



PTA AGM MINUTES
13/10/22

Present

Abi Mossop (chair) (AM)
Laura Cuss (LC)
Ellie Wort (EW)
Kym Connolly (KC)
Carly Sweales (CS)
Rosie Leckie (RL)
Jess Allen (JA)
Aimee Smith (AS)
Bal Sahota
Fraser Wilson
Emma Pusey
Keith Chapman
Nirmal Modi
Robin Morgan-Bentley
Hemal Pandya
Sarah Arora
Alistair Haywood
(Headmaster)

Apologies

Sian Story (SS)
Kelly May
Kiri Perez

PRIOR MEETING

The minutes for the prior meeting were reviewed and agreed to be an accurate record of the meeting.

CHAIRPERSON'S REPORT

AM gave a summary of the amounts raised over the last 12 months. The PTA have had a very successful year and, despite the financial struggles many families face at the moment, have raised an incredible £21,211 in the academic year 2022-23. In the same period, we have donated £14,445 to the school to advance the education of pupils at the Infant School. The total amount raised was made up from the following key fundraisings:

- Autumn Half Term Smarties Challenge (£493)
- Annual Christmas Cards (£529)
- Christmas Raffle (£1,297)
- Christmas Village Lights On Evening (£349)
- Christmas Parties (£542)
- Christmas Wreath Making (£281)



- Stocking Fillers and Elf naming (£228)
- Christmas Café's (£363)
- End of Term Movie (Autumn Term) (£301)
- Spring Term Bake Sales (£559)
- World Book Day Café (£232)
- Mother's Day Cafe (£625)
- Father's Day Cafe (£582)
- Coronation Street Party (£683)
- Summer Term Ice Lolly Sales (£226)
- Krispy Kreme Fundraiser (£113)
- Strawberry Fayre (£7,333)
- Class Socials (£138)
- Parents School Party (£424)
- Year 2 Leavers Party (£79)
- Community Schemes (Tesco and Co-op) (£3,258)
- Year-round earners - Parents Shopping schemes (£1,701) Bucks Lottery (£647) Buy and Donate and Uniform (£211)
- Interest on savings account (£15)

TREASURER'S REPORT

LC reported on the financial standing of the PTA at the end of the year. The PTA raised £27,384 through 2022/2023 fundraising efforts with a expenditure of £6,173, giving our overall reported total for 2022/2023 is £21,211.

We report our accounts on a 'receipts and payments' basis

NEW FUNDRAISING MODEL

LC discussed that the PTA wanted to find a method of giving the whole school community a chance to have a say in how the fundraising benefits the school while recognising that the school budgets are getting smaller and the vital role the PTA funds play.

New fundraising model 23/24

- Pot 1 – Central School Fund - £15,000

This pot is for the headteacher and business manager to determine what priority areas they have funding for in the coming academic year.

- Pot 2 – Annual fund for teachers - £3,000

This pot allocates an annual amount of £400 for Nursery and £800 to each year group (reception to year 2). It is for the teachers to determine what priorities to spend this on for their year group.

- Pot 3 – PTA fund & ad hoc requests - £5,000

This pot is used to fund projects the PTA feels passionately about. It is open for 'requests' from teachers, parents and children. Committee and meeting attendees discuss and vote on how this will be spent in our formal termly meetings.

New model discussed and voted to approve. The details are attached in Appendix 1, including details on the principles and how to apply for Pot 3.



HEADMASTER'S COMMENTS

The Headmaster confirmed that with budgets getting tighter the money raised by the PTA continues to make a significant difference to the school.

APPOINTMENTS

Abi Mossop to remain as Chair, the nomination was seconded and approved. The PTA and Headmaster thanked Abi for her exceptionally hard work in the last year.

Laura Cuss to remain as treasurer, the nomination was seconded and approved.

Sian Story will stand down as Secretary. The PTA thank Sian for her hard work over the last several years.

Aimee Smith was nominated as replacement Secretary, and the nomination was seconded and approved.

Nomination will be effective immediately.

EVENTS FOR AUTUMN TERM

The meeting discussed events to be run in the next term.

- Ice lolly Sale
- Smarties Challenge (October Half Term) Abi to buy smarties
- Oct Half Term Spooky Bake Sale - 20th October (Michelle/Kym leading)
- Christmas Cards and Gifts - 18th October closing date
- Christmas Raffle - start requesting donations after Oct Half Term (Kym leading)
- Christmas Elf Balloons - November (Jess leading)
- Christmas Village Lights on - 2nd Dec (leader TBC)
- Christmas Gifting Event - 4th December (Ellie leading)
- Possible wreath making event - 6th December (Abi and Aimee leading)
- Christmas Production week Cafes - w/c 11th Dec (Sian leading)
- Christmas Grotto and Fayre - 15th December (Jess, Abi and Michelle leading)

PLANS FOR 2024

There was brief discussion of the typical events run in the early part of the year for the benefit of new attendees, and to solicit new ideas. Currently the events that are run in most years, or planned for this year, are:

Spring Term

- World Book Day Cafe
- Mother's Day Cafe and Gift event
- Easter Bake Sale
- Easter Egg Hunt
- Possible Oktober Fest in February event

Summer Term

- Father's Day Cafe and Gift event
- Strawberry Fayre
- Ice-cream Sales
- Possible Pimms, Prosecco, Pizza and Playdate



- Possible Family Summer Party in the Park (Live band in Shakman field)
- End of year Party in the Pub

MEMBERSHIP

- Uniform sale coordinator – Sian + one more person
- Raffle coordinator – Kym & Carly
- Grants and Sponsorship lead – tbc
- Bake Sale coordinator -Carly, Kym, Ellie, Aimee & Sarah as back up
- Donations coordinators (e.g. books, toys etc) – Bal & Sarah

ANY OTHER BUSINESS

- Will continue to run events in smaller groups to avoid overwhelming volunteers, and to ensure that everyone has chance to get involved.
- Suggestion to arrange a second hand book sale – this could be arranged alongside World Book Day
- Amazon Smile scheme has ceased and the supermarket Vouchers scheme and Easyfundraising – has very low uptake with not many parents are aware of schemes – to be advertised more
- All members will encourage people to join the PTA Friends group if they want to be contacted for periodic help.

FORTHCOMING MEETINGS

The date for the next meeting TBC



Chalfont St Giles Infant School & Nursery Parent Teachers Association

csginfantpta@gmail.com



Pot 1

2023/24
Budget £15k

Pot 1 Central School Fund

*Initiatives which
enhance the
whole school*

This pot is for the headteacher & business manager to determine what priority areas they have for funding in the coming academic year. For larger projects, the budget can be rolled over or the PTA could focus fundraising efforts to increase the pot for a specific cause.

For 23/24 we are focussing on a shelter in the playground, for outdoor play whatever the weather.

This pot allocates an annual amount of £400 for nursery and £800 to each year group (reception to year 2). It is for the teachers to determine what priorities to spend this on for their year group, it could be classroom resources or contribution to events; all to enhance the curriculum. £200 is discretionary contingency.

Pot 2 Annual fund for teachers



Pot 2

2023/24
Budget £3k



Pot 3

2023/24
Budget £5k

Pot 3 PTA fund & ad-hoc requests

For the children
to make their
school years
memorable and
fun

This pot is used to fund projects the **PTA feels passionately about**. It is open for requests* from teachers, parents and children. It can be for individual year groups or for the benefit of the whole school. Committee and meeting attendees discuss and vote on how this will be spent in our formal termly meetings.

Some ideas:

- Extracurricular classes (e.g. cookery, music)
- Visits from externals (e.g. circus skills, animals)
- Non-classroom resources (i.e. fun stuff & treats for the school)

* Requests are made via this **PTA funding request form**, sent to csginfantpta@gmail.com. We welcome requests from the whole school community, they need to benefit the children and fit with the ethos of the school, you may want to discuss with your class teacher or class parent for coordination. Requests can be made at any time but will be voted on once per term at the formal PTA meeting. Active PTA committee members and school leadership are eligible to vote.



Chalfont St Giles Infant School & Nursery Parent Teachers Association

csginfantpta@gmail.com

Principles and guidance for funding pots

Why the change? As a PTA we wanted to find a method of giving the whole school community a chance to have a say in how the fundraising benefits the school, while recognising that school budgets are getting smaller and the vital role the PTA funds play. We also wanted to make sure that some funds raised are going to 'making school fun' for the children. We want to be transparent about where the fundraising goes.

Before the AGM in each academic year the PTA Treasurer will propose the funds available for spending in that academic year. That will be based on (a) previous years fundraising total, (b) money in bank but ensuring provisions for event expenses in advance of income, (c) funds ringfenced for previous identified larger projects in Pot 1. This will be discussed and agreed with the PTA Chair, Headteacher and Business Manager before allocating proposed totals to each pot for that year.

Pot 1 is protected to the lower value of £8.5k, and this will take precedence over all other pots. As a school we have a much higher LSA to children ratio than the national average. The PTA have for a long time been part of making that happen and this why this it is protected. For 2023/24 we are looking to part fund the building of an outdoor shelter in the playground which will benefit all year groups now and in the future. This may need some targeted funding events to increase this pot over the academic year.

Pot 2 the purpose of this pot is to give teachers some discretion on how best to support enhancing the curriculum for their classes. It will be subject to normal school procedures for expenditure. At the end of the year, the PTA will communicate how this has been spent across the school to the benefit of the children. The amounts will be reviewed annually.

Pot 3 broadly the aim is to:

- have 50% for PTA driven initiatives and 50% for ad-hoc termly requests.
- split the budget across the 3 terms as far as possible
- award funds as evenly as possible across the classes. If a good request is not supported, it may be because that class that has already benefitted significantly under other requests to date.
- be fair to all children, therefore, if something is proposed that is to support an annual recurring event (e.g. a leavers party/ gift) then we will discuss that this must be an ongoing commitment. As such if this is agreed then this budget will be protected going forward.

The committee may decide to move some funds to a specific fundraising cause identified under Pot 1 especially if PTA ideas and ad-hoc requests have been low.

The AGM is in the autumn term and is open to anyone at the school. For spring and summer terms formal meetings will be held within the first 3 weeks of term start and are open to the PTA committee, teachers and members of the PTA Friends Group.

Voting is limited to active committee members and the teachers in the meeting. A proposal must have the backing of at least one PTA official or headteacher/representative to be passed. Feedback will be provided on all proposals that are not passed.

NB: 2023/24 refers to the academic year.



Chalfont St Giles Infant School & Nursery Parent Teachers Association

csginfantpta@gmail.com

PTA FUNDING REQUEST FORM

Name:		Child(ren) & Class	1) 2) 3) 4)
Mobile:			
Email:			
Describe your idea: <i>(be specific on what the funding will be used for)</i>			
How could this be provided: <i>(ideas on sources/ providers and how the what the funding request covers)</i>			
Why should it be funded? What are the benefits to the school community?			
Who is this aimed at (class, year group, whole school)		Likely cost <i>(include how this has been estimated)</i>	
Provide links that have helped you estimate cost (i.e. potential providers)			
What administration effort is required by school/ PTA to implement?		If this request is approved, are you willing to be involved in delivering?	

Please complete as far as possible and return to the email address above.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
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Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	-	-	-	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	-	-	-	-
A3 Payments					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	-	-	-	-
Net of receipts/(payments)	-	-	-	-	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	-	-	-	-	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Receipts and payments accounts

CC16a

For the period
from

9/1/2022

To

8/31/2023

Section A Receipts and payments

	Unrestricted funds (to the nearest £)			Last year 2021/22	
	Income	Expenditure	Profit		
A1 receipts	A1	A3	A1- A3		A1- A3
Fund raising activities					
Main Events					
SeptemberFest - NOT HELD			£0	#	£3,458
Smarties Half Term Challenge	£558	£65	£493		-
World Book Day Breakfast Café	£359	£127	£232		£299
Book day sale	In above	In above			£156
Family day café (Mothers Day)	£1,103	£478	£625	#	£745
Mothers day gifts	In above	In above			£302
Village Coronation Street Party	£927	£244	£683		-
Class Socials	£341	£203	£138		
Family day café (June)	£1,041	£459	£582	#	£532
Fathers day gifts	In above	In above			(£1)
Strawberry Fayre	£9,459	£2,126	£7,333	#	£5,722
Parents Summer party	£655	£231	£424		£593
Year 2 Leavers Party	£364	£285	£79	#	£100
			£0		
Christmas				#	
Village Lights Switch On	£466	£116	£349		-
Christmas Cards	£529	£0	£529	#	£672
Christmas Raffle	£1,408	£111	£1,297	#	£610
Christmas Parties	£1,208	£666	£542	#	£398
Wreath Making	£764	£483	£281	#	£462
Christmas activity packs			£0		£79
Christmas Stocking Fillers	£270	£121	£149		-
Christmas Productions (Café & Uniform)	£466	£103	£363		
End of Christmas Term movie	£384	£82	£301		
Christmas Elf (guess the name)	£104	£25	£79		
Playground sales					
Krispy Kreme fundraiser	£317	£204	£113	#	£104
Valentine Bake Sale	£320	£1	£318		-
Easter Bake Sale	£243	£1	£241	#	£238
Ice Lolly Sales	£267	£41	£226		-
Year-round fundraisers				#	
Parent Shopping Schemes	£1,701		£1,701		
Amazon Smile	In above				£434
Bucks lottery	£647		£647		£655
Buy and Donate / Uniform	£211		£211		£363
Community Funds	£3,258		£3,258		
Co-op fund payment	In above			#	£367
School activities					
Easter chocolates 2021			£0		(£23)
Easter lollies 2022			£0		(£64)
Jubilee hot dog lunch			£0		(£67)
Oasis for flower festival			£0		(£19)
Other				#	
Interest on savings accounts	£15		£15		

Memorial Fund			£0	£9
Tesco Fund payment			£0	£1,000
Friendship bench			£0	£928
2021/22 - other expenses			£0	(£114)
Candy floss hire			£0	£20

Sub total A1	£27,384	£6,173	£21,211	£17,955
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A2 Assets and investment sales payments				
	£0	£0		# £0

A3 payments				
LSA	-	£8,500		# £8,500
Books wishlist		£623		
Nursery Forest School works		£2,305		
Millenium Garden Improvement works		£3,017		
Photocopier	-	-		# £1,500
2021/22 Other				£13,709
2023-24 Jump In - Income in 23/24 accounts	-	£1,142		
Sub total A3	-	£15,587	£0	£23,709

A4 Asset and investment purchases				
Card machine	-	£35	-	£35
Purchase of glasswear	-	£51	-	
Unused catering supplies/ bags		£44		
Unused bar stock		£182		
Unused tuck shop stock		£68		
	£0	£380	£0	£35

Sub total

Total receipts	£27,384			£28,559
Total payments		£22,139		(£34,348)
Net of receipts and payments			£5,245	(£5,789)

A5 Transfers between funds		-	£0
A6 Cash funds last year end		£20,520	£26,309
Cash funds this year end		£25,765	£20,520

Section B Statement of assets and liabilities at the end of the period

B1 Cash funds

	to nearest £
Bank account	£22,631
Interest account	£1,135
Building society account	£1,608
Easyfundraising Balance	£9
PayPal	£52
Float held outside bank	£331
Total cash funds	£25,765
(agree balances with receipts and payments account(s))	OK

- 0

B2 Other monetary assets

Details	to nearest £
n/a	

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	n/a		-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity’s own use	minimal		-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	n/a		-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
Laura Cuss - Treasurer			



Receipts and payments accounts - draft

CC16a

For the period
from

9/1/2021

To

8/31/2022

Section A Receipts and payments

Unrestricted funds (to the nearest £)				Last year 2020/21	
	Income	Expenditure	Profit		
A1 receipts	A1	A3			£
Fund raising activities					
Termly events					
SeptemberFest	£6,049	£2,591	£3,458	#	-
Book Day Breakfast Café	£342	£43	£299	#	-
Book day sale	£156	£0	£156	#	-
Dads2school	£979	£234	£745	#	-
Mothers day gifts	£828	£527	£302	#	£676
Family day café (June)	£756	£225	£532	#	-
Fathers day gifts	£187	£188	(£1)	#	£560
Strawberry Fayre	£9,091	£3,368	£5,722	#	-
Year 2 leavers party	£388	£288	£100	#	-
Summer party	£1,130	£537	£593	#	-
Christmas				#	
Christmas Cards	£1,963	£1,290	£672	#	£706
Christmas Raffle	£610	£0	£610	#	£702
Christmas parties	£818	£420	£398	#	£68
Wreath Making	£829	£368	£462	#	£259
Christmas activity packs	£165	£87	£79	#	-
Playground sales				#	
Krispy Kreme fundraiser	£236	£132	£104	#	£120
Bake Sale (April)	£238	£0	£238	#	-
Year-round fundraisers				#	
Amazon Smile	£434	£0	£434	#	£434
Bucks lottery	£655	£0	£655	#	£274
Buy and Donate / Uniform	£363	£0	£363	#	£355
School activities					
Easter chocolates 2021	£0	£23	(£23)	#	-
Easter lollies 2022	£0	£64	(£64)	#	-
Jubilee hot dog lunch	£0	£67	(£67)	#	-
Oasis for flower festival	£0	£19	(£19)	#	-
Other				#	
Memorial Fund	£9	£0	£9	#	-
Tesco Fund payment	£1,000	£0	£1,000	#	-
Co-op fund payment	£367	£0	£367	#	-
Friendship bench	£928	£0	£928	#	-
THE GIVING MACHINE	£18	£0	£18	#	-
Krispy Kreme 2021 expenses	£0	£10	(£10)	#	-
Fathers day 2021 expenses	£0	£71	(£71)	#	-
Bubble fayre 2021 expenses	£0	£51	(£51)	#	-
Candy floss hire	£20	£0	£20	#	-
Sub total A1	£28,559	£10,604	£17,955		£4,149
A2 Assets and investment sales payments					
	£0	-		#	£0
A3 payments					
LSA	-	£8,500		#	-
Photocopier	-	£1,500		#	-
Pond clearing work	-	£400		#	-

Nursery interactive screen	-	£1,267		-
Jubilee medals	-	£180		-
Outdoor education	-	£8,200		-
Memorial fund	-	£2,734		
Friendship bench	-	£928		
Sub total A3	-	£23,709	£0	£0

A4 Asset and investment purchases				
Card machine	-	£35	-	
	£0	£35	£0	£0

Sub total

Total receipts	£28,559			£4,149
Total payments		£34,348		£0
Net of receipts and payments			(5,789)	£4,149

A5 Transfers between funds

A6 Cash funds last year end

Cash funds this year end

-	-
£26,308	£9,811
£20,519	£26,308

Section B Statement of assets and liabilities at the end of the period

B1 Cash funds

Bank account	to nearest £
Interest account	17,588
Building society account	1,131
Float held outside bank	1,597
	204
Total cash funds	20,519
(agree balances with receipts and payments account(s))	OK

B2 Other monetary assets

Details	to nearest £
n/a	

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
n/a		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
minimal		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
n/a		-	

Signed by one or two trustees on behalf of all the trustees

Nicola Sinclair- Treasurer

Signature	Print Name	Date of approval



Section A

Independent Examiner's Report

Report to the trustees/
members of

Chalfont St Giles Infant School and Nursery Parent Teacher Association

On accounts for the year
ended

31/08/23

Charity no
(if any)

273624

Set out on pages

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended

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 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 ~~(other than that disclosed below*)~~ in connection with
the examination which gives me cause to believe that in, any material
respect:

- accounting records were not kept in accordance with section 130 of
the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

12/5/24

Name:

FIONA SLATER

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

ACA (ICAEW)

Address:

Westways
mill lane, Chalfont St Giles
Bucks. HP8 4NX

Only complete if the examiner needs to highlight 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.