

PICTOR PARENTS, STAFF AND FRIENDS ASSOCIATION

Minutes of the Annual General Meeting held on Wednesday, 11th November 2020 at Pictor School

Present: Lee Slater, Christine Aulton, Daniel Piggot, Zorona Carter, Lynne Murphy, Jeanie Hardy, Katie Parkinson

Apologies: Nasreen Longden, Andrew Taylor, Karen Larsen

Opening of the AGM: The meeting this year was conducted via Zoom an online video calling platform allowing all members to attend remotely from their current locations. The meeting was opened by Lee Slater in the absence of Karen Larsen. Lee acknowledged that the previous 12 months had been unusual and a difficult year for the group due to Covid-19 and how we have had to adapt our normal ways of working to allow for current restrictions on gatherings. This has impacted the groups ability to arrange many of our popular events such as school discos and summer fair/bbq etc.

The group then discussed minutes from the previous meeting led by Lee Slater and all present agreed on those minutes.

Chairs Report: Vice chair Lynne Murphy talked everyone through the report in which she explained that sponsorship with the Co-op supermarket chain had now finished. Karen Larsen wanted to say a big thank you for everyone's ongoing support and say how much it was appreciated by the Pictor Academy team.

It was also explained that we were now able obtain a new mini bus and due to grant applications completed by Lynne it was possible for school to receive the bus and it is thought the approximate figure that the PSFA will contribute directly towards this after grants is £10,000.

Successful Events during 2020: Discussed during the meeting were the events that we were able to run and were a success in their own right.

- Christmas Fair- The largest event in the calendar year but again a must both with the committee and the school community. All agreed what a successful event it is and how staff had received feedback from parents on what a great event they are. (Pre covid-19)
- Annual Panto- Run solely by staff who have so kindly given their time in order to give the children an experience they won't forget and allow families to access something which they may otherwise struggle to in other environments. Always a successful event both for popularity and financially for the PSFA. (Pre covid-19)
- Recycling- The large recycle box which has been situated near the main entrance has been filled and collected a number of times now and has been a great way for school

to passively raise funds and for the community to clear out unwanted clothes. It was also agreed that this should continue.

- **Field Days-** This is something for children and families to be able to benefit from the school facilities on the field and allow that social interaction for families. This has been a lifeline for parents during lockdown and due to the demand to use the field a group of parents kindly put a rota system down to allow a small number to attend the field at any one time on a weekend and this is now managed via a whatsapp group where parents can ask to be booked on.

Benefits of fundraising this year:

This year's fundraising has meant that school have been able to benefit from the purchase of a much needed new minibus which all the school will benefit from.

This year has also seen a huge development of the ongoing project of the sensory garden/walkway with a huge transformation seen during the lockdown where staff and friends of the school volunteered and helped to create a beautiful space for the children to use including outdoor sensory items and musical items.

The early years have also been able to benefit from the contribution the group had made towards the development of their outdoor space which needed upgrading to make it fun and practical space for that group of children and the purchase of outdoor apparatus.

The PSFA have also been able to grant small fund requests from classes as they come in for any extra items they feel the children would benefit from.

Treasurer's Report:

Lee Slater completed a detailed breakdown of the treasurer's report and various figures were discussed including outgoings and spending to date. Please see a brief overview below of some incoming funds via fundraising and donations with approximate figures but to see all in detail please refer to the treasurer's report.

Xmas Fair- £3,125 (pre- covid)

Panto- £354

Parent Fund Match- £5,000

The PSFA have received various donations from parents past and present and are extremely grateful for their support.

Nasreen Longden very kindly worked with her employer to allow us to receive a huge £5,000 via her works fund match where they will match any fundraising efforts by the employee up to a certain amount. Thankyou Nasreen!

Due to the hard work of Lynne Murphy we were also very grateful to receive a grant towards the much needed minibus.

The closing balance currently stands at £17,103.16 - please see full financial report for more detail.

AGM Constitution & Vote-

Lee Slater explained to all members the structure of the constitution and what was expected of all elected members and the following was agreed and within the meeting.

Chair- Karen Larsen, seconded by Lee & Daniel

Vice Chair- Lynne Murphy, seconded by Lee & Jeanie

Treasurer- Lee Slater, seconded by Chris & Daniel

Secretary- Katie Parkinson, seconded by Zorona & Jeanie

President- Andrew Taylor, seconded by Lee & Katie

The committee were then given the opportunity for any further questions of which there were none and the meeting was closed by Lee Slater who thanked everyone for attendance and the whole committee for their help and commitment throughout the year,

PSFA Accounts Income Year Ending 30th September 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Date	Details	cash payments paid out at event	Float	Disco	Field Day	Donation	Christmas Fair	Pantomime	Recycling fund raising	Interest	Sundry	Total
1													
2	07/10/2019	Friendship Force Manchester					20.80 ✓						20.80
3	07/10/2019	Disco		135.00 ✓	389.52 ✓								524.52
4	09/10/2019	Interest									1.31 ✓		1.31
5	12/10/2019	Donation Timperley bowling Club					843.00 ✓						843.00
6	02/10/2019	Donation MBAKADA					1600.00 ✓						1600.00
7	11/11/2019	Interest									1.72 ✓		1.72
8	19/11/2019	Recycling fund raising								113.00 ✓			113.00
9	05/12/2019	Christmas Fair		260.00 ✓				2742.12 ✓					3002.12
10	05/12/2019	Donation Lyons Family					100.00 ✓						100.00
11	05/12/2019	Donation for TV						180.00 ✓					180.00
12	07/12/2019	Field day				24.00 ✓							24.00
13	07/12/2019	Petty Cash paid in to account										4.00 ✓	4.00
14	02/12/2019	Donation S McGrath					880.00 ✓						880.00
15	09/12/2019	Interest									1.36 ✓		1.36
16	11/01/2019	Calendar Christmas Fair sales						84.00 ✓					84.00
17	11/01/2020	Mistletoe Donations						33.30 ✓					33.30
18	11/01/2020	Donations V Holt					800.00 ✓						800.00
19	30/01/2020	Wood Group Sensory					5000.00 ✓						5000.00
20	09/01/2020	Interest									1.62 ✓		1.62
21	04/02/2020	Pantomime							345.30 ✓				345.30
22	10/02/2020	Interest									1.79 ✓		1.79
23	20/02/2020	Amazon Smile money					10.93 ✓						10.93
24	03/03/2020	Disco		135.00 ✓	180.80 ✓								315.80
25	03/03/2020	field day				31.00 ✓							31.00
26	09/03/2020	Interest									1.69 ✓		1.69

PSFA Accounts Income Year Ending 30th September 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
27	09/04/2020	Coop Fundraising					594.21 ✓						594.21 ✓
28	09/04/2020	Interest									1.85	✓	1.85 ✓
29	11/05/2020	Interest									1.93	✓	1.93 ✓
30	21/05/2020	Amazon Smile money					17.33 ✓						17.33 ✓
31	27/05/2020	Easy Fundraising					15.24 ✓						15.24 ✓
32	28/05/2020	Donation					545.73 ✓						545.73 ✓
33	09/06/2020	Interest									1.56	✓	1.56 ✓
34	16/06/2020	Recycling fund raising								68.00	✓		68.00 ✓
35	29/06/2020	Cheesecake Donation					15.00 ✓						15.00 ✓
36	30/06/2020	Bus Grant THT					10000.00 ✓						10000.00 ✓
37	09/07/2020	Interest									0.39	✓	0.39 ✓
38	16/07/2020	Groundwork UK					500.00 ✓						500.00 ✓
39	10/08/2020	Interest									0.47	✓	0.47 ✓
40	13/08/2020	Amazon Smile money					22.79 ✓						22.79 ✓
41	03/09/2020	Cauliflower Cards						86.50 ✓					86.50 ✓
42	12/09/2020	Donation Lyons Family					2200.00 ✓						2200.00 ✓
43	09/09/2020	Interest									0.44	✓	0.44 ✓
44	30/09/2020	Cheque 000269 Void from 23.04.19										72.50	✓ 72.50 ✓
45	30/09/2020	Cheque 000284 Void from 23.09.19										44.00	✓ 44.00 ✓
46													
47													
48													
49													
50													
51			0.00	530.00	570.32	55.00	23165.03	3125.92	345.30	181.00	16.13	120.50	28109.20

PSFA Accounts Expenditure Year Ending 30th September 2020

Date	Rec No	Cheque No	Details	Float	Petrol	Trips	Equip & Repair	Gratuity/consumables for events	Fund Raising Events costs	Christmas Fair	Class Christmas Gifts	Drinks licence
02/10/2019	1	000285	Musical Instruments	✓			3200.00	✓				
12/10/2019	2	000286	Shed Correction	✓			10.00	✓				
13/10/2019	3	000287	Disco Expenses and stock	✓				72.40	✓			
30/10/2019	4	000288	Auditor	✓								
31/10/2019	5	000289	AGM Expenses	✓				36.09	✓			
31/10/2019	6	000290	AGM Expenses	✓				9.15	✓			
31/10/2019	7	000291	New Bikes	✓			321.54	✓				
01/11/2019	8	000292	Concrete musical instruments	✓			138.00	✓				
02/10/2019		DD	Petrol Costs		85.90	✓						
09/10/2019		DD	Card Charges Petrol		1.80	✓						
19/11/2019	9	000293	Christmas Presents Class 4	✓							7.00	✓
19/11/2019	10	000294	Float Christmas Fair	✓	260.00	✓						
19/11/2019	11	000295	Gifts Christmas Fair Santa	✓						25.00	✓	
19/11/2019	12	000296	Drinks Licence	✓								21.00
27/11/2019	13	000297	Christmas Fair Expenses	✓						37.32	✓	
27/11/2019	14	000298	Christmas Fair Expenses	✓						87.95	✓	
27/11/2019	15	000299	Raffle Prize	✓						177.49	✓	
28/11/2019	16	000300	Christmas Fair Expenses	✓						24.90	/	
06/11/2019		DD	Card Charges Petrol		1.80	✓						
20/11/2019		DD	Petrol Costs		66.42	✓						
27/11/2019		DD	Petrol Costs		66.93	✓						
05/12/2020	17	000301	Christmas Fair Expenses	✓						105.76	✓	
05/12/2019	18	000302	Christmas Fair Expenses	✓						52.74	✓	
05/12/2019	19	000303	Christmas Presents Class 6	✓							7.00	✓
05/12/2019	20	000304	Petrol	✓								
13/12/2019	21	000305	Christmas Presents Class 15&10	✓							12.95	✓

PSFA Accounts Expenditure Year Ending 30th September 2020

PSFA Insurance	Auditor Expenses	Total
		3200.00
		10.00
		72.40
	✓ 30.00	30.00
		36.09
		9.15
		321.54
		138.00
		85.90
		1.80
		7.00
		260.00
		25.00
		21.00
		37.32
		87.95
		177.49
		24.90
		1.80
		66.42
		66.93
		105.76
		52.74
		7.00
		10.00
		12.95

PSFA Accounts Expenditure Year Ending 30th September 2020

07/12/2019	22	000306	Christmas Presents Class 9	✓						5.45	✓
17/12/2019	23	000307	Christmas Presents Class 2	✓						7.00	✓
18/12/2019	24	000308	Christmas Presents Class 13	✓						7.17	✓
20/12/2019	25	000309	Raffle Tickets exp	✓						40.00	✓
20/12/2019	26	000310	Padlock for PSFA Shed	✓			8.86	✓			
20/12/2019		000311	void	✓							
20/12/2019	27	000312	Sandwiches for helpers	✓						27.00	✓
04/12/2019		DD	Card Charges Petrol			1.80	✓				
11/12/2019		DD	Petrol Costs			30.00	✓				
10/01/2020	28	000313	Bendrigg PSFA contribution	✓			76.00	✓			
13/01/2020	29	000314	EYFS Wetsuits	✓					129.90	✓	
02/01/2020		DD	Parentkind Insurance								
08/01/2020		DD	Card Charges Petrol			1.80	✓				
20/02/2020	30	000315	Christmas Presents Class 14	✓						9.00	✓
20/02/2020	31	000316	Petrol (G Long lost receipt)	✓		20.01	✓				
20/02/2020	32	000317	Drinks Licence	✓							21.00
20/02/2020	33	000318	efc Bike Parts	✓					11.36	✓	
22/02/2020	34	000319	Cash Float Disco	✓							
28/02/2020	35	000320	Bike Repair	✓					441.99	✓	
29/02/2020	36	000321	Disco Expenses and stock	✓					79.05	✓	
05/02/2020		DD	Petrol Costs			105.50	✓				
10/03/2020	37	000322	Pantomime Cape	✓					15.99	✓	
04/03/2020		DD	Card Charges Petrol			1.80	✓				
18/03/2020		DD	Petrol Costs			85.14	✓				
14/04/2020		DD	Petrol Costs			30.78	✓				
08/04/2020		DD	Petrol Costs			96.02	✓				
30/06/2020	38	000323	T Nolan Petrol Costs	✓							
30/06/2020	39	000324	Sensory Garden	✓					1352.98	✓	
06/05/2020		DD	Card Charges Petrol			1.80	✓				
21/07/2020	40	000325	Sensory Garden tyre paint	✓					54.45	✓	
10/06/2020		DD	Card Charges Petrol			1.80	✓				
08/07/2020		DD	Card Charges Petrol			1.80	✓				
05/08/2020		DD	Card Charges Petrol			1.80	✓				

		5.45
		7.00
		7.17
		40.00
		8.86
		0.00
		27.00
		1.80
		30.00
		76.00
		129.90
110.00	✓	110.00
		1.80
		9.00
		20.01
		21.00
		11.36
		135.00
		441.99
		79.05
		105.50
		15.99
		1.80
		85.14
		30.78
		96.02
		30.00
		1352.98
		1.80
		54.45
		1.80
		1.80
		1.80

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PSFA Accounts Expenditure Year Ending 30th September 2020

		164.00
		20.00
		440.00
		3527.00
		26750.00
		8000.00
		1.80
110.00	30.00	46714.19

PICTOR SCHOOL PARENTS, STAFF AND FRIENDS ASSOCIATION
Statement of income and expenditure year to 30 September 2020

Opening Balance

Lloyds School Account	35834.65 ✓
Cash in Hand	0.00
Add deposits not cleared	0.00
Less Cheques not presented	-116.50 ✓
Total	35718.15 ✓

Income Summary

Cash Payments	0.00 ✓
Float	530.00 ✓
Disco	570.32 ✓
Field Days	55.00 ✓
Donations	23165.03 ✓
Christmas Fair	3125.92 ✓
Pantomime	345.30 ✓
Recycling Fund Raising	181.00 ✓
Interest	16.13 ✓
Sundry	120.50 ✓

Expenditure Summary

Float	395.00 ✓
Petrol	644.70 ✓
Trips	76.00 ✓
Equipment & Repairs	44566.07 ✓
Gratuity/consumables	196.69 ✓
Fund Raising event costs	20.00 ✓
Christmas Fair	578.16 ✓
Class Christmas Gifts	55.57 ✓
Drinks Licence	42.00 ✓
PTA Insurance	110.00 ✓
Auditor Expenses	30.00 ✓

Total Income 28109.20 ✓

Total Expenditure 46714.19 ✓

Closing Balances

Lloyds School Account	55880.16 ✓
Cash in Hand	0.00
	55880.16 ✓
Less Cheques not presented	38767.00 ✓
Closing Balance	17113.16 ✓

Opening balance	35718.15 ✓
Income	28109.20 ✓
	63827.35 ✓
Expenditure	46714.19 ✓
Closing Balance	17113.16 ✓

I declare this to be a true and accurate statement of Pictor School PSFA accounts

W. Sate Treasurer

I have audited the above figures and based on the records presented to me and found them to be correct

J. Clark Auditor Date: 23-10-2020