



PTFA AGM Minutes Wed 06 November 2024

Attendees

In person: Mrs. Burg, Jen Aries, Emma Hill, Laura Taylor, Kate Abbott, Aurora Balashi, Sandra Corona, Ulrike Fl, Mr. Apsley, Lucy Perry, Nathan (Chef), Tshay A, Selina L, Stephanie, Mrs. Healey, Amrita D (17)

Online: 34

1. WELCOME

Emma introduced the PTFA team remit and outlined the agenda

2.COMMITTEE – Introductions to committee members

Committee members introduced – welcome to Sandra

2023/24 CORE COMMITTEE

POSITION	NAME
Balham Co-Chair	Emma Hill
Balham Co-Chair	Laura Taylor
Streatham Co-Chair	Jennifer Aries
Streatham Co-Chair	Kate Abbott
Balham Committee	Sandra Corona
Secretary	Lucy Perry
Treasurer	Aurora Balashi

Resigning from 2023/4 – Laura Ennis

3. SUMMARY OF THE YEAR – EVENTS

Laura ran through the list of events for 2024-25. Said how much we appreciated help across all events, especially the fairs which generate the most income.

Dates to be issued separately as some tbc in 2025

4. ACCOUNTS RECAP of spending for 2023/24 year & commitments for 2023/24

See Henry Cavendish PTFA Accounts Management Summary

Aurora presented the accounts and ran through the highlights.

Total balance at the start of the fiscal year **£57,189**

Total of fundraising and donations during the year **£53,462**

Total spent on funded events and other items **£15,627**

Non PTFA Fuds held **£2,871**

Closing balance **£97,895**

Total holdings **£106,873**

Total outstanding commitments **£91,636**

Total available £15,237

For information, the Financial Year for the PTFA Account runs from 1 October to 30 September.

Main source of fundraising for the accounting year were the fairs. They account for 42% of total fundraising across the year.

Easy Fundraising – 2.8% of total fundraising – so please do sign up for this, instructions to follow to class reps. Compare to last year easy fundraising has increased by 75 % so, thank you to everyone that is already sign up and has been using it.

Estate Agents also generates a substantial portion of income.

Thanks to Aurora for taking on the treasury role in 2023-2024.

5. ONGOING COMMITMENTS

Emma ran through the list of ongoing commitments the PTFA have agreed to fund:

- Speaker Day fund
- Black History Month funding pot
- PTFA funded school treats for all children – festive presents for all kids, farm day
- Hardship Fund
- Support for the year 4/6 school journeys
- Sports Day at Tooting Athletics track
- Sports Equipment
- Librarian
- Library books

6. PROPOSALS FOR 2024/25

This year the PTFA would like to raise a target of £50,000.

Proposals will be run through in turn; beginning with SLT proposals, then Staff and finally Parent proposals.

Mr. Apsley took the opportunity to thank the PTFA and parents for their fundraising efforts.

PTFA funds over and above what the school can offer the children, and all these extras enhance the school experience.

6a) SLT proposals for spending 2024/25 year

1. Proposal: AC for ICT Suite at Streatham

Not included in original costing for the ICT suite on site. Room is too warm with the positioning in the building and when computers are switched on. Air con needed for it to be a usable space.

Estimated cost: £2,500-£3,000. Essential to make the room workable.

2. Proposal: Ovens at both sites

Mr. Apsley said that the food is something that SLT feel could be really improved and made better for the children and their school experience.

Barrier to improvement of food is the fact equipment is 15-20 years old. Stops us from delivering a quality of experience that the school is looking for in terms of food.

Mr. Apsley outlined how severe the funding gap is in schools as this should be able to be funded out of budget, but it is just not possible.

State of equipment is not helping with the standard of food that can be produced.

Estimated cost: £6,000 – one at each site. £12,000 (serving 800 children and staff over 20 years)

Maintenance? We have a contract that would cover the new ovens

Oven company will train staff on how best to use them.

Context: This is our biggest request for funding from SLT this year.

3. Proposal: iPads needed for both sites

Mrs. Healey – ICT suite has changed how IT is taught at school.

Curriculum says IT should be delivered across a range of devices and equipment.

Set of iPads on each site – can enhance other lessons.

Estimated cost: 20 in total at £329 each (£6,500 total)

Need to investigate the charging trolley cost.

4. Proposal: Projector at Balham

No longer working. Around 5 years old. Enhances the experience of the children at assemblies, concerts, nativities etc.

Estimated cost: £4,000

6b) Staff proposals for spending 2024/25 year

5. Proposal: Purchase of Ukuleles and Recorders

To be shared between sites

Estimated cost: £500

6. Proposal: SEND Replenishable Resources for Each School Site

Spoken to SEND dept. They have not spent what was allocated last year. They have an additional £2,500 from last year to spend this year. Not put to vote this year.

7. Proposal: Trolley for sports equipment

Estimated cost: £100

8. Proposal: Forest School resources

Estimated cost: £250

9. Proposal: Cooking equipment

Estimated cost: £100

10. Proposal: Enrichment Resources for Indoor and Outdoor Provision for EYFS

Enhancement of provision for getting busy time, which is child-directed learning. Would love the kids to have the best resources they can. Equipment for EYFS is more expensive than other school spends.
Estimated cost: £4900

11. Proposal: Replenishment of library stock across both sites and shelving upgrade
Shelving across both sites.
Estimated cost: £500
12. Proposal: Samba instruments
Music department would love a set. Currently use a mix of drums and other percussion instruments. This is a lower priority than ukuleles and recorders – could push this to next year if we cannot fund this year.
Estimated cost: £3314
13. Proposal: Combined ELSA resources
Emotional Literacy Support Assistance – teachers who are trained to help children who may need emotional support and regulation at school.
Mr. Apsley explained more about what ELSA is (6-week course for children) The list of children who would benefit from ELSA is huge and this funding helps maximize the number of children who get that support.
Estimated cost: £620 (training, resources at both sites)
14. Proposal: Sound system at Streatham
Church who uses the sound system on a Sunday said they would match fund this and are happy to contribute if we upgrade. More investigation needed around the cost of this please.
Estimated cost: £1,000

6c) Parent proposals for spending 2024/25 year

15. Proposal: Allocation of PTFA budget towards the purchase of a new portable stage for the Streatham site.

Current stage is not fit for purpose – was purchased in 2010 when the site opened and has been very well used. At performances it is very difficult to see the children without decent staging and the current setup is no longer safe.
Estimated cost: £1,500-£2,500
16. Proposal: Welcome to Nursery/Reception at Henry Cavendish' cards for all children joining nursery and reception across both sites

This would include a standard letter, PTFA flyer, list of events to look forward to? Y6 project? Could the administration be done via wider PTFA committee (Tshay, Lynelle and Selina agreed to take forward and coordinate).
Estimated cost: £300
17. Proposal: High-quality school banner
For use at school concerts/matches etc.
Estimated cost: £40
18. Proposal: Digital cameras for all classes for teachers to use (SLT addition)

For class cameras. Use on school trips/workshops etc. Currently taken using phones. Not best practice.

Better long-term investment to have separate iPads/cameras and use each for different purpose

Estimated cost: £1140 for a whole school set of cameras.

Total for everything is £67,000

Explain voting – those in the room can debate, those on Zoom can listen and vote.

On tablets, we agreed to vote on the total sum for buying tablets rather than committing to one brand.

7. Voting on proposals

Passed: 1, 2, 3, 4, 5, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18

Not passed: 11

SEND underspend – rolled over to this reporting year so item 6 not voted on

8. Redress priorities if needed

We have agreed to fund approx. £64,000.

Agreed to spend some money out of the bank account to cover all proposals passed.

PTFA Committee will discuss with SLT what money is spent initially and on what items and priorities if there are things that need immediate attention.

Ulrike asked if the excel sheet could be published ahead of the meeting.

Advised that the agenda is distributed as are the minutes.

9. AOB

- PTFA Committee asked for people to sign up to easy fundraising. Last year we raised £2,500 using it. PTFA will send the information to sign up to class reps.
- Emma proposed the school get involved with the 'School of Kindness' <https://schoolofkindness.org/> which is part of <https://www.52-lives.org/>
- Lucy requested that for any proposal agreed, the money does need to be spent otherwise it will go back to the account and the money will need to be re-bid for next year.
- Chef Nathan agreed to help at the Winter Fair on 7th Dec at Balham and at our spring fair and summer fair.
- Ulrike – should we need to bring in any toys etc. from home that are no longer needed? Mr. Apsley will mention in briefing to teachers that parents are willing to be told if there are things classes are short of, beyond the amazon wish lists.

Meeting closed at 2104

Henry Cavendish PTFA Accounts

Management Summary: 2023/24 v 2022/23

	2023/24
Opening Balance: Lloyds Treasurers Account (1 Oct)	57,189
Fundraising Events & Activities	
Floats	-
Summer Fair	6,081
Xmas Fair	11,472
Spring Fair	3,846
Xmas Cards	377
Xmas Trees	2,905
Xmas Shopping Evening	-
Bingo	1,316
Quiz night	(447)
Adult Disco	(167)
Kids Disco x 2 (Feb / Jun)	3,622
Pizza and Cookie	491
Doughnuts	2,457
Estate Agents	12,500
Non Uniform Days / Mufti Days	1,182
Uniform Sale	514
Gift Aid	2,352
Lucky Numbers	505
Monthly Trader	-
Easy Fundraising	2,230
Amazon Smile	-
Cake Sale	-
School voucher	(3,000)
Matched funding	-
Macmilan coffee	237
Other fundraising	447
Total Fundraising Events & Activities	48,919
Donations	
Payroll Giving & other donations	4,110
Just Giving Donations	434
Total Donations	4,544
Total Fundraising Events, Activities and Donations	53,462
PTFA Funded Events and Items	
2019AGM agreed expenditure *	-
2021 AGM agreed expenditure *	(165)
2022 AGM agreed expenditure	(989)

2023 AGM agreed expenditure	(7,235)
Non Agm approved spending	-
Year 6 School Journey	(3,734)
Year 4 School Journey	(2,120)
Christmas Entertainment & Staff/Kids Xmas presents	(615)
Speaker Days	-
Black History Week	-
Year 6 Leavers Party amd book	-
Early years picnic	(258)
Hardship fund	
Sporting Equipment	
Running Club	(357)
Sports Day Ice Lollies	-
Fab Fridays	-
Library Books	-
PTFA running costs	(153)
Transaction costs	
Total PTFA Funded Events and Items	(15,627)

Total Fundraising minus Funded Events	40,707
Non PTFA Fuds held	
Neurodiversity	1,171
Mrs Prior Trips	1,700
	2,871
Closing Balance: Lloyds Treasurers Account (30 Sep)	97,895

Henry Cavendish PTFA INSTANT ACCESS SAVER AC	
	2023/24
Opening Balance: Lloyds Instant Access Saver (1 Oct)	8,866.07
Interest earned	112
Closing Balance: Lloyds Instant Access Saver (30 Sep)	8,978
Total Holdings (Treasurers Accounts + Saver)	106,873

* AGM Agreed Expenditure Breakdown of Actual Spend	
	Agreed Funds
2022 AGM Agreed Expenditure C/f	
Music Equipment £1.2k	1,200

EYFS Resources £2976	2,976
EYFS Phonics Books £4002	4,002
2023 AGM Agreed Expenditure C/F	-
Friendship Benches	1,200
Blackboards in EYFS and KS1 and chalk storage	500
ICT suites at Balham and Streatham	15,065
Premises team workshop	841
Librarian	2,812
EYFS playground Balham	4,398
2024 AGM Agreed Expenditur	-
Reading Patron	1,500
Class Library and Stationary Budgets	4,000
AV Equipment	8,000
Projector (Streatham)	2,500
Shelving and equipment in library in Balham	1,200
Forest School resources	900
Music Whiteboards	85
2 Heavy duty Laminators	500
KS2 Banded Reading books	6,500
Playground tables	5,500
Librarian	5,000
Streatham ICT suits	10,000
SEN class equipment	4,000
School Councilbudget	1,000
MC Grammar session	1,200
Ongoing Expenditur	-
Speaker Day Fund / Art Funds	2,000
Black History Week	2,000
Library books	3,000
Year 6 School Journey	6,000
Year 4 School Journey	2,000
Hardship Funds	1,000
Christsmas Entertainment and presents for staff & children	1,000
Annual visits to athletic track and coaching pre-sports day	2,000
Annual allowance for sporting equipment	2,000
	105,879

Outstanding Commitments to carry on in 2024/25	
Annual Commitments	
Speaker Day Fund / Art Funds	
Black History Week	
Library books	

Other annual commitments (Christmas presents, Year 6 & 4 journey, hardship fund)	
Year 6 School Journey	
Year 4 School Journey	
Hardship Funds	
Annual visits to athletic track and coaching pre-sports day	
Annual allowance for sporting equipment	
Total Annual Commitments	
Outstanding AGM Commitments	
Music Equipment £1.2k	
EYFS Resources £2976	
EYFS Phonics Books £4002	
Friendship Benches	
Blackboards in EYFS and KS1 and chalk storage	
ICT suites at Balham and Streatham	
Premises team workshop	
Librarian	
EYFS playground Balham	
Reading Patron	
Class Library and Stationary Budgets	
AV Equipment	
With AV	
Projector (Streatham)	
Forest School resources	
Music Whiteboards	
2 Heavy duty Laminators	
KS2 Banded Reading books	
Playground update - tables	
Library books	
ipads tabels	
SEN class equipment	
School Councilbudget	
MC Grammar session	
Total Outstanding AGM Commitments	
Total Outstanding Commitments c/f	
Total Holdings at year end from Accounts (above)	
Available Balance	

2022/23	23/24 v 22/23
38,681	18,508
-	-
12,052	(5,971)
11,501	(29)
5,512	(1,667)
1,442	(1,065)
2,766	139
1,722	(1,722)
1,279	38
-	(447)
6,133	(6,301)
-	3,622
433	59
1,176	1,282
10,000	2,500
501	681
711	(197)
1,388	963
240	265
-	-
1,272	958
473	(473)
	-
	(3,000)
	-
	237
	447
58,600	(9,682)
9,038	(4,928)
1,302	(868)
10,340	(4,928)
68,940	(14,609)
(3,308)	3,308
(2,793)	2,628
(28,184)	27,195

-	(7,235)
(1,512)	1,512
(8,497)	4,763
(1,702)	(418)
(615)	(0)
(500)	500
-	-
-	-
(319)	60
-	-
(89)	89
-	(357)
(135)	135
-	-
(2,689)	2,689
(1,095)	942
(176)	176
(51,613)	35,987

18,507	21,377
680	
500	
1,180	
57,188	39,885

COUNT	
2022/23	23/24 v 22/23
8,813	
53	59
8,866	111
66,054	40,819

Actual Expenditure 2023/24	Agreed Funds Less Total Expenditure (Incl prior yrs)
-	1,200

-	2,976
-	4,002
-	-
	1,200
989	(489)
	15,065
	841
	2,812
	4,398
-	-
	1,500
	4,000
3,885	4,115
3,351	(851)
	1,200
	900
	85
	500
	6,500
	5,500
	5,000
	10,000
	4,000
	1,000
	1,200
-	-
165	1,835
	2,000
	3,000
3,734	2,266
2,120	(120)
	1,000
	1,000
	2,000
	2,000
14,243	91,636

25	
	Agreed Funds
	1,835
	2,000
	3,000

	2,266
	(120)
	1,000
	1,000
	2,000
	2,000
	14,981
	1,200
	2,976
	4,002
	1,200
	(489)
	15,065
	841
	2,812
	4,398
	1,500
	4,000
	4,115
	(851)
	1,200
	900
	85
	500
	6,500
	5,500
	5,000
	10,000
	4,000
	1,000
	1,200
	76,655
	91,636
	106,873
	15,237



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Henry Cavendish School – Parents Teachers and Friends Association

On accounts for the year
ended

30th September 2024

Charity no
(if any)

1045839

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30th September 2024.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Mark Taylor

Date:

5th May 2025

Name:

Mark Taylor

Relevant professional
qualification(s) or body
(if any):

ICAEW member

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