



Kennet School PTA
Kennet School, Stoney Lane, Thatcham, RG19 4LL
Charity number: 1106961
Chairperson: Lisa Moss
kennetpta@gmail.com

Kennet PTA AGM Meeting Minutes

Date: Wednesday 18 September 2024 7-8pm

Location: Kennet School Library

Attendees	G Rigg - Headteacher (GR), A Howes (AH), O Joyce (OJ), A Pocock (AP), L Moss - Chair (LM), L Fisher - Vice Chair (LF), D O'Leary - Treasurer (DO'L), C Byrne - Secretary (CB), S Curtis-Read (SCR), R Bennett, S Belcher, P Chitenderu, G Clegg, K Giurescu, M Gayler, C Howlett, P Kumar, L Shepherd, L Thorne, L Woodley, N Nightingale, R Tamale, A Taylor, A Tucker, A Viswam, C Yuan, J Shamba, M Sriwastava. 3 other attendees were present, but did not sign in. There were also 6 pupils present to give talks.
Apologies	A Davis, V Maggs

1. Introduction and welcome

The PTA Chair, LM, welcomed attendees to the AGM and expressed gratitude for their participation. She highlighted the importance of the PTA's role in supporting the school and its students.

The current committee and trustee members were introduced: Lisa (LM - Chair), Liz (LF - Vice Chair), Chloe (CB - Secretary), and Donna (DO'L - Treasurer).

LM emphasised the vital role of the PTA in providing additional resources and support to the school, given limited government funding. The PTA's primary objectives were outlined:

- Raising funds for additional school resources and supporting the school's educational endeavours
- Organising events for students, families, and the school community

All parents of Kennet School students were encouraged to participate in the PTA, with meetings held on the first Monday of each month. The PTA emphasised the importance of parental involvement in achieving its goals.

Kennet School headteacher, Ms Rigg (GR) thanked everyone for attending, and thanked the PTA for their efforts in the last year.

2. Short pupil talks

GR introduced the pupil and staff speakers for this section.

Two Kennet pupils, alongside AP, described what an incredible experience it was to be part

of the Borneo trip. One of the pupils said that it has cemented her desire to work with children when she is older, as well as to travel the world.

Four pupils (two current year 8s and two current year 13s), alongside OJ discussed their experience with attending last year's Year 7 camp. The younger pupils discussed how they enjoyed the activities, and the older pupils reminisced about their own Year 7 camp and how they looked up to the 6th form helpers, and how incredible it was to then be those 6th form helpers that the younger pupils now look up to.

GR also extended her thanks to the staff who volunteer to put on these trips and their involvement in PTA events too.

3. 2023-2024 Chair report

LM highlighted the successful year achieved through the combined efforts of the committee and members. She expressed gratitude for the significant contributions made by all involved.

LM reviewed the PTA's events for the year, including:

- **Quiz Nights:** The PTA organised two popular quiz nights, introducing a new online payment system for tickets and food orders. These events were successful fundraisers, with special thanks to Sam, James, and their family for hosting and organising the questions.
- **Disco Events:** Year 7 students enjoyed two disco events, one for Halloween and another for their graduation. These events were well-attended and provided a fun atmosphere for the children, thanks to the support from Year 7 staff and the school leadership team.
- **Tornadoes Tournament:** The PTA participated in the annual Tornadoes Tournament, providing food and refreshments. This event required significant setup and teardown efforts, but the PTA successfully managed the logistics with the help of Liz, who had experience from the previous year. Despite challenges with external caterers due to lower attendance, the PTA learned valuable lessons for future events.
- **Christmas Fayre:** The Christmas Fayre was a festive event featuring various stalls, including food, games, and crafts. The PTA raffle was particularly successful, with numerous prizes offered.
- **Fireworks Night:** The PTA's largest event of the year was the Fireworks Night, held in partnership with Francis Baily PTA and Friends of Whitelands. This event attracted both the school community and the local community, showcasing Kennet School's involvement in the wider community. The success of the Fireworks Night was attributed to the leadership of Chloe and the dedicated efforts of numerous volunteers.

LM expressed thanks to:

- The committee and members for their dedication and hard work
- The school staff for their support and collaboration
- The volunteers who contributed to the success of PTA events

The Chair emphasised the importance of continued parental involvement and support for the PTA's future endeavours.

4. 2023-2024 Financial report

DO'L stated that the opening balance of £29,456.20 was brought forward from 2022-2023 and was paid to the school in January 2024. It was agreed that the opening balance was to be paid across and not the £31,069.44 stated as raised in the Treasurer report for 2022-23.

The total profit of funds raised in 2023-24 is £30,292.01 (£777.43 less than the reported funds raised in the previous year).

DO'L ran through each event listing the profit and year on year profit growth for each event. See the table below for details. There were two outliers where funds raised were significantly lower than in previous years. The Tornado football tournament raised £1,154.98 less this year however the number of teams in the tournament were lower than previous years so opportunity to raise funds was reduced. The enhancement funds raised £3,027.20 less than previous years and had the largest impact on the total funds being down on previous years.

The method used to allocate profit from the firework event changed this year from an even split to a percentage-based allocation calculated on the number of volunteers from each participating school. In previous years the funds have been evenly split between Kennet PTA and Francis Baily PTA with this year Friends of Whitelands participating also. Although the total raised at the event was less than in 2022/23 overall, Kennet's share of the profit was £2,331.74 higher due the number of volunteers.

	2023/24	2022/23	diff	% difference
Quiz - Oct	1,311.26	966.89	344.37	35.62%
Disco - Oct	896.10	1,046.38	-150.28	-14.36%
Fireworks	6,616.29	4,284.55	2,331.74	54.42%
Christmas Lights	0.00	353.24	-353.24	-100.00%
Christmas Fayre	4,488.30	3,862.87	625.43	16.19%
Quiz Feb	1,292.25	1,183.20	109.05	9.22%
Tornadoes	5,512.84	6,667.82	-1,154.98	-17.32%
Year 7 disco	748.54	1,013.75	-265.21	-26.16%
Non uniform	1,276.50	1,271.05	5.45	0.43%
Amazon Smile		28.93	-28.93	-100.00%
Enhancement fund	4,142.10	7,169.30	-3,027.20	-42.22%
Match funding/donations	1,972.52	2325.2	-352.68	-15.17%
West berks lottery	1,046.50	1250	-203.50	-16.28%
Parents evening/music dept events	1,469.42	0	1,469.42	
other - incl bank charges and sundries	-480.61	-353.74	-126.87	35.87%
Grand Total	30,292.01	31,069.44	-777.43	-2.50%

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5. Questions from the floor

It was asked what the enhancement fund is, and why it was so low compared to last year. The enhancement fund is a request for a one off donation from each family with children at Kennet School, each school year. Some families had set up direct debits for the enhancement fund, which we checked if they were still happy to be paying - these were stopped. The letter sent about the enhancement fund to parents last year did not explain how to make payment, which has been added into this year's letter.

It was also asked if the new SumUp machines have been worthwhile. LM and CB explained that they had been in use previously, however the use has increased a lot this year, including using them to process cash sales to have a better understanding of exact items sold.

6. Appointment of a new PTA Committee

LM explained the process of electing the committee roles and that the treasurer would not be standing again this year. Those nominated, proposed and seconded are outlined below:

Nominations received for Chair : Lisa Moss

Lisa Moss proposed by G Rigg, seconded by L Thorne

Nominations received for Vice Chair : Liz Fisher

Liz Fisher proposed by R Bennett, seconded by S Belcher

Nominations received for Treasurer : Steve Curtis-Read

Steve Curtis-Read proposed by A Howes, seconded by S Belcher

Nominations received for Secretary : Chloe Byrne

Chloe Byrne proposed by G Rigg, seconded by A Taylor

The officers for 2024 - 2025 are as follows:

Chair: Lisa Moss

Vice Chair: Liz Fisher

Treasurer: Steve Curtis-Read

Secretary: Chloe Byrne

The appointed auditor will be Kirsty Warren.

7. Appointment of Honorary PTA President

LM appointed GR to be the Honorary PTA President, GR accepted the appointment.

8. Vote on changing the PTA name to “Kennet School PTA Community”

LM advised that the committee would like to change their name, which is currently Kennet School Parent Teacher Association (PTA), to Kennet School Parent Teacher Association Community (PTAC).

LM confirmed that changing the name would allow those who are not parents to be involved in the committee. Currently, technically anyone who is not a parent (including carers) and other relatives are not allowed to be involved if we stay as a PTA.

LM explained how the voting process would work and asked if there were any questions about the proposed change.

It was asked who could join the committee beyond parents. LM explained that any other relatives, such as grandparents, uncles/aunts, siblings, could join, as well as former pupils' relatives, or just anyone from the wider community in general.

The vote was taken and 30 attendees voted for the change, 1 voted against the change, giving a majority of 97% in agreement, allowing the proposal to pass.

The charity will therefore change its name to Kennet School Parent Teacher Association Community (PTAC).

9. Vote on adopting the ParentKind PTA constitution

LM explained that a PTA's constitution is a governing document that outlines the rules and procedures for managing the PTA. It's the cornerstone of the PTA, defining its purpose, structure, and governance rules. PTAs must always act according to their constitution. The current constitution is 20 years old, and no longer helps the PTA develop and move into modern times.

LM asked if there were any questions about the proposed change. It was asked if the new constitution allows for the new name that we had just voted in. LM confirmed that it does. It was also asked if the new constitution allows for voting to take place remotely/online - after conferring with the new constitution it was confirmed that it does allow this.

The vote was taken and 22 attendees voted for the change, 1 voted against the change, while 8 abstained from voting. There was a 96% agreement with the change, allowing the proposal to pass.

The charity will therefore adopt and be governed by the latest ParentKind constitution.

10. Closing comments

DO'L and AH (school PTA representative for 2023-24) were presented with some tokens of appreciation in recognition of their time given to the PTA.

GR requested that the PTA raise money for a new minibus for the school this year.
LM thanked everyone for attending and closed the meeting.

Date of next meeting: Monday 30 September 2024.

Kennet Parent and Teacher Association

Treasurer report

September 1st 2023 to 31st July 2024

Opening balance 01/09/23	29,456.20	29,456.20
Income		
Sponsorship and match funding	1,972.52	
events takings non parentpay	49,590.06	
West Berkshire Lottery	1,046.50	
Total Income		52,609.08
Expenditure		
Bank charges	135.35	
Floats	3,460.00	
Event Provisions	11,105.18	
Sundries	345.26	
Creditors	37,775.88	
Total expenditure		52,821.67
Closing balance		29,243.61
Income not yet received		
Cash held for floats		1048.4
Enhancement fund transfer 1st Aug		253.1
Adjusted balance		30,292.01

To the best of my knowledge I certify these accounts to be a true and accurate reflection of the year 2023/24

Signature..... M. P. Hard
Name..... Nazora Perland
Date..... 13/11/24

Event Taking

date	details	value
2/10/2023	BURGE	20
16/10/2023	SUMUP	503.2
20/10/2023	Faulkner	30
20/10/2023	SUMUP	11.39
21/10/2023	Banking	535
21/10/2023	Banking	595
23/10/2023	Banking	57.1
23/10/2023	Banking	4.5
6/11/2023	Ivan Lesnianski	35
6/11/2023	Banking	2770
6/11/2023	Banking	2180
6/11/2023	Banking	1520
6/11/2023	Banking	1116.84
9/11/2023	KSAT	4541.5
13/11/2023	FOW firework sales	394.29
14/11/2023	Francis Baily	401.04
14/11/2023	Francis Baily	219.35
15/11/2023	SUMUP	47.09
17/11/2023	SUMUP	74.03
23/11/2023	SUMUP	3.53
29/11/2023	SUMUP	70.34
30/11/2023	SUMUP	60.95
4/12/2023	SUMUP	128.13
8/12/2024	ksat	2817.4
8/12/2023	SUMUP	327.9
15/12/2023	SUMUP	89.95
19/12/2023	Banking	2760
19/12/2023	Banking	1455
19/12/2023	Banking	740
19/12/2023	Banking	844.74
19/12/2023	Banking	394.27
2/1/2024	charitable giving	19.42
16/1/2024	sale of TV	438.18
17/1/2024	SUMUP	8.34
19/1/2024	SUMUP	39.33
7/2/2024	Stripe	198.38
8/2/2024	Stripe	176.32
12/2/2024	stripe	35.75
12/2/2024	stripe	30.48
12/2/2024	stripe	38.14
14/2/2024	stripe	47.05
23/2/2024	stripe	64.97
23/2/2024	stripe	24.24
26/2/2024	stripe	92.59

26/2/2024	stripe	258.19
26/2/2024	sumup	458.59
9/2/2024	Stripe	126.12
27/2/2024	Stripe	9.38
28/2/2024	Stripe	76.29
29/2/2024	Stripe	22.62
1/3/2024	Banking	735
1/3/2024	Banking	153.1
1/3/2024	SUMUP	28.79
4/3/2024	francis Baily contribution to 24 firework deposit	677.25
15/3/2024	SUMUP	46.21
18/3/2024	SUMUP	68.31
22/3/2024	SUMUP	7.86
18/4/2024	francis Baily contribution to 24 firework deposit	338.63
24/4/2024		47.15
26/4/2024		75.19
145/24	Easy fundraising	19.91
20/5/2024	SUMUP	3972.43
20/5/2024	football tornament refund	2000
21/5/2024	football tornament refund	1011.65
22/5/2024	equinox	1283.65
23/5/2024	Banking	3660
23/5/2024	Banking	1685
23/5/2024	Banking	277
24/5/2024	Banking	20
29/5/2024	crazydays	120
31/5/2024	ksat	3889
15/7/2024	SUMUP	31.14
18/7/2024	SUMUP	183.38
19/7/2024	SUMUP	100.26
22/7/2024	SUMUP	90.43
24/7/2025	SUMUP	9
24/7/2024	cg BENEVITY	1378.21
31/7/2024	SUMUP	525
13/6/2024	SUMUP	42
14/6/2024	SUMUP	58.46
20/6/2024	SUMUP	47.67
21/6/2024	SUMUP	25.2
28/6/2024	SUMUP	61.26
1/7/2024	SUMUP	10

		49590.06
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Provisions

9/10/2023	Makro	INV032811		238.28
9/10/2023	Food Warehouse	PTA005		125.5
9/10/2023	Costco	PTA003		5.15
9/10/2023	Makro	INV032812		251.62
9/10/2023	Food Warehouse	PTA001		83.25
9/10/2023	Aldi	PTA002		13.99
9/10/2023	Costco	PTA003		5.14
9/10/2023	Lisa Danskin	PTA004		40
13/10/2023	Dominoes	PTA008		394.98
13/10/2023	Dominoes	PTA008		441
17/10/2023	Tesco	PTA006/007		220.99
23/10/2023	Cadburys World	PTA008		17.16
4/11/2023	Costco/Co op	PTA009/10		521.41
13/11/2023	Robinson	704666 Robinson		106.4
14/11/2023	Whitehill publishing	Whitehill publishing		121.86
14/11/2023	Coop	Misc007		3
20/11/2023	Tesco	PTA011	Tesco alcohol	124.5
20/11/2023	Aldi	PTA012	milk parents evening	1.45
4/12/2023	Makro	inv448009		281.01
4/12/2023	food warehouse	food warehouse		45
5/12/2023		PTA014	milk parents evening	4.35
11/12/2023	Tesco	PTA015		105
3/2/2024	Various	PTA017-025		548.2
8/2/2024				43.98
23/2/2024	Dominoes	PTA026	Pizza for Quiz	620.98
23/2/2024	Dominoes	PTA026	Pizza for Quiz	44.37
25/2/2024	Tesco	PTA027		13
9/3/2024	various	PTA28-30		857.27
3/4/2024	Tesco	PTA031		98
16/4/2024		pta034		4.29
19/4/2024	Makro	pta032		62.82
19/4/2024	Costco	pta036		41.88
4/5/2024	Makro	PTA035		3894.89
4/5/2024	Makro	PTA033		34.9
4/5/2024	Food Warehouse	PTA037		120
5/5/2024	Shenzhen Pindu Gifts Co	PTA038		9.69
6/5/2024	Aprons	PTA039		29.85
6/5/2024	Lidl	PTA041		1.88
6/5/2024	Poundland	PTA042		1
6/5/2024	Lidl	PTA040		3.98
21/5/2024	GB Traders	PTA044		8.9
21/5/2024	Lida	PTA043		32.17
21/5/2024				1405.4
25/5/2024	Tesco	PTA045		21
25/5/2024	res	PTA046		24
25/5/2024	Lidl	PTA047		29.4
27/5/2024	Lidl	PTA048		2.29

Sundries

Date	Details	Ref	Expenditure
27/9/2023	AGM refreshments	misc001	22
27/9/2023	AGM refreshments	misc001	28.94
9/10/2023	Amazon money tin	MISC002	21.49
12/10/2023	Glasses	MISC003	35
21/10/2023	Lanyards	MISC004	49.67
26/10/2023	Money Belt	MISC005	24.95
26/10/2023	03-10695-99630	MISC006	17.49
14/1/2024	lanyard return		-18.99
8/2/2024	Alcohol license	630082433	21
9/2/2024	Fuel reimbursement		33.75
19/4/2024	Fuel reimbursement		14.49
25/5/2024	Fuel reimbursement		7.47
23/7/2024	Programme to Kennet		88

Total		345.26
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Sponsorship & Donations

Date	details	value
12/10/2023	Henwick properties	250
10/11/2023	Charitable giving	122.52
13/11/2023	IMCG	100
16/11/2023	Co op	450
15/12/2023	Charitable giving	350
19/3/2024	Charitable giving	350
15/7/2024	Charitable giving	350
Total		1972.52

creditors

Creditor/detail	ref	value
Firework wristband	INV35518	153
UK Firework company	INV 18807	2483.25
Glow items	200091240	912.23
Glow items	200091240	9.95
DJ	inv 0694057	100
Amazon	inv 507669993	17.67
FOW - firework profit share		740
Francis Baily share of profit		1590.7
Centrepoint	608571	128.13
Parentkind		153
Kennet School	Kennetoo1	29456.2
UK Firework company	18956	2031.75
Total		37775.9

Lottery

Date	£
13/9/2023	95
10/10/2023	92
8/11/2023	117
12/12/2023	96.5
9/1/2024	93
13/2/2024	113
12/3/2024	88
11/6/2024	272
9/7/2024	80
	1046.5

Bank Charges

date	value
1/10/2023	5
31/10/2023	5
1/12/2023	37.4
31-Dec	5.4
31/1/2024	26.02
2/3/2024	5
31/3/2024	9.35
1/5/2024	5
31/5/2024	5
31/7/2024	5
1/7/2024	27.18
	135.35

Floats

Date	Detail	Value
27/9/2024	Float for fireworks	250
9/10/2023	Float for quiz	400
1/11/2023	Firework float for e	1050
9/5/2024	Football tournament f	1760
	Total	3460

Kennet Parent and Teacher Association

Treasurer report

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Signature.....W P O'Hard
Name.....Nicola Portland
Date.....13/11/24