

**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 9<sup>th</sup> September 2025**

Those present:

Becky Gravenell (Chair), Dee Moor (Vice Chair) Matthew Payne (Treasurer), Laura Fletcher (Secretary), Maz, Cleave, Candise Higgins, Joanne Sinclair, Sophie Drogomirecki, Polly Johnson, Alison White, Alice Ashby, Julie Howarth, Amy Larner.

Apologies: Madeline Chainey

**1. Approval of Minutes of Last Annual General Meeting:**

The 2024 AGM minutes were approved with no matters arising.

**2. Chairmans Report (verbal)**

BG welcomed all PFTA members and confirmed that the 2024/25 fundraising activities had been fantastic events with record proceeds recorded for the period, notably the Christmas fair.

**3. Treasurer's Report:**



PFTA TREASURERS  
REPORT AGM 2025.f

MP gave his thanks to committee members and provided an overview of the PFTA Financial Position as of September 2025. It was proposed that the PFTA accounts could accommodate a donation of around £4000.00 to support future school projects across 2025/2026.

**4. Headteacher Report:**



Headteachers  
report September 20

MC welcomed new committee members. Joanne Sinclair, Julie Howarth, Alice Ashby & Amy Larner and confirmed that Mrs Heather Hearn had left Bower Grove School prior to the summer break, therefore, would no longer be holding the post of Secretary for the PFTA. Ms Gravenell accepted this resignation and asked if a letter of thanks/flowers could be sent to Mrs Hearn in recognition of her contribution to the PFTA. This action was agreed.

MC thanked all members of the PFTA for their huge efforts and contributions and noted the success of both the Christmas and summer fairs. With thanks to Ms Gravenell & Miss Higgins along with the exceptional raffle hampers put together by Mrs Chainey and Mrs Moor throughout the year.

MC confirmed that there were two priority areas of focus for 2025/2026 in that fundraising efforts for the football pitch (MUGA) continue with the support of our professional fundraiser and private donations. Along with a renewed focus to re-design the Grove for use as an outdoor classroom as part of the school wide development plans. LF explained, that the overall cost of the MUGA is expected to cost C.£40k with plans for £32k in donations moving forward. However, this creates a shortfall of £8k to complete these activities in the Summer of 2026. LF asked if the PFTA committee would consider increasing their school donation to £8k to fulfil the project. All committee members voted and supported this request unanimously.

**5. *Re-Election of Committee:***

Chairperson – Becky Gravenell

Vice Chairperson – Dee Moor

Treasurer – Matthew Payne

Secretary – Alice Ashby proposed.

All Officers were proposed and seconded and elected unanimously.

**6. *Any Other Business:***

No other business presented by PFTA members.

\*Meeting ended at 16.03pm with Thanks to all committee members for their dedicated support & contribution to the BGS PFTA\*

## **PFTA TREASURERS REPORT**

### **01/09/2024 – 31/8/2025**

I again have the pleasure to confirm we have had another great year of fundraising with the two school fairs and fantastic raffles being our main focus. The fairs between them gave us slightly more profit than the previous year. Candise who runs these expertly and Becky and Polly who come in and sort all the items work tirelessly behind the scenes and I would like to offer thanks for the work they put in, it is greatly appreciated. The raffle prizes this year were absolutely amazing and huge thanks needs to be given to Madeline Chainey and Dee and Chris Moor for putting these prizes together. The profit from these was almost double compared to last year. Total income was down overall compared to the previous year, however last year did include over £4000 that Becky generated from her wing walk. If we take out this one-off event the general fund raising was approximately £2000 more this year.

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). Previously we have contributed 50% towards the cost of the school planners, the school has purchased contact books instead of planners this year at a total cost of £78.08 plus VAT, we have not contributed to this cost as yet.

Our current position is healthy with income exceeding expenditure during the year. We started the year with £10586.84 in the bank and I anticipate we will end the year with a little over £15000.00. On the report last year I estimated we would hopefully be able to contribute between £3000 and £4000 to the school, however due the fantastic efforts I believe we are in a position to offer the school £5000.

It should also be noted that we have had other income and expenditure going through the bank account for playground funding and from Cobtree Manor Golf Club. The total income received for these during the year was £69112.00 which has all been transferred to the school.

Income by items – with expense taken out where applicable.

What	How Much
Christmas Fair	£4233.63
Raffles	£2096.71
100 Club	£11.85
Summer Fair	£2631.21
Secrets Room	£487.21
Total Raised to Date	£9460.61

#### Donations

EasyFundraising	£26.94
TK Maxx	£500.00
D Shalders	£61.00
Asda Cashpot Donations	£285.68
Misc	£36.00
Total donations	£909.62

#### Other Income

SweatShirt Sales	£552.23
Book Bags/PE Bags	£50.64
PE T-Shirts	£161.46
Total Costs for purchasing	-£161.45
Total other income	£602.85

Total Income generated for 2025-2026 - £10973.08

PFTA ANNUAL STATEMENT OF ACCOUNTS			
FOR THE PERIOD 1st SEPTEMBER 2024- 1st September 2025			
<b>Balance Sheet</b>			
Current Assets			
Cash in Hand			145.45
Cash at Bank			26370.73
			<b>26516.18</b>
<b>Represented by</b>			
Balance b/fwd			26370.73
Add Income 23/24			87139.92
			<b>113510.65</b>
Less Expenditure 23/24			98225.35
			<b>15285.30</b>
<b>Bank Reconciliation</b>			
Current A/c			15285.30
Less Unpresented Expenditure			0.00
Plus Unpresented Income			0.00
			15285.30
Petty Cash			264.42
			<b>15549.72</b>
Of which - BGS Festival Fundraising (still to pay to school)			0.00
Playground Money not transferred yet			0
Actual PFTA Funds			<b>15549.72</b>

*M. B.*

6/11/25

*PFTA Treasurer*

PFTA ANNUAL STATEMENT OF ACCOUNTS FOR THE PERIOD 1st SEPTEMBER 2024 - 31st AUGUST 2025				
Definition	Income	P Cash	Expenditure	
<b>School Uniform</b>				
Sweatshirts/PE Tops	713.69		161.45	
Book/PE Bags	50.64		0.00	
	764.33		161.45	
<b>Activities/Fundraising Events</b>				
Summer Fete 2025	5341.21		2710.00	
Sports Day Raffle	0.00		0.00	
Raffles	1949.69		0.00	
100 Club	11.85		0.00	
Secrets Room	337.21		0.00	
Penny Pot Challenge	0.00		0.00	
Non Uniform Day	0.00		0.00	
BGS Festival Fundraising	0.00		8069.90	
Xmas Fair 2024	6270.65		1890.00	
M Chaney Frundraising	0.00		0.00	
	13910.61		12669.90	
<b>Purchases for School/Pupils</b>				
Pupil Christmas Gifts			0.00	
School Minibus Lease (50% Of cost)			0.00	
School Planners (50% of Cost)			0.00	
<b>Administration</b>				
Stamps			0.00	
<b>Miscellaneous</b>				
Water For Work			864.04	
Pupil Xmas Gifts			297.00	
Parentkind Annual Membership			162.00	
GoFundMe	2286.01			
Misc Donations	3162.03		5350.00	
Petty Cash		0.00	660.00	
Easyfundraising	26.94			
School Purchases			1070.96	
Playground Donation	66990.00		76990.00	
	72464.98		85394.00	
Totals for 2020/2021	87139.92	0.00	98225.35	
Expenditure over income				
Totals	-11085.43			

*M. M. 6/10/25*  
*PFTA Treasurer*











# PETTY CASH RECEIPTS 2024 - 2025

Date	Receipt No.	Description	Amount
	1	Cans for Xmas Fair Refreshment Stall	51.00
	2	Raffle Books	19.95
	3	Mince pies for hoop night	25.00
	4	Choc reindeer for santa's grotto	35.60
	5	Keystage Xmas Activities	28.59
	6	Deposit for chips for staff for xmas fair	40.00
	7	Satellite Xmas Presents	35.00
	8	BG For secrets and Fair purchases	232.62
	9	Book Fair to get free books for school	30.96
	10	Chips for Summer Fair	18.00
	11	Firelighters and napkins for Summer Fair	12.75
	12	Various items for fairs and secrets	124.77
	13	Plants for summer fair	15.00
	14	Candy floss sticks and items for secrets room	21.79
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			<u>691.03</u>
Balance b/f 23/24	Date	145.45	
From Xmas Fair		210.00	
From Secrets room sales		150.00	
Chq 001640		200.00	
Chq 001642		250.00	
		<u>955.45</u>	
Borrowed		0.00	
Less Expenses		691.03	
		<u>264.42</u>	

*M. Pz* 6/11/25  
*P.F.I.A 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 2025

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 **31/08/2025**.

**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.

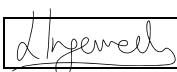
**Independent examiner's statement**

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:

21/11/2025

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