



Ranelagh PTA Annual General Meeting

Thursday 29th September 2022

Ranelagh School Library, 6:30pm

MINUTES

Attendees

Liz Flanagan (LF)
Tim Griffith (TG)
Mark Williams (MWi)
Helen Nestle-Fox (HNF)

Karen Rogers (KR)
Richard Williams (RW)
Mel Woods (MWo)

Sarah Cox (SC)
Sandra Allaway (SA)
Karen Verluys (KV)

1. Welcome

LF welcomed the room to the Annual General Meeting which would then be followed by the first PTA committee meeting of the 2022/23 academic year.

2. Apologies for absence

Apologies were noted from Brett Greaves, Liz Chapman, Marie Thornton, Emma Barnard, and Veenu Khanna.

3. Minutes of previous meeting

Minutes from the previous AGM on 28th September 2021 were agreed; no comments or amendments.

4. PTA president's report 2021-22

TM provided the president's report on the year. TM expressed the school's grateful thanks for everything the PTA has achieved and explained that the PTA has supported the following school strategic priorities over the past 12 months:

- Raise attainment and progress of all students.
- Making optimum use of funding and resources to create a learning environment which is fit for the 21st century.
- Actively nurture and develop the positive mental health, well-being and safety of all members of our school community.

Notable PTA fundraising activities and events last year were the Christmas fair, quiz night, 2nd hand uniform sales, Founder's Day, autumn buffet, and refreshments at school functions, including the school musical.



The tangible benefits which the school have seen this year thanks to the PTA's activities, include:

- Youthline support for students. This counselling service has been vital to the wellbeing of the students.
- New minibus –delayed due to supplier issues but will have a marked benefit.
- Stage extensions – another crucial benefit which has enabled the school to put on new shows such as the little shop of horrors, which was a terrific success.
- Curriculum area improvements:
 - Physics
 - Biology
 - DT
 - Food preparation and nutrition
 - PE
 - Music
 - Drama
 - The space.

TM commented that Ranelagh is fortunate to have a PTA who has the innovation and proactiveness to evolve as the school evolves, and who provides new ideas, new ways of thinking whilst embracing technology such as point of sale card readers at events, online second-hand uniform sales etc.

The PTA are seen as a key partner in enabling TM and the school to achieve the vision of:

“A world class education, serving the common good.”

TM finished by again thanking everybody involved, the committee and all the volunteers that support each event.

5. Chair's report on the last year

LF said that 2021-22 had been a bumper year for the PTA and the figures that would be presented later spoke for themselves in some way. LF proud of the amount raised, as well as how the PTA have evolved as the school (and life) evolves.

LF thanked all PTA volunteers for their support to her as chair for the past year and for all their help at events. She gave particular thanks to:

- Helen Connolly (not present) whose title was 'social secretary' but who actually did events organising, communications, and so much more for years.
- Emma Barnard, for her hard work leading the second-hand uniform efforts last year, in what was an unprecedented year for SHU demand and sales due to supplier issues.
- Helen Nestle-Fox for her continuous support to LF, help with events planning and running and Bag2School collections.



- Brett Greaves for his hard work getting the PTA finances in order and getting our banking online.
- Tim Griffith and Mark Williams for their support of the PTA efforts and for championing everything we do.

LF is looking forward to next year and the PTA going from strength to strength and continuing to evolve and improve what we do. As a PTA we have a good reputation with parents, we organise vital social opportunities for our school community, and we raise really vital funds. On top of that, the PTA committee is a lovely group of friends now.

6. Treasurer's report

In BG's absence, LF presented the finance report that BG had provided:

Year to date profit	£22,821.24
In bank account & cash reserves	£42,759.00
Committed spend (pending payment)	£29,851.00
Carry forward to 22/23 (available to spend)	£12,908.00

Most successful events / activities last year were:

Non uniform sales	£6930.95 profit
Online fundraising	£4123.29 profit
Christmas fair	£3607.30 profit
Founders day	£2778.62 profit
Christmas hamper raffle	£1925.77 profit
Quiz night	£1915.85 profit

7. Election of the officers and wider committee for 2022-23

TG led the election of the PTA officers. He asked if anyone else wished to put themselves forward for the officer positions, before seeking agreement to elect those who had been nominated before the meeting.

Officers elected:

Role	Elected	Proposed By	Seconded By
Chair	Liz Flanagan	Mel Woods	Richard Williams
Vice Chair	Helen Nestle-Fox	Karen Rogers	Liz Flanagan
Treasurer	Brett Greaves	Liz Flanagan	Sandra Allaway
Secretary	Richard Williams	Helen Nestle Fox	Karen Versluys



Other PTA committee members:

Events organising team*	Emma Barnard Liz Chapman Mel Woods Sandra Allaway Veenu Khanna Karen Versluys Sarah Cox
Events team / general support	Beth Spain Gladys Lawson Nicola Fletcher Simon Hutson
Second-hand uniform (SHU) lead	Helen Nestle-Fox
Communications support	Marie Thornton
Catering lead	VACANT

** Elected officers also have a role in overseeing events*

8. AOB

No other business raised.

The meeting was brought to a close at this point and was then followed immediately afterwards with a separate PTA meeting, which has been documented separately.

	2021-22 Year to	
	INCOME	COSTS
Total	£25,434.22	£2,481.79
Bags2School	£358.90	£0.00
Bank charges	£0.00	£73.66
Christmas Events	£5,946.23	£379.97
Christmas fair	£2,275.50	£359.97
Christmas Virtual Market	£160.00	£0.00
Christmas Non-Uniform Day	£1,691.77	£0.00
Christmas hamper raffle	£1,945.77	£20.00
Founders Day & online auction	£5,518.37	£1,793.41
External stalls	£100.00	£0.00
PTA stalls	£3,922.18	£1,276.56
Summer online auction	£1,286.00	£516.85
Carol concert refreshments	£177.19	£0.00
Miscellaneous	£33.00	£0.00
Miscellaneous	£0.00	£128.00
Online fundraising	£4,123.39	£0.00
Kindlink	£145.82	£0.00
Bracknell Forest Lottery	£1,700.50	£0.00
EasyFundraising	£728.24	£0.00
Charitable Giving	£1,400.00	£0.00
AmazonSmile	£148.83	£0.00
Quiz Night	£1,953.60	£37.75
Ticket sales	£565.60	£0.00
Drinks	£394.00	£37.75
Match Funding	£994.00	£0.00
School event refreshments	£579.78	£23.00
Year 7 parents evening	£117.98	£0.00
Little Shop of Horrors refreshments	£461.80	£0.00
Second Hand Uniform	£6,953.95	£23.00

Refreshment costs were mixed up with Founder's Day costs as bought at same time

#REF!

Date
PROFIT
£22,952.43
£358.90
-£73.66
£5,566.26
£1,915.53
£160.00
£1,691.77
£1,925.77
£3,724.96
£100.00
£2,645.62
£769.15
£177.19
£33.00
-£128.00
£4,123.39
£145.82
£1,700.50
£728.24
£1,400.00
£148.83
£1,915.85
£565.60
£356.25
£994.00
£556.78
£117.98
£461.80
£6,930.95

Spending Summary 2021-2022	Amount
Agreed & Paid Payment	
Carry over from 2020-2021	£5,000
Paid Total	£5,000
Agreed & Pending Payment	
Youthline	£4,500.00
Bike Storage	£4,000.00
Mini Bus	£6,118.00
Curriculum Bids	£9,494.88
Stage Equipment	£4,793.98
Pending Total	£29,851
Bank Balance As at 31st August 2022	
Bank Account	£41,106
Cash	£1,653
Total	£42,759
Committed	£29,851
Net Available	£12,908

Date	Category	Sub-Category
09/09/2021	Second Hand Uniform	SHU sales (ad hoc)
13/09/2021	Second Hand Uniform	SHU sales (ad hoc)
29/09/2021	Second Hand Uniform	SHU sales (ad hoc)
19/10/2021	Second Hand Uniform	SHU sales (ad hoc)
20/10/2021	Second Hand Uniform	Y7 parents evening
23/10/2021	Second Hand Uniform	SHU sales (ad hoc)
25/11/2021	Second Hand Uniform	SHU sales (ad hoc)
20/10/2021	School event refreshments	Year 7 Parents Evening
21/09/2021	Online fundraising	Kindlink
19/10/2021	Online fundraising	Kindlink
15/09/2021	Online fundraising	Bracknell Forest Lottery
15/09/2021	Christmas events	Christmas fair
05/10/2021	Online fundraising	Bracknell Forest Lottery
28/09/2021	Christmas events	Christmas virtual market
29/09/2021	Christmas events	Christmas virtual market
29/09/2021	Christmas events	Christmas virtual market
02/10/2021	Christmas events	Christmas virtual market
03/10/2021	Christmas events	Christmas virtual market
04/10/2021	Christmas events	Christmas virtual market
08/10/2021	Christmas events	Christmas virtual market
27/10/2021	Christmas events	Christmas virtual market
04/11/2021	Online fundraising	EasyFundraising
09/11/2021	Online fundraising	Bracknell Forest Lottery
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Second Hand Uniform	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Christmas Fair
28/11/2021	Christmas events	Non-Uniform Day
29/11/2021	Bags2School	
08/12/2021	Christmas events	Carol Concert refreshments
14/12/2022	Christmas events	Christmas hamper raffle
15/12/2021	Christmas events	Christmas hamper raffle
04/01/2022	Online fundraising	Bracknell Forest Lottery

04/01/2022	Miscellaneous	Parentkind
18/01/2022	Online fundraising	Kindlink
22/01/2022	Bank charges	
09/02/2022	Online fundraising	Bracknell Forest Lottery
12/02/2022	Second Hand Uniform	SHU sales (ad hoc)
18/02/2022	Online fundraising	EasyFundraising
22/02/2022	Bank charges	
25/02/2022	Online fundraising	Charitable Giving
25/02/2022	Bags2School	
28/02/2022	Second Hand Uniform	SHU sales (ad hoc)
28/02/2022	Second Hand Uniform	SHU sales (ad hoc)
07/03/2022	Online fundraising	Bracknell Forest Lottery
11/03/2022	Second Hand Uniform	SHU sales (ad hoc)
18/03/2022	Second Hand Uniform	SHU sales (ad hoc)
21/03/2022	Second Hand Uniform	SHU sales (ad hoc)
22/03/2022	Bank charges	
24/03/2022	Second Hand Uniform	SHU sales (ad hoc)
26/03/2022	Second Hand Uniform	SHU sales (ad hoc)
31/03/2022	Second Hand Uniform	SHU sales (ad hoc)
31/03/2022	Quiz Night	Ticket sales
31/03/2022	Quiz Night	Quiz night drinks
31/03/2022	Quiz Night	Quiz night match funding
31/03/2022	Second Hand Uniform	SHU sales (ad hoc)
04/04/2022	Quiz Night	Costs
11/04/2022	Online fundraising	Bracknell Forest Lottery
22/04/2022	Bank charges	
22/04/2022	Second Hand Uniform	SHU sales (ad hoc)
22/04/2022	Second Hand Uniform	SHU sales (ad hoc)
01/05/2022	Founder's Day	External stall fee
02/05/2022	Founder's Day	External stall fee
03/05/2022	Online fundraising	Bracknell Forest Lottery
05/07/2022	Founder's Day	External stall fee
07/05/2022	Founder's Day	External stall fee
07/05/2022	Founder's Day	External stall fee
07/05/2022	Founder's Day	External stall fee
09/05/2022	Online fundraising	AmazonSmile
13/05/2022	Online fundraising	Bracknell Forest Lottery
22/05/2022	Bank charges	
25/05/2022	Founder's Day	External stall fee
29/05/2022	Founder's Day	Miscellaneous
07/06/2022	Online fundraising	EasyFundraising
07/06/2022	Founder's Day	External stall fee
08/06/2022	Founder's Day	Costs
09/06/2022	Founder's Day	Summer auction

14/06/2022	Online fundraising	Bracknell Forest Lottery
22/06/2022	Bank charges	
23/06/2022	Founder's Day	Costs
30/06/2022	Founder's Day	External stall fee
01/07/2022	Christmas events	Christmas hamper raffle
01/07/2022	Founder's Day	Miscellaneous
01/07/2022	Second Hand Uniform	SHU sales (ad hoc)
01/07/2022	Second Hand Uniform	SHU sales (ad hoc)
02/07/2022	Founder's Day	External stall fee
02/07/2022	Founder's Day	Decorate a biscuit
02/07/2022	Founder's Day	New/Nearly new gifts
02/07/2022	Founder's Day	Lucky Dip
02/07/2022	Founder's Day	Chocolate Tombola
02/07/2022	Founder's Day	Nana's Sweets
02/07/2022	Founder's Day	General Tombola
02/07/2022	Founder's Day	Pick a Bottle
02/07/2022	Founder's Day	BBQ
02/07/2022	Founder's Day	Kitchen & Bar
02/07/2022	Founder's Day	Kitchen & Bar
02/07/2022	Founder's Day	Second hand uniform
02/07/2022	Founder's Day	Study guides
04/07/2022	Founder's Day	Costs
04/07/2022	Founder's Day	Costs
04/07/2022	Founder's Day	Decorate a biscuit
04/07/2022	Founder's Day	Costs
04/07/2022	Founder's Day	Costs
04/07/2022	Founder's Day	Costs
04/07/2022	Founder's Day	Costs
07/07/2022	School event refreshments	School production refreshments
08/07/2022	School event refreshments	School production refreshments
07/12/2022	Online fundraising	Bracknell Forest Lottery
14/07/2022	Second Hand Uniform	SHU sales (ad hoc)
22/07/2022	Bank charges	
23/07/2022	Founder's Day	Summer auction
24/07/2022	Second Hand Uniform	SHU sales (ad hoc)
08/08/2022	Second Hand Uniform	SHU sales (ad hoc)
08/09/2022	Online fundraising	Bracknell Forest Lottery
16/08/2022	Online fundraising	AmazonSmile
22/08/2022	Bank charges	
23/08/2022	Online fundraising	EasyFundraising
TOTAL		

Details	Income	Costs
	£517.00	
	£104.00	
	£120.00	
	£100.00	
	£345.60	
	£75.00	
	£150.00	
	£117.98	
	£47.54	
	£49.14	
	£133.00	
Temp event notice		£32.91
	£107.00	
Market seller fees	£20.00	
Market seller fees	£20.00	
Market seller fees	£20.00	
Market seller fees	£20.00	
Market seller fees	£20.00	
Market seller fees	£20.00	
Market seller fees	£20.00	
Market seller fees	£20.00	
Market seller fees	£20.00	
	£97.36	
	£104.00	
Decorate a lantern	£18.00	
Decorate a bauble	£22.00	
Second Hand Uniform	£25.50	
Treasure Hunt	£39.00	
Decorate a Gingerbread man	£50.00	
Christmas Jumpers	£40.00	
	£304.00	
New Gifts	£212.00	
Adult Bottle Tombola	£343.00	
Chocolate Tombola	£318.00	
General Tombola	£251.00	
Refreshments	£653.00	
Costs		£298.06
Sum up charges		£29.00
	£1,691.77	
November collection	£218.10	
	£177.19	
Ticket sales	£1,925.77	
Small Lottery Licence		£20.00
	£78.50	

		£128.00
	£49.14	
		£5.00
	£96.00	
	£166.00	
	£333.53	
		£5.80
	£1,400.00	
February collection	£140.80	
	£1,699.79	
	£400.00	
	£73.00	
	£250.00	
	£479.75	
	£200.00	
		£5.80
	£130.00	
	£9.84	
	£75.00	
	£565.60	
	£394.00	
	£994.00	
	£45.00	
Quiz night drinks		£37.75
	£70.00	
		£5.80
	£249.72	
	£493.25	
	£10.00	
	£10.00	
	£65.00	
	£10.00	
	£10.00	
	£10.00	
	£10.00	
	£70.69	
	£750.00	
		£5.40
	£10.00	
Sale of donated chocolate near use by date	£25.00	
	£108.45	
	£10.00	
		£199.45
Stamps		£395.87

	£80.00	
		£5.00
		£245.37
	£10.00	
Sale of 4 wicker hampers	£20.00	
Non-school uniform cash donations	£8.00	
	£435.00	
	£97.00	
	£10.00	
	£30.00	
	£100.45	
	£53.00	
	£482.00	
	£179.70	
	£159.70	
	£260.40	
	£1,068.83	
	£751.50	
	£5.00	
	£779.00	
	£52.60	
		£45.15
		£191.57
		£20.00
		£115.60
		£164.78
		£40.16
		£254.48
Little Shop of Horrors - Thursday	£201.30	
Little Shop of Horrors - Friday	£260.50	
	£68.50	
		£23.00
		£6.20
Jumblebee	£1,286.00	£120.98
	£493.25	
	£14.75	
	£75.50	
	£78.14	
		£34.66
	£188.90	
	£25,257.03	£2,435.79

[illegible]

Paid
Paid
Paid
Cheque
Paid
In Bank 30/5
card payment taken with quiz night drinks
Paid
Paid
Card
Cash
Paid
Bank transfer
Paid
Paid

Paid
Paid
Cash
Cash
Cash
Cash
Cash
Cash
£85.45 Cash + £15 Card
Cash
Cash
Cash
Cash
Cash
£996.83 Cash + £72 Card
£594 Cash + £157.5 Card
Cash
£406 Cash + £373 Card
Cash
Paid
Paid
Paid
Paid
Paid
Paid
Paid
£26.80 card + £174.50 cash
£93.30 card + £167.20 cash
Refund
Cash
Sum Up

No independent auditor needed as below the threshold