of funds raised. (Annex 1)</p> <p>The funds raised during the year was £5,016.98, excluding £146.56 still owing to the school.</p> <p>Signatories have now been changed with the bank. A cheque to reimburse the school for the kiln costs can now be issued.</p> <p>Costings (+VAT) Kiln - £4807.96 Furniture - £272.08 Delivery - £630</p> <p>Discussion about remaining funds and whether they we can reimburse for rugby posts, piano or chess boards. Further clarification from school required.</p>	<p>Edd Berry to request final invoice for kiln and process cheque</p> <p>Edd Berry to discuss with school which items they require reimbursements of from remaining funds</p>
<p>2. New Bank Account</p> <p>Discussion on whether change of bank is necessary. Research was completed on the charity banking (Annex 2) and our current bank is one of the highlighted suggestions Confirmation is required on what type of account is currently held. PTA agreed to retain current bank account pending further checks.</p> <p>If it is determined that the current bank account is to be kept open, removal of old signatories are required.</p>	<p>Edd Berry to confirm name of account held with bank to see if it is the charity account listed in research.</p>
<p>3. Gift Aid Registration</p> <p>Previous trustees had attempted set up.</p>	<p>Gemma Brown to research gift aid further</p>
<p>4. Parentkind: Asda Cashpot for Schools</p>	<p>Saadia Ahmed to register for Asda cashpot for schools.</p>

Stretford Grammar School Parent Teacher Association

Registered charity no. 1140228

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<p>Asda Cashpot for Schools is a scheme that donates money from shopping. Participants must be members of Asda rewards and specifically select school.</p> <p>Registration has to be completed by 30th November and scheme awareness will be required so parents and caregivers also opt in when shopping. Discussion on whether it was too late to participate but PTA agreed to still sign up and register.</p>	
<p>5. Sammy's Project</p> <p>Clothes collection scheme which generates 65p per kg of donated clothes.</p> <p>Discussed and motion passed that this was not a viable option for school to take or store bags of donated clothes.</p>	
<p>6. Food Festival arrangements</p> <p>General discussion on arrangements and additional cooked food required by school kitchen. Following details agreed upon:</p> <ul style="list-style-type: none"> - Cans that are passed best before date can be sold at reduced price with additional signing confirming best before date - Kitchen order of 2 x portions of Quorn chicken and 2 x portions of Halal chicken (1 portion is 18 servings) - Uniform sale will be determined on the night depending on number of volunteers - No further sweet items required to be bought by the PTA - Option to use £50 Virgin Experience gift card in a raffle – every ticket holder to be given a free raffle ticket on the door. No contact details to be taken, draw will take place halfway through and prize needs to be claimed straight with raffle ticket - Set up Amazon account to see if viable option to buy supplies for events 	<p>Gemma Brown to check whether Tesco can donate an item for raffle</p> <p>Saadia Ahmed to contact school kitchen for order of food</p> <p>Edd Berry to set up Amazon account</p>
<p>7. Any Other Business</p> <p>GDPR compliance on volunteer personal information and consent requires further action. Discussion required with school as to whether their DPO can provide any additional guidance.</p> <p>Date for Chocolate Bingo event needs to be agreed with School.</p> <p>Discussion on whether the PTA can have social media pages. Agreed that we need permission from school and if so, guidelines (i.e photography consent) need to be put in place beforehand. PTA agreed that further marketing and communication would increase awareness of the PTA and fundraising events.</p> <p>Discussion held on additional events like a Winter or Summer fair which are to be discussed in further detail at next meeting.</p> <p><u>Next Meeting to take place at the End of October/ Beginning of November</u></p>	<p>Gemma Brown to check with school next term as to whether their DPO can help ensure the PTA is GDPR compliant</p> <p>Gemma Brown to set up consent form for new volunteers</p> <p>Saadia Ahmed to discuss with volunteers additional roles for marketing.</p>

Annex 1

Stretford Grammar School PTA Annual Accounts – 23/24

During the period from 1st September 2023 to 31st August 2024 the PTA raised £5,402.17 from running two fundraising events and second-hand uniform sales. In addition, the PTA receiving £110.07 via “Easy Fund Raising” and £173.27 in interest payments from the bank.

Across the same period the PTA incurred costs of £668.53. With the exception of the annual membership and insurance fees for “ParentKind” all costs were incurred directly as a consequence of the events and uniform sales. Costs for the uniform sales include £33.41 of card fees and £225 of new tie sales. It should also be noted that whilst the Chocolate Bingo event was the largest generator of funds for the PTA, £146.56 is still owed by the PTA to Stretford Grammar to cover the costs of food provided by the school.

Income

Donations & Interest:

Easy Fund Raising	£110.07
Bank Interest	£173.27

Events:

Chocolate Bingo	£1,958.87
Uniform Sale 13th July	£1,384.50
Uniform Sale 4th July	£1,167.00
Ad hoc Uniform	£52.00
International Food Festival	£839.80

Total Income	£5,685.51
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Expenditure

PTA Administration:

ParentKind PTA Insurance / Membership	-£153.00
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Events:

Chocolate Bingo	-£152.53
Uniform Sale 13th July	-£142.95
Uniform Sale 4th July	-£115.46
International Food Festival	-£103.82
Ad hoc Uniform	-£0.77

Total Expenditure	-£668.53
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The PTA’s activities across 23/24 resulted in a net increase in PTA funds of £5,016.98, excluding the £146.56 to be paid to the School. The delay in paying the school is directly related to difficulties experienced with updating named signatories on the PTA’s RBS bank account.

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The chair (Saadia Ahmed) and Treasurer (Edd Berry) now have access as of September 2024, this process has taken over 12 months.

At the 31st August 2024 the PTA closed its accounts with a bank balance of £16,103.31 along with £722.25 cash in hand.

Bank	£11,613.23
Cash	£195.35
Opening balance	£11,808.58

Income	£5,685.51
Costs	-£668.53
Movement in funds	£5,016.98

Bank	£16,103.31
Cash	£722.25
Closing balance	£16,825.56

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Annex 2

Best Bank Accounts for Charities

Initial research conducted on 25/09/2024 via [Voluntary Organisation Banking Guide | UK Finance](#)

The top banking accounts are:

		Dual Authorisation	Free Banking	Post Office/ Banking Hub	Dedicated Phone Line	Interest Paid on Current Account	Online Mandate Charges	Actual Branch
Bank	Name of Account							
Barclays	Barclays Charity & Impact Account	Yes	Yes	Yes			Yes	Manchester / Altrincham
CAF	CAF Cash Account	Yes		Yes	Yes	Yes		
Danske Bank	Danske Charity Account and Community Account	Yes		Yes	Yes			
HSBC	HSBC Charitable Bank Account	Yes		Yes			Yes	
Lloyds	Lloyds Bank Treasurers Account	Yes		Yes			Yes	
Metro	Metro Bank Community Current Account	Yes	Yes	Yes	Yes			Manchester City Centre
Natwest	NatWest Community Bank Account	Yes	Yes	Yes	Yes		Yes	Chorlton/Urmston/Sale
Reliance	Reliance Bank Charity & Business Current Account	Yes		Yes	Yes			
RBS	Royal Bank of Scotland Community Bank Account		Yes	Yes	Yes			
Coop	The Co-operative Bank Community Directplus	Yes	Yes	Yes				Manchester City Centre
Ulster	Ulster Bank Community Bank Account			Yes				
Unity Trust	Unity Trust Business Savings Account and Business Current Account	Yes	Yes	Yes	Yes		Yes	No branches - Post Office hubs only
Virgin Money	Virgin Money Charity Choice Account and Club & Societies Account	Yes	Yes	Yes	Yes			Manchester City Centre

The accounts with all the following benefits are highlighted in red:

- Dual Authorisation
- Free Banking
- Post Office/ Banking Hubs

Full details of these accounts and eligibility have been saved on PDF's