

## **PTA Annual General Meeting Agenda**

**Date:** 15<sup>th</sup> October

**Time:** 7.30pm

**Location:** Primrose Lane Primary Staff Room

### **1. Welcome and Introductions**

- o Opening remarks by the Chair
- o Introduction of PTA members and attendees

### **2. Apologies for Absence**

- o Noting any apologies received from members unable to attend

### **3. Approval of Previous AGM Minutes**

- o Review and approval of the minutes from the last AGM

### **4. Chair's Report**

- o Summary of the year's activities and achievements
- o Future plans and goals

### **5. Treasurer's Report**

- o Presentation of the financial report
- o Approval of the accounts

### **6. Election of Officers**

- o Election of Chair, Treasurer, Secretary, and other committee members

### **7. Any Other Business (AOB)**

- o Open floor for additional items or questions from attendees

### **8. Closing Remarks**

- o Final comments from the Chair
  - o Date of next meeting
-

## **Chair's Report**

### **Welcome and Introduction**

Good evening, everyone. Thank you for attending our Annual General Meeting. It has been a productive and rewarding year for our PTA, and I am pleased to share our achievements and future plans with you.

### **Summary of the Year's Activities and Achievements**

Fundraising Successes from our bigger events

Over the last 12 months we donated over £10k to the school. I'll leave the finer details to the Treasurer's report but we held some brilliant events both in school and supporting the wider community.

### **Community Bonfire**

The first event held was our annual community bonfire which is by far our biggest event. This was the first time the current bonfire committee had led the event and it was a daunting task to make sure that standards were maintained. There's no doubt that we did some things differently and we once again faced the challenge of the UK November weather but it was definitely a great success. For me it's more than our biggest fundraising event, it's proof of the school community coming together – we have parents and caregivers helping across the whole weekend and it goes beyond the traditional PTA community. So thank you to everyone who makes it possible.

### **Christmas Disco**

Following this we had the annual Christmas Disco, universally loved and again a great success and thank you so much to all the parents and staff who gave up time to make sure the kids had a great party. We did at one point think we'd lost Santa but thankfully the wonderful Wetherby Lions stepped up and Santa Tim will be back again in 2024!

### **Quiz**

The annual quiz, slightly delayed until April this year, this event is always well attended and well supported by the school and parent community. Thank you to Chelsey for the brilliant questions and to Mr Jackson for his wonderful compering

### **The Colour Run**

Our first Colour Run was a great success, it's always a bit scary doing something for the first time and we didn't quite know how it would go but the kids absolutely loved it and it was really wonderful to see their enjoyment. I'm sure you will also agree that they thoroughly earned their sponsorship money.. Mrs Bailey commented 'who knew that all you had to do to get children to run for 30 minutes was throw coloured powder at them.' I'm sure this event will be back!

New Orienteering event - designed to keep children active on a cold January saturday.

We also held stalls at the Boston Spa Gala and Festival, both had their challenges due to weather conditions and a poorly candyfloss machine but we've definitely learned some things from both events and will take some ideas forward to next time.

### **What else did we do?**

Sometimes it's the small things that make a big difference.

The PTA presence around school and supporting its events go a long way toward making the primrose community really special. Over the last 12 months we've helped promote the school at open days, welcomed new parents to the school with free uniform donations, held refreshment stands at concerts, maypole, colour run and sports day.

Lastly I want to say a huge thank you to our outgoing secretary Laura Hodgkins who worked tirelessly throughout the year to provide a brilliant pre loved uniform shop. Keeping that uniform sorted was no mean feat and it's testament to how hard you worked that the year one mums have teamed together to continue what we see to be an essential service for the school community.

**So what did it pay for? See treasurers report**

### **Acknowledgement**

I would like to extend my heartfelt thanks to all the PTA members, volunteers, staff and parents who have contributed their time and effort. Your dedication and support have made all our achievements possible. I would also like to give particular thanks to Rich & Dan who lead our bonfire committee. The work that goes in running up to the event behind the scenes is substantial and the PTA could not do this without the bonfire committee. Thank you once again to our outgoing Secretary Laura not just for the uniform shop but for the brilliant minute keeping and general organising of our administration. I'd also like to say thank you to Mick Simpson without whom none of this would be possible, Mick is a lynch pin of the bonfire effort, never says no to opening or locking up and is so supportive of our efforts!

### **Closing Remarks**

I know how precious time is, life is incredibly busy and challenging at times so it really does mean so much that you all give up your time to support events. You are all brilliant so please please keep supporting us and hopefully we will continue to be able to do our job in supporting Primrose Lane School and Community.

# **Primrose Lane PTA**

## **Financial Report for Year 1<sup>st</sup> August 2023 – 31<sup>st</sup> July 2024.**

### **1. Overall Financial Position**

This year the PTA have taken over £26,000 in sales – an increase of £6000 from 2023.

The cash position at the end of the year was £18,732 (£12,000 of which was paid to school in Sept 24).

### **2. Donations to the school**

The PTA have donated a total of £10,527 to the school during this period, an increase of over £2000 from previous year. This is broken down as:

- £8000 – Cash direct to school
- £1310 – Purchase of musical instruments and wet playtime games
- £500 – Donation to Y6 leaving party
- £717 – Easter eggs and summer ice creams

Mrs Bailey has expressed her gratitude to the whole PTA community for these contributions which allow the purchase of many added extras to enrich our children's school experience.

We donated a further £12,000 to the school at the start of the Autumn term (which will sit in the 2024-2025 accounts). This allows us to still maintain a working balance of over £5000 in the bank to providing ongoing resilience and facilitate pre-payments for future events. The school's intention is to replace the old laptops as soon as possible.

### **3. 2023/ 2024 Event Highlights**

This year featured our regular events such as the bonfire and PTA quiz. We introduced a new format for the sponsored run – the colour run – which was very well received by students and staff. We also held our first community orienteering event.

Top Fundraising Events:

1. Bonfire Night - £8,200 (different from £13k figure in account due cost of fireworks sitting in previous year)
2. Sponsored Colour Run - £2450 profit (sponsorship donations)
3. Quiz Night - £1140 profit
4. Xmas Discos - £516 profit

Conscious of the financial hardship faced by many families in our school, we have also worked hard this year to ensure that the whole community benefits from the activities of the PTA. We have provided refreshments for free (or entirely voluntary donation) at many school events such as music concerts and open evenings. We provide free Christmas disco tickets where necessary to ensure pupils don't miss out. We have also run a second hand uniform shop where parents can access branded uniform items for as little as 50p.

#### **4 Grant Income**

We were pleased to receive a grant income of £2000 from Virgin Money Foundation towards new laptops.

Our partnership with Manning Stainton continues – they supported the bonfire event via £150 cash donation, free advertising and provide a couple of volunteers to assist on the night.

#### **5 Plans for 2024-2025 Year**

£12,000 cash was donated to the school in September 2024, for laptops.

Over the summer we invested in new outdoor sockets and electrical works to support future Bonfire and other events.

We intend to buy a new candy floss machine.

Stocks of alcohol and tuckshop refreshments are low – investment will be needed before the next round of events.



## PRIMROSE LANE PRIMARY SCHOOL PTA - ACCOUNTS 2023/24

INCOME STATEMENT		Note	2023/24	2022/23
				£
Sales	A1	26,042	20,210	
Cost of Sales	A1	(4,551)	(7,172)	
<b>Gross Margin</b>	<b>A1</b>	<b>21,491</b>	<b>13,038</b>	
Admin Expenses	A2	(274)	(426)	
<b>Operating Surplus/(deficit)</b>		<b>21,217</b>	<b>12,612</b>	
Donations to School	A3	(10,527)	(8,430)	
<b>Retained Surplus/(deficit) this period:</b>		<b>10,690</b>	<b>4,182</b>	
Retained Surplus/(deficit) brought forward:		8,042	3,860	
<b>Retained Surplus/(deficit) carried forward:</b>		<b>18,732</b>	<b>8,042</b>	

BALANCE SHEET		As at 31/7/24		As at 31/7/23	
		£	£	£	£
Capital Assets					
Net Book Value			0		0
Prepayments		165		596	
Bank Account: Business Current Account		18,346		7,823	
Bank Account: Cash		376		19	
Bank Account: Savings Account		345		34	
Current Assets			19,232		8,472
Accruals		(500)		(430)	
Current Liabilities			(500)		(430)
<b>Net Current Assets</b>			<b>18,732</b>		<b>8,042</b>
<b>Total Assets</b>			<b>18,732</b>		<b>8,042</b>
Retained Surplus/(deficit) brought forward		8,042		3,860	
Retained Surplus/(deficit) this period		10,690		4,182	
<b>Retained Surplus/(deficit) carried forward</b>		<b>18,732</b>		<b>8,042</b>	

NOTES			
<b>A1: Sales, COS &amp; GM Breakdown</b>			
	Sales	Cost of Sales	Gross Margin
Sales - Bonfire Night	14,830	(1,821)	13,009 *
Sales - Sponsored Colour Run	2,860	(410)	2,450
Grant Income (Virgin - Laptops)	2,000		2,000
Sales - Quiz Night	1,643	(503)	1,140
Sales - Xmas Disco	1,733	(1,217)	516
Sales - Refreshments Other	525	(114)	411
Sales - BS Gala & Festival	779	(401)	378
Sales - Easy Fundraising	311		311
Sales - Sports Day	303		303
Sales - Uniform	251		251
Sales - Xmas Cards	250		250
Sales - Y6 Production	225		225
Sales - Orienteering	214	(85)	129
Sales - Spring Concert	67		67
Sales - Maypole	51		51
<b>Total</b>	<b>26,042</b>	<b>(4,551)</b>	<b>21,491</b>
* Nov 23 fireworks cost were accounted for in previous year. 2024 cost to be paid in Nov 24, so £13k margin reported above is circa £4k higher than the event's true margin.			
<b>A2: Admin Expenses Breakdown</b>			
Insurance			153
Equipment for Events			121
<b>Total</b>			<b>274</b>
<b>A3: School Donation Breakdown</b>			
Cheque Donation to School	28/09/2023		3,000
Musical Instruments	11/03/2024		873
Cheque Donation to School	18/03/2024		5,000
Easter Eggs	25/03/2024		217
Playtime Games	18/04/2024		437
End of Year Ice Cream Van	19/07/2024		500
Y6 Party Donation	23/07/2024		500
<b>Total</b>			<b>10,527</b>

Accounts prepared by Clare Lankester, Treasurer 26/08/2024  
Audited by Nick Lankester, ACMA, of Jackdaw Four Ltd 26/08/2024

## Summary of Financials

### PRIMROSE LANE BONFIRE - 4th December 2023

<b>INCOME</b>	
Advance Ticket Sales	£ 8,066
Gate Entry	£ 1,290
Stalls	£ 4,872
Food (Homegrown Hospitality)	£ 667
Donation from Manning Stainton	£ 150
Donation from Rides	£ 140
<b>TOTAL INCOME</b>	<b>£ 15,186</b>
<b>EXPENDITURE</b>	
Fireworks	£ 4,200
Ticket printing	£ 104
Turf	£ 216
Tuck shop stock	£ 430
Gas stoves	£ 105
Mulled Wine / Bar stock	£ 518
Skip Hire	£ 180
Ambulance - Lambda	£ 350
Stalls Hire	£ 150
Glow Items	£ 431
Misc equipment	£ 142
Volunteers fish & chips	£ 116
Sum Up fees	£ 22
<b>TOTAL EXPENDITURE</b>	<b>£ 6,965</b>
<b>PROFIT</b>	<b>£ 8,221</b>

### **Independent examiner's report to the trustees of Primrose Lane Primary School PTA**

I report to the trustees on my examination of the accounts of Primrose Lane Primary School PTA ("the Trust") for the year ended 31 July 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

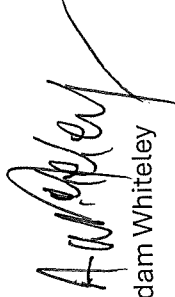
#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

Signed:



Name: Adam Whiteley

Relevant professional qualification or membership of professional bodies: FCCA 0989977

Address: 7, Moor End, Boston Spa, Leeds. LS23 6ER

Date: 20/05/2025