

Minutes of the Annual General Meeting (AGM) of the

Parents, Teachers and Friends Association of

Bower Grove School

Held in the Food Tech Room at 3.30pm on Tuesday 10th September 2024

Those present:

Becky Gravenell (Chair), Dee Moor (Vice Chair) Matthew Payne (Treasurer), Laura Fletcher (Secretary), Maz, Cleave, Madeline Chainey, Chris Moor, Candise Higgins, Heather Hearn, Sophie Drogomirecki.

Apologies: Alison White & Polly Johnson

1. Approval of Minutes of Last Annual General Meeting:

The 2023 AGM minutes were approved with no matters arising.

2. Treasurer's Report:

PFTA TREASURERS REPORT 01/09/2023 – 31/8/2024

We have had a great year of fundraising and have given generously to the school for the senior playground project, income generated by committee held events and sales totalled £18627.70 (before expenses), this does include the majority of the money raised from the wing walk that took place in July/August 2023 (£4115.23). Thanks should be given to everyone who helped out with all the events especially Candise for organising the two fairs. Both of these were very successful with the Christmas fair profit up by £350 and the summer fair taking the most amount of money for the records I hold. The secrets room took over £500 for the first time. Thanks to all those who created the hampers for the raffles, they looked amazing and finally my thanks to Becky for all the hard work she puts in for the fairs, organising, purchasing and general sorting out and selling tickets for the raffles.

Our target at the beginning of the year was to raise £8000 and we achieved this target so well done all.

We continue to help the school financially each year, supplying water to the staff room, pupil Christmas presents and 50% of the lease of a minibus (Contribution £3228.00). We normally contribute 50% of the school planner costs but there were enough of these left over so no new ones were purchased this year. We also contributed an initial £4000 in September 2023 and then a further £20000.00 in May 2024 towards the senior playground project.

Our overall current position remains reasonably healthy, expenditure has exceeded income this year but with a few smaller bills to pay in August we will end the year holding a little over £10000 in the bank, this is down from the £28000 last year and we will need to be a little cautious this coming year in terms of what we can offer to contribute as we do have the ongoing expenses. We also need to have money in the bank account for the floats for the fairs and to purchase uniform to sell on.

Assuming we can at least match last year we could be in a position to contribute in the region of £3000-4000 to the school for a project this financial year.

It should also be noted that we have had other income and expenditure going through the bank account. This includes money raised for the BGS festival, money for Race for Race for Life in memory of Laura Williams and senior playground funding. Some of this money remains in the account to be paid over to the school in the coming weeks. The total income received for these items stands at £18034.81 (BGS Festival £6175.81, Race for Life £1859.00 and Senior Playground £10000.00) the total still to be paid to school is £15820.36.

Income by items – with expense taken out where applicable.

What	How Much
Christmas Fair	£3954.72 (£6246.75-£2293.03)
Raffles	£1029.79
100 Club	£31.58
Summer Fair	£2857.33 (£5783.51-£2926.18)
Secrets Room	£511.31
Total Raised to Date	£8384.73

Donations

EasyFundraising	£74.44
Wing Walk	£4115.23
Total donations	£4189.67

Other Income

SweatShirt Sales	£714.00
Book Bags/PE Bags	£7.14
PE T-Shirts	£113.95
Total Costs for purchasing	£566.71
Total other income	£268.38

Total Income generated for 2023-2024 - £12842.78

NoA: It was noted that a dedicated PFTA plaque for the Senior Playground Canopy had been discussed in earlier sessions – Arrangements TBC.

3. Headteacher Report:



PFTA - HR AGM Sep
2024.pdf

NoA: Proposal for continued focus and support towards ongoing costs of the Senior Playground across 2024/2025.

4. Election of Committee:

Chairman – Becky Gravenell

Vice Chairman – Dee Moor

Treasurer – Matthew Payne

Secretary – Laura Fletcher

All Officers were proposed and seconded and elected unanimously.

5. Any Other Business:

No other business presented by PFTA members.

Meeting ended with Thanks to all members for their dedicated support & contribution to the BGS PFTA

PFTA ANNUAL STATEMENT OF ACCOUNTS					
FOR THE PERIOD 1st SEPTEMBER 2023- 31st AUGUST 2024					
Balance Sheet					
Current Assets					
Cash in Hand			83.01		
Cash at Bank			28472.65		
			28555.66		
Represented by					
Balance b/fwd			28472.65		
Add Income 23/24			36706.95		
			65179.60		
Less Expenditure 23/24				38808.87	
			26370.73		
Bank Reconciliation					
Current A/c			26370.73		
Less Unpresented Expenditure			0.00		
Plus Unpresented Income			0.00		
			26370.73		
Petty Cash			145.45		
			26516.18		
Of which - BGS Festival Fundraising (still to pay to school)			5783.89	Inc Petty Cash Spend	
Playground Money not transferred yet			10000		
Actual PFTA Funds			10732.29		

M. R. 14/11/24

Treasurer

PFTA ANNUAL STATEMENT OF ACCOUNTS FOR THE PERIOD 1st SEPTEMBER 2023 - 31st AUGUST 2024											
Definition	Income	P Cash	Expenditure								
School Uniform											
Sweatshirts/PE Tops	827.95		566.71								
Book/PE Bags	7.14		0.00								
	835.09										
Activities/Fundraising Events											
Summer Fete 2022	5783.51		2926.18	2857.33							
Sports Day Raffle	264.79		0.00								
Raffles	765.00		0.00								
100 Club	31.58		0.00								
Secrets Room	511.31		0.00								
Penny Pot Challenge	0.00		0.00								
Non Uniform Day	0.00		0.00								
BGS Festival Fundraising	4053.44		355.45								
Xmas Fair 2021	6246.75		2292.03	3954.72							
M Chaney Frundraising	0.00		0.00								
	15364.35										
Purchases for School/Pupils											
Pupil Christmas Gifts			0.00								
Therapy Dog			355.45								
School Minibus Lease (50% Of cost)			3228.00								
School Planners (50% of Cost)			396.15								
Administration											
Stamps			0.00								
Miscellaneous											
Water For Work			776.19								
PTA+ Magazine Subscription											
Parentkind Annual Membership			0.00								
GoFundMe	2122.37										
Misc Donations	5974.23		4417.96								
Petty Cash		0.00	500.00								
Easyfundraising	118.88										
BGSTival Donation											
Playground Donation											
	8215.48										
Totals for 2020/2021	26706.95	0.00	15814.12								
Expenditure over income											
Totals	10892.83										

Mr. Re 14/11/24

Treasurer

ALLOCATION OF INCOME FROM 1st SEPTEMBER 2023 - 31st AUGUST 2024													NATWEST Current Account													
Paying In Slip No	Amount	Date	Sweat Shirts	Jackets	Book Bags/ PE Bags	PE T Shirts	Christmas Fair 2022	Summer Fete 2024	Sports Day Raffle	Non Uniform Day	Secrets Room	Misc	Madeline Chanmy Fund Raising	Raffles	Penny Pot	GoFund Me	BSTVAL Fundraising	100 Club	Easy Fundal sing	Playground Funding	Donations					
101167	£2,329.73	15/08/2023	£220.13		£7.14	£7.45						#####										£10.45	£2,329.73	£0.00		
Direct Trans	£3.94	28/09/2023																					£3.94	£0.00		
Direct Trans	£1.87	03/10/2023																					£1.87	£0.00		
101168	£1,842.47	10/10/2023										#####											£1,842.47	£0.00		
Direct Trans	£17.73	17/10/2023																					£17.73	£0.00		
101169	£296.89	18/10/2023	£187.87																				£296.89	£0.00		
Direct Trans	£46.28	24/10/2023																					£46.28	£0.00		
Direct Trans	£4.83	31/10/2023																					£4.83	£0.00		
101170	£15.00	02/11/2023																					£15.00	£0.00		
Direct Trans	£50.12	07/11/2023																					£50.12	£0.00		
Direct Trans	£7.88	14/11/2023																					£7.88	£0.00		
101171	£18.51	14/11/2023										£18.51											£18.51	£0.00		
Direct Trans	£7.83	15/11/2023																					£7.83	£0.00		
101172	£4.00	27/11/2023																					£4.00	£0.00		
Direct Trans	£3.94	07/12/2023																					£3.94	£0.00		
101173	£4,225.00	07/12/2023																					£4,225.00	£0.00		
101174	£20.00	14/12/2023																					£20.00	£0.00		
101175	£1,986.09	15/12/2023																					£1,986.09	£0.00		
101176	£222.73	15/12/2023	£153.00																				£222.73	£0.00		
Direct Trans	£131.85	18/12/2023																					£131.85	£0.00		
Direct Trans	£82.65	20/12/2023																					£82.65	£0.00		
101177	£516.42	08/01/2024																					£516.42	£0.00		
101178	£270.82	28/01/2024																					£270.82	£0.00		
Direct Trans	£39.88	06/02/2024																					£39.88	£0.00		
101179	£50.00	06/02/2024																					£50.00	£0.00		
Direct Trans	£18.89	13/02/2024																					£18.89	£0.00		
Direct Trans	£23.69	13/02/2024																					£23.69	£0.00		
Direct Trans	£18.99	20/02/2024																					£18.99	£0.00		
101180	£65.00	21/02/2024																					£65.00	£0.00		
Direct Trans	£84.88	28/03/2024																					£84.88	£0.00		
101181	£316.74	07/03/2024	£153.00																				£316.74	£0.00		
Direct Trans	£150.59	13/03/2024																					£150.59	£0.00		
Direct Trans	£130.88	20/03/2024																					£130.88	£0.00		
101182	£731.40	21/03/2024																					£731.40	£0.00		
Direct Trans	£93.55	28/03/2024																					£93.55	£0.00		
Direct Trans	£19.13	03/04/2024																					£19.13	£0.00		
Direct Trans	£23.69	10/04/2024																					£23.69	£0.00		
101183	£104.50	19/04/2024																					£104.50	£0.00		
101184	£107.65	19/04/2024																					£107.65	£0.00		
Direct Trans	£392.31	30/04/2024																					£392.31	£0.00		
101185	£2,346.71	30/04/2024																					£2,346.71	£0.00		
Direct Trans	£716.83	07/05/2024																					£716.83	£0.00		
Direct Trans	£31.24	12/05/2024																					£31.24	£0.00		
101186	£716.50	17/05/2024																					£716.50	£0.00		
101187	£782.04	07/06/2024																					£782.04	£0.00		
101188	£108.00	27/06/2024																					£108.00	£0.00		
Direct Trans	£10,000.00	02/07/2024																					£10,000.00	£0.00		
101189	£5,678.51	04/07/2024																					£5,678.51	£0.00		
101190	£2,104.10	09/07/2024																					£2,104.10	£0.00		
Direct Trans	£18.69	09/07/2024																					£18.69	£0.00		
Direct Trans	£44.44	13/08/2024																					£44.44	£0.00		
TOTALS	£38,706.95		£714.00	£0.00	£7.14	£113.95	£8,246.75	#####	£284.79	£0.00	£811.31	#####	£0.00	£785.00	£0.00	#####	£4,083.44	£31.68	£118.88	£10,000.00	£10.45	£38,706.95	£0.00			
Checked																										
Reconciled to bank																										

N.B. 24/11/24
Treasurer

PETTY CASH RECEIPTS 2023 - 2024

Date	Receipt No.	Description	Amount
	44	Thank you Chocolates - Xmas Fair	36.00
	45	Items for Stall - Beth B - Xmas Fair	10.00
	46	Items for Fair - Becky G - Xmas Fair	14.74
	47	Items for Fair - M Cole - Xmas Fair	5.00
	48	Items for Fair - L Cutts - Xmas Fair	3.10
	49	Food items for Resfreshments - Xmas Fair	60.20
	50	Items for Fair - L Cutts - Xmas Fair	2.67
	51	Items for Fair - L Cutts - Xmas Fair	13.48
	52	Cans for Refreshments - Xmas Fair	18.00
	53	Cellophane for Xmas Fair Hampers	20.98
	54	Containers for Refreshments - Xmas Fair	23.70
	55	Items for Sausage Rolls - Xmas Fair	5.10
	56	Items for Fair - L Cutts - Xmas Fair	10.00
	57	Rolls for refreshment - Xmas Fair	14.40
	58	Flowers for BG and HV	45.00
	59	Items for secrets room	46.43
	60	Xmas Present money - Penguins	13.80
	61	Items for future fairs	3.50
	62	Items for future fairs	11.77
	63	Items for future fairs	21.93
	64	Items for future fairs	27.86
	65	Items for future fairs	18.53
	66	Boxed glasses for raffle prize	5.00
	67	Repay for raffle over payment	90.00
	68	Parking etc. in Paris for BGS Festival	36.47
	69	Items for summer fair	16.60
	70	Items for summer fair	19.96
	71	LW Thank you flowers	30.00
	72	Ingredients for Sausage Rolls for Summer Fair	21.80
	73	Rolls and vegan items for summer fair	69.50
	74	Cheese for summer fair	28.30
	75	Flowers for LS for Cake making	10.00
	76	Thank you Chocolates - Summer Fair	30.60
	77		
			784.42

Balance b/f 22/23	Date	29.87
Cheque 1620		300.00
Cheque 1623		200.00
Cheque 1627		150.00
Cheque 1629		250.00

929.87

Borrowed	0.00
Less Expenses	784.42
	145.45

Mr. R. 14/11/24
Treasurer

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

ASSOCIATION OF PARENTS AND FRIENDS OF BOWER GROVE SCHOOL

On accounts for the year ended

31 August 2024

Charity no
(if any)

258057

Set out on pages

1, 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2024**.

Responsibilities and basis of report

As the charity's trustees, 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.

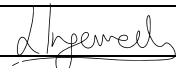
Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

27/11/2024

Name:

Louis Ingamells

Relevant professional qualification(s) or body (if any):

BSc Economics with Business
MSc International Business

Address:

67 Elm Street

Roath, Cardiff

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A