



PTA AGM MINUTES

18/09/2024

19.30 SCHOOL HALL

Present

Apologies

Abi Mossop - Outgoing Chair/ New Sec [AM] Laura Cuss - Treasurer [LC] Jessica Allen – Incoming Chair [JA] Gaurav Arora – Incoming Vice Chair [GA] Alastair Haywood – Headteacher [AH] Ellie Wort [EW] Kym Connolly [KC] Rosie Leckie [RL] Emma Smalley [ES] Kerry Graham [KG] Sue Smith [SS]	Carly Sweales [CS] Aimee Smith [AS] – Outgoing Sec Emma Pusey [EP] Sarah Arora [SA]

PRIOR MEETING

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

CHAIRPERSON'S REPORT

AM welcomed everyone to the meeting especially new joiners and gave an overview of the events of the previous 12 months. The purpose of the PTA was reiterated and thanks given to all committee members.

“Our aim as a PTA is to coordinate fundraising events that entertain the children and bring the school community together to raise funds to support the school. Looking back at the year we’ve just had, I think we should be really proud of our efforts. We’ve raised a fantastic amount and launched some new activities that received great feedback from the school children and their families.”

Thanks were noted to the volunteers, staff, wider community, including the Village Show and Parish Council and our generous local businesses who sponsor or donate raffle prizes.

The PTA have had a very successful year and, despite the financial struggles many families face at the moment, have raised just under £20,000 in the academic year 2023-24. With many fantastic events already planned for 2024-25.

Highlights of the year were:

- our new Christmas Fayre and Santa’s Grotto (£1,024),



- our gift shops (£1,136, plus a portion of Father Day family cafe),
- our raffles (£729 at Christmas plus a huge contribution to the Strawberry Fayre total),
- cafes (£1,109), playground cake and lolly sales (£1,278)
- our annual Strawberry Fayre (£8,584)

A slight missed opportunity vs last year was the reduced income from shopping schemes and community grants such as the Coop and Tesco community grants. Having a dedicated role on the committee to seek these opportunities and seek even greater business sponsorship could be beneficial in the year to come.

TREASURER'S REPORT

LC reported on the financial standing of the PTA at the end of the year. The PTA income was £27,743 through 2023/24 fundraising efforts with an expenditure of £7,370, giving our overall reported total for 2023/24 is £20,373.

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

Comparing our profits vs previous years identified opportunities to increase income from the shopping voucher scheme, major sponsors and grants and Easy Fundraising. All agreed it would be good to have a dedicated PTA member responsible for seeking out and promoting these opportunities.

There is also an opportunity to claim more money via gift aid but we must gather details via sponsorship type events. All agreed to plan a sponsored event to maximise this opportunity

DETAILED TREASURER REPORT AT ANNEX A

SCHOOL FUNDING

We have made donations to the school in the last school year totalling £11,660.

This has included £2,800 shared amongst the classes for teachers to use at their discretion to improve resources in their classrooms.

Unfortunately, the larger building project to improve outdoor learning space in the playground has been delayed. This money will be kept available for the school when they are ready to move ahead with the project.

The Treasurer confirmed that:

- £8,500 has been transferred to the school to support the School Learning Support Assistant budget.
- £2,800 has been transferred for classroom funds for use at the discretion of teaching staff
- £502 has been used to support school events including gazebos for sports day, chocolate treats for Easter, ice lollies after sports day and entertainment for the year 2 leavers party.
- £1,101 is ring-fenced to post for the replacement bug club books
- £6,500 is ring-fenced to help fund the new outdoor learning shelter in the main playground
- £1,000 is ring-fenced for materials/labour to install a new sail above the Nursery garden.

The proposed allocations for 2024/25 are at Annex B



In Summary

- Pot 1 – Central School Fund - £22,000
- Pot 2 – Annual fund for teachers - £3,000
- Pot 3 – PTA fund & ad hoc requests - £6,000

HEADMASTER'S COMMENTS

Mr Haywood passed on his thanks to the PTA committee for their efforts and fantastic fundraising total and emphasised the difference that the money makes. Having LSAs across the school is a luxury many schools don't have and having PTA funding available makes larger projects easier to secure.

AH suggested PTA meet with the new Business manager Nitu Chawhan to share ideas.

AH confirmed that the proposed new playground shelter is provisionally planned to be erected in October half term. It will be 3m x 11m with a UV protective transparent roof and open sides.

- The PTA agreed to give the ring-fenced £6,500 from 23/24 funding period plus a further £6,500 in 24/25

APPOINTMENTS

TRUSTEE POSITIONS:

- Abi Mossop elected to step down as Chair. The PTA and Headmaster thanked Abi for stepping up to lead and her exceptionally hard work in the last year.
- Aimee Smith will stand down as Secretary due to no longer being at the school. The PTA thank Aimee for her hard work.
- Jessica Allen was nominated as Chair, the nomination was seconded and approved.
- Gaurav Arora was nominated as Deputy Chair, the nomination was seconded and approved.
- Laura Cuss was nominated to remain as Treasurer, the nomination was seconded and approved.
- Abi Mossop was nominated Secretary, and the nomination was seconded and approved.

Nominations will be effective immediately.

MEMBERSHIP

- Bar manager - Gaurav Arora
- Funds and Grants coordinator - open
- Cafes and food and drink purchasing - open
- Raffles and Bake sales lead - Kym Connolly
- Buying and Communications - Ellie Wort
- Local community group liaison - Carly Sweales

ANY OTHER BUSINESS

Group discussion around the need to bring in new members from Reception and Nursery parents to shadow the PTA core roles ready to take them on as existing members move up to the Junior School.

FORTHCOMING MEETINGS

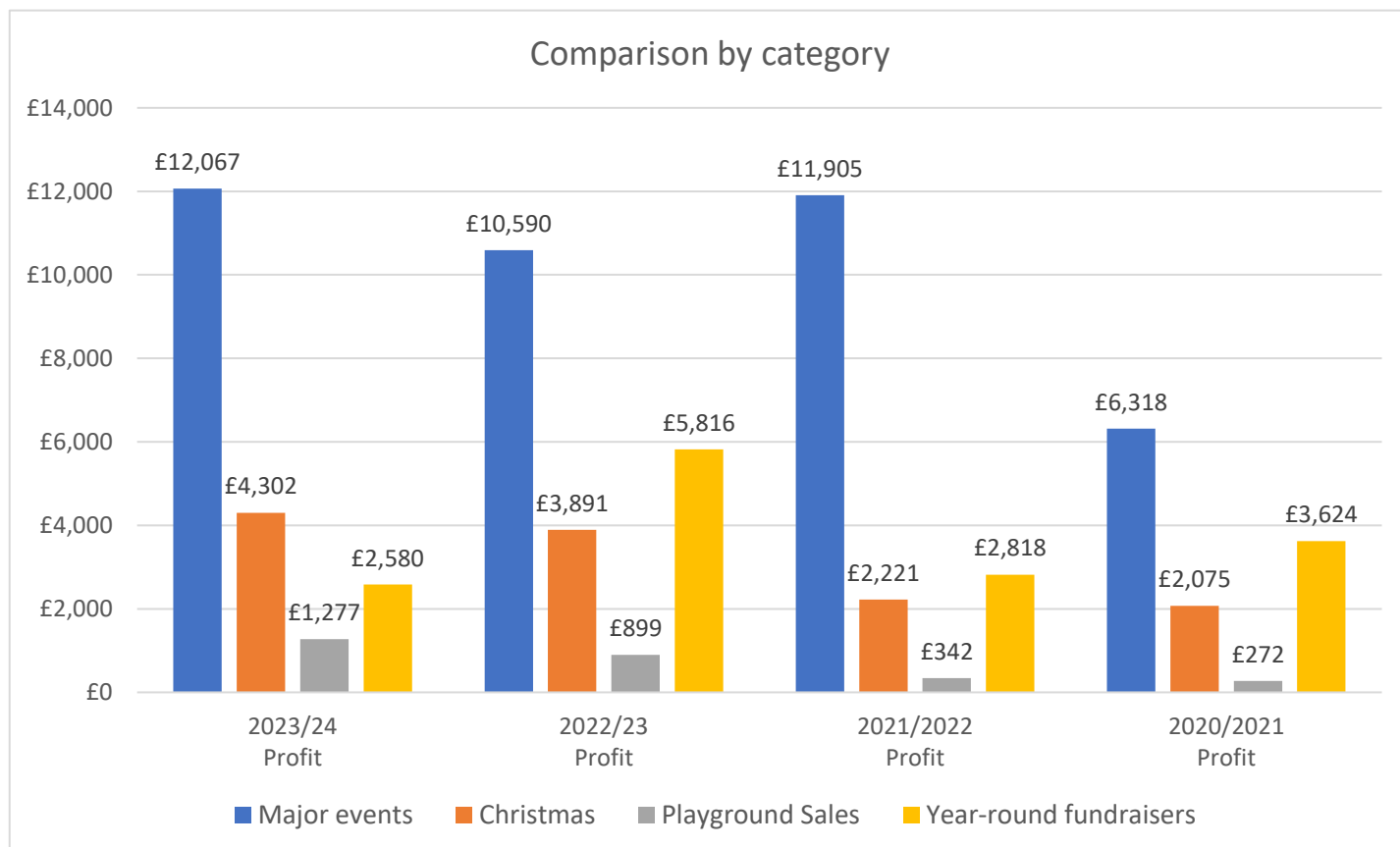
The date for the next meeting TBC

ANNEX A

Treasurer Notes

Fundraising

Excellent results on fundraising with some great additions to our events calendar. The total for 2023/24 in accounting terms was £20,373. But by events run in year it remains £19,401 (allowing for the Jump-In deposit paid in previous FY and the gift aid payment due from HMRC).



The tracker (shared separately) shows the variation in profits over the years, and the action the PTA has taken to increase profits. Also some interesting considerations of events/ activities that were previously profitable.

We have some stock carried over which will benefit events this year and will reduce spend. We made some investments in replacement or repair of assets (goals, mic, banners/ decorations, extension leads etc)

Funding

- School yet to request the payment for Bug Club £1,101
- Agreed intent to support a nursery sail installation in forest school area, Hemal has sourced sail free of charge. Hold provision for materials/ labour of £1k.
- No quotes from school on an Infants Shelter (£6.5k balance carried over)
- Nominally propose the following budget for each of the pots in 2024/25
 - This is based on £21k + underspend of £10k
 - Final agreement with Head and new business manager ASAP to communicate to parents.

	2023/24				2024/25
	Budget	Spend	What	Paid	Budget
Pot 1	£ 15,000				£ 22,000
		£ 8,500	LSA	Transferred	
Pot Balance		£ 6,500			
Pot 2	£ 3,000				£ 3,000
		£ 2,800	Classroom funds	Transferred	
Pot Balance		£ 200			
Pot 3	£ 5,000				£ 6,000
		£ 1,101	Bug Club Books		
		£ 292	Year 2 leavers	Paid	
		£ 46	Easter chocs/ lollies	Paid	
		£ 164	Gazebos	Paid	
Pot Balance		£ 3,398			

Reminder:

Pot 1 - Central School Fund: *Initiatives which enhance the whole school*

Pot 2 - Annual fund for teachers

Pot 3 - PTA fund & ad-hoc requests: *For the children to make their school years memorable and fun*



ANNEX B



Chalfont St Giles Infant School & Nursery Parent Teachers Association

csginfantpta@gmail.com



Pot 1
2024/25
Budget £22k

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
2024/25
Budget £3k



Pot 3
2024/25
Budget £6k

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

csginfpta.treasurer@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 2024/25 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/ trip) 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: 2024/25 refers to the academic year.





Receipts and payments accounts

CC16a

For the period from	01/09/2023	To	31/08/2024
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Section A Receipts and payments

	Unrestricted funds (to the nearest £)			Last year 2022/23
	Income	Expenditure	Profit	
A1 receipts	A1	A3	A1- A3	A1- A3
Fund raising activities				
Main Events				
JUMP-IN	£1,850	£439	£1,411	
Smarties Half Term Challenge	£611	£72	£539	£493
World Book Day Breakfast Café			£0	£232
Book Day sale & Wonka Bars - NEW!	£505	£182	£322	
Family day café (Mother's Day)	£578	£191	£388	£625
Mother's Day gifts	£641	£281	£360	
Village Coronation Street Party			£0	£683
Class Socials			£0	£138
Family day café (Father's Day)	£744	£282	£463	£582
Father's Day gifts			£0	
Strawberry Fayre	£11,101	£2,517	£8,584	£7,333
Parents Summer party			£0	£424
Year 2 Leavers Party			£0	£79
Christmas				
Village Lights Switch On	£817	£327	£490	£349
Christmas Cards etc - Class Fundraising	£515	£97	£417	£529
Christmas Elf Balloons - NEW!	£558	£280	£278	
Wreath Making (*23/24 Joint with juniors)	£1,165	£835	£330	£281
Christmas Raffle	£811	£82	£729	£1,297
Christmas Parties			£0	£542
Christmas Fayre & Grotto	£2,009	£985	£1,024	
Christmas Stocking Fillers			£0	£149
Christmas Gift Shop (for Children) - NEW!	£1,368	£592	£776	
Christmas Productions (Café & Uniform)	£324	£66	£258	£363
End of Christmas Term movie			£0	£301
Christmas Elf (guess the name)			£0	£79
Playground sales				
Krispy Kreme fundraiser			£0	£113
Spooky Bake Sale - NEW!	£313		£313	
Valentine Bake Sale	£266		£266	£318
Easter Bake Sale	£234		£234	£241
Ice Lolly Sales	£560	£95	£465	£226
Year-round fundraisers				
Parent Shopping Schemes	£671		£671	£1,701
Amazon Smile				
Bucks lottery	£588		£588	£647
Buy and Donate / Uniform	£321		£321	£211
Community Funds	£1,000		£1,000	£3,258
Co-op fund payment				
School activities				
Easter Chocs for Children		£46	(£46)	£0
Other				
Interest on savings accounts	£54		£54	£15
Year 2 Leavers Party - pay it forward	£139		£139	£0

Sub total A1	£27,743	£7,370	£20,373	£21,211
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
School PP Event Support	-	£18		
Funds per class	-	£2,800		-
Year 2 Leavers	-	£292		
Oktoberfest deposit - income in 24/25 accounts	-	£50		
Jump In Deposit - paid in 22/23	-			£1,142
Sub total A3	£0	£11,660	£0	£15,587
A4 Asset and investment purchases				
Card machine				£35
Purchase of glasswear				£51
Unused catering supplies/ bags		£14		£44
Unused bar stock		£145		£182
Unused tuck shop stock		£66		£68
Unused Christmas stock		£180		
Inflatable repair and service		£96		
Replacement of assets (goals, mic, banner, decorations, thermometer)		£235		
Gazebos		£164		
Sub total A4	£0	£898	£0	£380
Total receipts	£27,743			£27,384
Total payments		£19,928		(£22,139)
Net of receipts and payments			£7,815	£5,245
A5 Transfers between funds			-	£0
A6 Cash funds last year end			£25,765	£20,520
Cash funds this year end			£33,580	£25,765

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

B1 Cash funds

	to nearest £
Bank account	£30,377
Interest account	£1,150
Building society account	£1,646
Easyfundraising Balance	£85
PayPal	£0
Float held outside bank	£321
Total cash funds	£33,580
(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
Laura Cuss - Treasurer

Signature	Print Name	Date of approval
	L M Cuss	25/05/2025



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Chalfont St Giles Infant School & Nursery Parent Teacher Assoc.

On accounts for the year
ended

31/08/24

Charity no
(if any)

273624

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

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 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:

25/6/25

Name:

Fiona Slater

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

ACA ICAEW (membership no. 9153494)

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.

Handwritten text in the disclosure box:

2018/19

2018/19