



**Engayne Primary Friends Association**  
**Minutes of the AGM of the Steering Group Meeting**  
**Held on Wednesday 25<sup>th</sup> September 2024**  
**At Engayne Primary School**

**Present**

Mrs Sara Sankey, Mrs Whyman, Mrs Katy Webb, Mrs Angela Gravestock, Mrs Susan Craddock, Mrs Anna-Kaarina Ahti, Mrs Nicola Willis, Mrs Aoife Dillon-Brecht, Victoria Brett-Bearman, Mrs Faye McNulty, Mrs Victoria Fletcher, Mrs Angela Bell, Ms Joanna Hodder.

**Apologies for Absence**

Mrs Leigh Allen, Amy Alwyn-Fergus, Mrs Kelly Rose, Ms Katie Game, Mrs Claire Hickey, Ms Annie Davies, Mrs Lauren Marston, Mrs Danielle Fisher, Miss Sam Fullman, Ms Becky Barrett.

General introductions from everyone. Mrs Sankey noted that the meeting would proceed in a different order to that of the proposed agenda.

1. **Minutes of the Previous AGM** - The Minutes of the 2023 AGM were agreed with no corrections.
2. **EPFA bank accounts** - Access to the bank accounts has been addressed. Current signatories are Faye McNulty, Susan Craddock and Hilary Watkins. Michelle Lawrence has been removed. Angela Bell will be added as a signatory as soon as possible.
3. **Election of Officers** - This is to ensure we meet our constitution and the necessary charity commission regulations. Prior to the meeting today Angela Bell has confirmed that she is happy to continue as Treasurer. Katy Webb has indicated that she intends to step down from her role as Secretary and there has been one new nomination for this role. This is from Mrs Aoife Dillon-Brecht. The role of Chair is also currently vacant. There has been one new nomination for this role, from Susan Craddock. Susan has proposed that she would be happy to do the role of Chair for one year and then will reconsider at the end of her year's tenure. There has also been a proposal from Mrs Sankey to formally appoint a Vice-Chair, and this new role has received one new nomination from Faye McNulty, who has also proposed that she would undertake the role, under the same terms as Susan Craddock.

Unanimously from the meeting attendees the following was voted for:

- Mrs Susan Craddock as Chair.
- Mrs Faye McNulty as Vice-Chair.
- Mrs Aoife Dillon-Brecht as Secretary.

Note that we received votes for all of the aforementioned positions from other members not in attendance: (i) Ms Katie Game; (ii) Mrs Kelly Rose; (iii) Ms Annie Davies; and (iv) Mrs Leigh Allen who all send apologies for not attending in person. Thank you very much for your votes.

Therefore, the following will constitute the EPFA Committee:

Position of Chair:	Susan Craddock
Position of Vice Chair:	Faye McNulty
Position of Treasurer:	Angela Bell
Position of Secretary:	Aoife Dillon-Brecht

4. **Presidents Address** - As the previous Chair, Emma Ward, has not attended, Mrs Sankey provided a general welcome address (as opposed to there being a Chair's address). Mrs Sankey thanked Emma Ward, in her absence, for all of her hard work and noted that she was invited to the end of year assembly and the children gave her a good send off. The school also bought her some Pandora jewellery to keep, by way of a thank you, for her hard work. Mrs Sankey also thanked Susan Craddock for stepping up into the role of Chair, Katy Webb for being secretary for the previous 2 years and Angela Bell for being treasurer. Angela Bell noted that the treasurer handover had been difficult and Mrs Sankey and Angela Bell agreed that Angela should think about how best to handover should someone else takeover in the future.



**5. Treasurers Report** - Angela Bell had prepared a formal Treasurers Report for September 2023 to August 2024 which she had shared with the formal EPFA committee members prior to the AGM. The formal report is as follows:

It has been another amazing year for the EPFA raising a total of £68,628.53. Profits after all expenditures is £30,883.24. The total raised is down from £38,943.90 for the years 2022/2023.

The majority of these funds were raised from the sale of Adventure Island Vouchers. Total sales so far this year are £19,806. We have so far made a profit of £6,606.41 and have approximately 300 tickets still to sell. Thanks go to MAA Eyecare and Café Gelato/ Station Pantry for selling these through their shops.

It was great to be able to hold a Christmas Fayre again last year and this raised an incredible £6,630.84. We had a new event this year, the Laser Show, which raised an impressive £1,272.93. We booked for 2024 and paid the deposit but have since decided that we need more time to either prepare and make the event run better, or take it out of our annual events calendar. The Mother's and Father's Day sales proved as popular as ever raising £1,445.18 and £1,293.83 respectively (although the profit for Father's day was reduced by £1,268.71 due to reimbursement to the school of gifts bought for 2023). Unfortunately, due to bad weather our Inflatable day had to be cancelled a further two times after being cancelled last year as well, but we hope to hold this again next summer.

Donations made to the EPFA were £1,907.43. We have had some very generous anonymous donations via CAF (Charities Aid Foundation) which totalled £450.00, a donation from Generali Charity Committee for £250.00 and a donation of £700.00 from Shirley Tours.

We have already paid deposits and started spending for upcoming events including the Christmas Fayre. We have also held the first event of 2024/25 – a new event of Golf Day which was a great success.

Available funds as of 31st August total £37,657.69.

Donations made to the school totalled £72,785.00. Some of the items paid for were:

- Swimming Pool refurbishment £30,000
- Theatre Treat £198
- Canopy sails for the Rainbow steps £42,500

NB: Please note some event figures may not match up. This is because some items such as refreshments are bought for multiple events at one time and then the actual amount used is used to calculate the profit made at the event.

**Income and Expenditure Summary**

**Profit**

	<b>In</b>	<b>Out</b>	<b>Profit</b>
Adventure Island	19,806.41	£13,200.00	£6,606.41
Bags to School	£289.00	£0.00	£289.00
Penny Wars	£777.14	£38.00	£739.14
Bicester 2023	£980.38	£730.67	£249.71
Christmas Cards	£649.93	£0.00	£649.93
Easter Egg Roll	£481.60	£0.00	£481.60
Father Day	£3,535.78	£3,510.66	£25.12
Movie Night October 2023	£1,298.63	£625.35	£673.28
Mothers Day	£3,876.68	£2,431.50	£1,445.18
Scarecrow trail	£953.49	£0.00	£953.49
Wreath Making	£1,044.57	£975.00	£69.57
Halloween Pumpkin and Sweet Box roll	£381.72	£0.00	£381.72



Christmas Fayre 2023	£9,381.23	£2,750.39	£6,630.84
Christmas selection box roll	£407.40	£0.00	£407.40
Spring Ball 2024	£5,312.97	£4,305.74	£1,007.23
Christmas Discos	£2,172.65	£746.32	£1,426.33
Empties Please	£6.50	£0.00	£6.50
Movie Night February 2024	£1,273.64	£279.90	£993.74
Easter Discos	£1,841.84	£300.00	£1,541.84
Leavers Disco	£832.60	£469.20	£363.40
Summer Disco	£1,649.95	£413.27	£1,236.68
Laser Show - October 2023	£7,614.68	£6,341.75	£1,272.93
Summer Sweet Box Roll	£534.80	£80.77	£454.03
Sports Day	£885.30	£371.80	£513.50
Break the rules day	£732.21	£0.00	£732.21
Inflatables - CANCELLED	£0.00	£174.97	-£174.97
<b>Totals</b>	£66,721.10	£37,745.29	£28,975.81
<b>Totals less Adventure Island tickets</b>	£46,914.69	£24,545.29	£22,369.40

#### Donations made to the EPFA

Donations made via website/CAF/Shirley Tours	£1,543.00	£ -	£1,543.00
MAA Eyecare	£324.00	£ -	£324.00
Easy Fundraising	£40.43	£ -	£40.43
	<b>£1,907.43</b>	<b>£ -</b>	<b>£1,907.43</b>

Donations made to Engayne	£ -	£72,785.00	-£72,785.00
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Total raised including donations	£68,628.53	£37,745.29	£30,883.24
Total raised including donations not including AI tickets	£48,822.12	£24,545.29	£24,276.83

**6. Fundraising and Social report** - This was discussed at the same time as the Treasurers report with those EPFA members present discussing what went well at the events and any possible future improvements for events. In summary:

- **Penny Wars** - KS1 don't appear to understand the rules, but KS2 do. We need to encourage KS1 to bring in silver and remind parents that no foreign coins are allowed, as we had a lot of them.
- **Scarecrow Trail** - Not all teachers are taking part. Station Pantry will sell maps this year and we will exclusively sell physical maps with the intention of selling them at the school dates the week prior to the event. Susan Craddock had also emailed Mum's Guide to Romford.
- **Wreath making** - This event will not be run this year as it is not a big money maker and there are lots of wreath making classes available in the area.
- **Someone special sales** - The teachers should not be allowed to swap their time slots and must stick to the timetable as there were a few that did and this made it difficult for the EPFA (as the gifts placed out for sale are based on the ages of the shoppers). The new format of all the sales in the morning worked well for both the EPFA and the school. Profits for Father's Day sale was small as the EPFA had to reimburse for the previous years presents.
- **Break the rules day** - This won't be on the events calendar for next year, but will be replaced with another day "Dress as you work".
- **Movie Nights** - No improvements needed; all runs well as it is.



- **Inflatables** – Ellis Leisure have rolled the deposit again for the EPFA
- **Discos** - The new Mojo Entertainer has gone down well with children and teachers. The DJ must be enhanced DBS checked and Susan Craddock will ensure that this is the case. Feedback was received that on occasion the music was a little loud and there were also complaints regarding the sweets.
- **Laser Show** - The show has been postponed for 2024 and 2025 and the supplier has rolled the deposit. EPFA to consider if the show should be run in Jan/Feb 2026, which Mrs Sankey was happy with. The glow products the EPFA currently have are also to be resold where possible.
- **New events** - As well as the Golf Day on 20 September, the EPFA are running a cheese and wine tasting evening on 28 November at a cost to the EPFA of £12 per head for wine and £10 per head for cheese (tickets are £45 each), and there will also be a raffle. Further Golf Day dates have been secured (May and September 2025).

#### 7. AOB

- Swimming Pool costs have nearly doubled (£7,000 last year).
- EPFA are paying for curtains in the KS1 hall at a cost of £5,000.
- EPFA have agreed in principal to pay for new chromebooks (£12,000).
- Mrs Sankey was of the viewpoint that it would be good for the EPFA to build up some funds again and did not currently have any significant requests of the EPFA.

8. **Date of next AGM** - The next AGM meeting proposed: Wednesday 17 September 2025.

9. **Date of Welcome drinks** - EPFA to consider how best to do this due to previous years poor attendance. EPFA to also discuss regarding messaging to local early years e.g. Marlborough pre-school. Amy Alwyn-Fergus will also create a newsletter.

10. **Date of next committee meeting** - The next EPFA meeting will be held on Wednesday 16 October 2024.

11. **Meeting Close** - The meeting closed at 20:45.

#### Housekeeping

By signing the meeting's attendance sheet, attendees consent to their details being kept on record for GDPR purposes, and so they can receive a copy of the minutes.

Please also note you will automatically be added to the invite list of our next committee meeting being held on 16<sup>th</sup> October 2024.