

# Stretford Grammar School

## PTA AGM – Tuesday 4 October 2022

**Present:** Jane Raiswell (Treasurer), Fran Holker, Saadia Ahmed, Linda Gardiner, Franzisca Smith, Mr Mullins\*

*\*Mr Mullins attended parts of the meeting as the Year 10 Information Evening was also taking place.*

Agenda Item / Action	Action
<p><b>1. Apologies for absence</b></p> <p>Jane Deane (Secretary) Edd Berry</p>	
<p><b>2. Minutes of meeting and matters arising from last AGM minutes</b></p> <p>Minutes are confirmed.</p>	
<p><b>3. Matters arising</b></p> <p>As on agenda.</p>	
<p><b>4. Report from Chair</b></p> <p>We have no Chair currently as Fiona Johnson's children have left SGS. Jane Raiswell gives update in absence of Chair.</p> <p>Explain the function of the PTA and run through past activities and events.</p> <p>Highlight key successes from the past year e.g. uniform sales, Chocolate Bingo.</p> <p>Explain how fundraising was affected by Covid.</p> <p>Demonstrate how the PTA has benefited pupils over the years e.g. refurbished library, Duke of Edinburgh Award equipment, new toilets.</p> <p>Explain how people can get involved and how we should make the most of people's skills.</p>	
<p><b>5. Report from Treasurer</b></p> <p>Jane Raiswell presents Accounts Sept 21 - Aug 22 with breakdown of funds raised.</p> <p>Suggest we should soon write a cheque to give to the School as we have £6,682.08 currently in the PTA bank account.</p> <p>The opening balance of the bank account at the start of Aug 21 was £3,958.48</p> <p>The amount raised during the year was <b>£2,851.50</b> - see separate report attached showing breakdown and expenditure (£128 ParentKind).</p>	<p>Write a cheque to give to the School.</p>

<p><b>6. Roles &amp; Election of Officers</b></p> <p>PTA Committee Roles &amp; Responsibilities attached.</p> <p>Event organisation to be shared amongst PTA members. A process document (with timelines) has been produced for each of our past events which can be referred to (templates for emails etc are also included).</p> <p>Chair - Saadia Ahmed nominated and elected. Treasurer - Edd Berry nominated and elected. Secretary – Jane Deane nominated and elected.</p>	
<p><b>7. Fundraising objectives for 2022 – 2023</b></p> <p>Mr Mullins suggests the PTA can fundraise to improve the Art room facilities e.g. new kilns needed. The AGM attendees agree to this.</p>	<p>Discuss the Art room needs further with Mr Mullins and ask for more details so we can share this with the PTA and parents.</p>
<p><b>8. Fundraising dates / meetings in the year</b></p> <p>Chocolate Bingo – agree we should host this successful event again, in late November.</p> <p>Other event ideas discussed such as holding a:</p> <ul style="list-style-type: none"> <li>- Vintage Fair (selling vintage clothes, books, records, household items etc).</li> <li>- Disco night, likely to be particularly popular with Years 7 and 8. School (IT?) may be able to assist with music and lights.</li> <li>- Car boot sale.</li> <li>- Cake sales (ideal if we can run one alongside each event).</li> </ul> <p>Produce a survey for parents to complete – ask them what events (list a number) they would be interested in attending. Also ask them what their preferred day and time would be for them to attend a PTA meeting.</p>	<p>Chocolate Bingo – start planning event.</p> <p>Hold a meeting in January to discuss and plan for other events.</p> <p>Jane Raiswell to produce a survey to send to all parents.</p>
<p><b>9. Any other business</b></p> <p>Fiona Johnson and Joana Soliva are currently registered as Trustees to the PTA at the Charity Commission – we should contact them and review this. Elected committee members are usually charity trustees (the Charity Commission produces a <a href="#">guide</a> which explains who can be a trustee and what this entails).</p> <p>We are unable to find the SGS <a href="#">PTA Constitution</a>. We should contact the Charity Commission to obtain a copy, which should then be reviewed. If we cannot find the Constitution, we can adopt a new constitution at either an AGM or an EGM.</p> <p>We need to look at secure and free cloud storage for PTA documents and templates so the Committee members can access them easily and new Committee members can in the future.</p>	<p>Review Trustees to PTA.</p> <p>Obtain a copy of the Constitution.</p> <p>Discuss storage of PTA documents and templates at a future meeting.</p>

## Stretford Grammar School PTA Accounts – September 2021 to August 2022

### Summary

Account opening balance (1 Sept 21) - £3,958.58

Activity	Takings
Mother's Day Sale	£175.00
Easyfundraising	£424.32
Amazon Smile	£152.39
Uniform Sales	£2,097.50
Interest	£2.29*
<b>Grand Total</b>	<b>£2,851.50</b>

#### Minus Expenditure of £128:

PTA ParentKind Membership Direct Debit (Jan 22)

Starting Balance of £3,958.58 + Total raised of £2,851.50 = **£6,810.08**

£6,810.08 - £128 = £6,682.08

Balance as at 31 August 2022 - **£6,682.08**

\*We are unable to view the bank account details (due to needing a card reader) so we are unable to say which months we gained interest in and how much, although we do know it totals £2.29 over the year.

## PTA Committee Roles & Responsibilities

Role	Main purpose of the role	Responsibilities	At the AGM	Suits people who are...
<b>PTA chair</b>	To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.	<ul style="list-style-type: none"> <li>• Chairs and facilitates meetings in a manner that encourages everyone to contribute</li> <li>• Sets the date and agenda for meetings and keeps the discussion on track</li> <li>• Delegates tasks to committee members</li> <li>• Ensures decisions are implemented</li> <li>• Liaises with the school about fundraising priorities</li> <li>• Welcomes and motivates new volunteers</li> <li>• Is a designated signatory on the PTA bank account</li> <li>• Ensures the PTA is registered with regulatory bodies e.g. the Charity Commission, and submits reports where necessary.</li> </ul>	Writes the annual report	<ul style="list-style-type: none"> <li>• Strong leaders</li> <li>• Diplomatic and fair</li> <li>• Enthusiastic</li> <li>• Good delegators</li> </ul>
<b>PTA treasurer</b>	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.	<ul style="list-style-type: none"> <li>• Manages the day-to-day finances</li> <li>• Keeps a detailed and accurate record of the PTA's financial activity</li> <li>• Reports on the finances at meetings in a clear, concise way</li> <li>• Arranges floats for events</li> <li>• Ensures money is kept safely before and during events</li> <li>• Banks the takings from events and fundraisers</li> <li>• Makes Gift Aid claims</li> <li>• Implements procedures for making payments and claiming expenses</li> <li>• Completes the Charity Commission annual return (if registered)</li> <li>• Gets accounts audited where necessary</li> </ul>	Prepares the financial report	<ul style="list-style-type: none"> <li>• Confident at handling money and budgets</li> <li>• Good with numbers</li> <li>• Methodical</li> </ul>
<b>PTA secretary</b>	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.	<ul style="list-style-type: none"> <li>• Assists the chair with planning meetings</li> <li>• Communicates with the school and committee members, including circulating the agenda before PTA meetings</li> <li>• Takes minutes at meetings, recording the key points, decisions made and relevant action points</li> <li>• Manages communication between the committee, volunteers, school and school community</li> <li>• Prepares the publicity for events, including flyers, posters and tickets</li> <li>• Ensures meetings have enough attendees to form a quorum</li> <li>• Keeps records</li> <li>• Shares information</li> </ul>	Helps the chair prepare for the meeting and takes minutes on the day	<ul style="list-style-type: none"> <li>• Great communicators</li> <li>• Accurate writers</li> <li>• Helpful and motivated</li> </ul>