



Registered Charity 281964

**Minutes - AGM 2022/23 & 2nd Meeting of the Academic Year 2023-24
November 2023
7.00pm at School**

1) Apologies for absence from PTA Committee

None needed all in attendance

2) Approval of minutes of the previous AGM

Completed

3) In attendance

Angela Taylor
Candice Cholerton
Andy Thacker
Laura Barnett
Duncan Steele
Helen Byard
Shelly Beresford
Catherine Kirk
Lauren Tate
Dave Havers
Tracey Treacher
Alice Davis
Christina Strong
Olivia Lucas
Becky Beach
Angela Posada
Andrea Edmpt
Jess Hewitt

3) PTA - Departures.

Angela Taylor stepping down as PTA Chair
Candice Cholerton stepping down as PTA Chair

3a) PTA - Arrivals

In 2023 we have been very fortunate to have some wonderful parent volunteers take ownership of key projects/initiatives and events that ensure we can raise funds for the PTA.
We now have all of the below teams in place:

Grevfest event team leads - Michelle Hinsley and Leanne Newbury
Fireworks event team leads - Lauren Tate, Andrea Edrupt, Angela Posada and Dave Havers
Christmas extravaganza team - Christina Alleman, Fiona Barclay, Sariah Young
Festive Market Event team lead - Nicola Todd
Disco team leads - Leanne Newbury + Candice Chorlton
Pre-loved uniform leads - Christina Strong and Kim Lewis
Christmas card project - Michelle Meredith and Christina Alleman
Bags to School – Sneshka Reece
Patricia Bennet - Classlist manager
Christmas Raffle - Helen Byard
Mufti - Shelly Beresford + Jessica Hewitt

We do have a vacancy for refreshments lead - A lead on this will ensure we maximise the opportunity to offer refreshments throughout the year to raise funds (events such as sports day, concerts etc)

We will also need a new Christmas Raffle lead as Helen will be stepping into the PTA Chair position.

4. Joint Chair's report

In 2023 we have funded many small and larger projects to benefit the children and their experience whilst at the Greville. The new football kits have been funded through the PTA and the children have been proud to wear these whilst representing the school.

We have supported new fencing for the field and helped to improve and enhance the forest school area with fencing and storage.

We have also supported the funding of chrome books to support the children's learning and the new look school diaries. Also funding the purchase of additional books so that each class has a reading corner for the children to enjoy.

5) Treasurer's Report and notice of independent examination

The Treasurer handed out the annual accounts, consisting of the consolidated summary of accounts for the schools financial year running August 2022- July 2023.

These figures show our fundraising and spending this school term (compared to all of last year).

The financial accounts for the previous financial year have been submitted to Paul Sandell FCA CTA for independent examination and financial audit.

For full details please see below

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st JULY 2024

GREVILLE PARENT TEACHER ASSOCIATION | Registered Charity 281964

2023 | 2024

2022 | 2023

INCOME | EXPENDITURE

EVENTS

APFS (Art Projects For Schools)	£	-	£	585.00
Bags 2 School	£	195.00	£	639.00
Christmas Extravaganza	£	3,549.54	£	3,194.13
Christmas Market	£	-	£	1,101.62
Christmas Raffle	£	2,232.00	£	2,115.64
Discos	£	-	£	867.59
Fireworks	£	7,881.49	£	4,917.87
Grev Fest 2022	£	-	£	336.83
Grev Fest 2023	£	366.77	£	3,340.45
Harvest Festival Refreshments	£	-	£	20.43
Mufti Days	£	254.97	£	1,465.01
Quiz Night	£	-	£	863.33
Second Hand Uniform	£	770.38	£	1,123.97
	£	15,250.15	£	20,570.87

	2023 2024	2022 2023
SCHOOL DONATIONS		
All Weather Pitch	£ -	£ -1,500.00
Chickens	£ -	£ -24.99
Christmas Card Materials	£ -	£ -73.71
DBS Fees	£ -105.00	£ -447.50
ECO Council Badges	£ -	£ -36.00
Forest School	£ -	£ -3,695.00
Gardening Clubs / Other Clubs	£ -	£ -74.66
Homework Diaries / Reading Records	£ -2,403.72	£ -700.00
House Captain Ties and Badges	£ -134.68	£ -79.84
IT Equipment	£ -	£ -9,228.80
Library	£ -	£ -39.00
Library Software	£ -550.00	£ -550.00
Maths Resources	£ -	£ -594.00
Music	£ -	£ -588.00
Pantomime	£ -	£ -1,359.45
Parent Gift Bags	£ -29.90	£ -
Pergola	£ -	£ -419.99
Playground Markings	£ -	£ -3,604.91
School Equipment	£ -158.33	£ -45.11
Sports Equipment / Maintenance	£ -	£ -176.61
World Book Day Costumes	£ -	£ 64.75
Young Voices (O2 Arena)	£ -	£ -473.04
	£ -3,381.63	£ -23,645.86

	2023 2024	2022 2023
OTHER		
AGM / PTA Costs	£ -16.00	£ -188.00
Amazon Smile / EasyFundraising	£ 21.28	£ 505.30
GAYE / Gift Aid	£ 263.01	£ 872.32
Gifts	£ -73.31	£ -139.23
Sundries	£ -309.94	£ -40.00
	£ -114.96	£ 1,010.39

SUMMARY

Net Receipts	£ 11,753.56	£ -2,064.60
Opening Bank Balance	£ 40,236.20	£ 42,300.80
Accounting Adjustments from Previous Year	£ -	£ -
Total (Lloyds Balance)	£ 51,989.76	£ 40,236.20

Easy fundraising is a way of easy fundraising as this is a great way to continue to top up the funds we can raise. The group discussed how to highlight this on the website and within the Greville gazette.

Match funding was discussed with the group and this is something the new PTA team will investigate for future events.

6) Re-Election of Officers

The following people have agreed to stand as officers for 2024 and where elected during the AGM:

New PTA Chair - Laura Tate
 New PTA Chair - Helen Byard
 New PTA Chair - Dave Havers
 Secretary - Catherine Kirk

The following where re-elected and will continue in their roles:

Treasurer + Trustee - Andy Thacker
Co Treasurer + Trustee - Laura Barnett

PTA Committee - Events teams + Class reps will act as the committee

Any objections - None

7) Address from Mr Steele - Honorary President of the PTA - Headteacher

Mr Steele thanked Candice and Angela for their work as PTA Chairs. He acknowledged the support the PTA funds have given to the school in 2023.

He raised how he would like to look into the cost of air conditioning in the year 3 classrooms as these can get warm in the summer months and potentially have support from PTA funds for this.

In addition he also mentioned that they have contractors coming in to quote on the outside eating area as this needs improvements to create a better environment for the children. He is hoping this will be funded through council support but again once the quotes are in we will discuss if PTA funding is needed to additionally support this project.

The final discussion point was the music box which is a well loved space used by Mrs Heywood to provide music lessons to the children. It is in need of a lot of attention and ideally a new space will need to be built on the school grounds. This will be a project with a lot of funds needed and so we will look at how we can set up a long term fundraising initiative for this project.

DBS checks were also discussed and this is now a must for any volunteer wishing to come in and help with any school related activities.

8) Annual Spending Requests + Project discussions:

Air conditioning in the year 3 classrooms
Outdoor eating area quotes are being sought
Music Box is a bog project and will be a long term fundraising project

The New PTA's and the treasurers will meet with Mr Steele to discuss further and make a plan which will then be shared with the community.

9) Class Reps

All classes have reps

10) PTA Roles

We are looking for a refreshments lead and someone to take over the christmas raffle for 2024.

11) Upcoming and Proposed Events for the year

The next PTA meeting was discussed and this will be held on the 25th January. More information to follow.

Dates were discussed for the Grevfest, fireworks etc and these will all be locked in and shared with everyone through the Greville Gazette and online calendar.

The AGM was closed and the final PTA meeting of 2023 took place.

12) Further discussions

Tracey Treacher shared the annual swimming accounts for 2022/23 and the closing balance just under £300.

The other point which was discussed a lot was match funding and this will be followed up for future events.

Candice and Angela will start the handover process and will officially step away by the end of January and hand over everything fully to the 3 new PTA chairs.

Meeting Closed.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st JULY 2024

GREVILLE PARENT TEACHER ASSOCIATION | Registered Charity 281964

2023 | 2024

2022 | 2023

INCOME | EXPENDITURE

EVENTS

Bags 2 School	£ 459.80	£ 639.00
Bingo Night	£ 2,212.61	£ -
Cake / Donut / Sweet Sales	£ 946.73	£ -
Christmas Cards	£ 568.02	£ 585.00
Christmas Extravaganza	£ 3,136.49	£ 3,194.13
Christmas Market	£ -	£ 1,101.62
Christmas Raffle	£ 2,122.61	£ 2,115.64
Colour Run	£ 1,735.06	£ -
Discos	£ 799.07	£ 867.59
Fireworks	£ 7,176.49	£ 4,917.87
Grev Fest 2022	£ -	£ 336.83
Grev Fest 2023	£ 366.77	£ 3,340.45
Grev Fest 2024	£ 5,426.25	£ -
Harvest Festival Refreshments	£ -	£ 20.43
Legoland Discount Tickets	£ 671.17	£ -
Outdoor Cinema Night	£ -174.06	£ -
Mufti Days	£ 1,301.41	£ 1,465.01
Quiz Night	£ 1,891.60	£ 863.33
Second Hand Uniform	£ 1,504.98	£ 1,123.97
	£ 30,145.00	£ 20,570.87

SCHOOL DONATIONS

All Weather Pitch	£ -1,500.00	£ -1,500.00
Chickens	£ -	£ -24.99
Christmas Card Materials	£ -	£ -73.71
DBS Fees	£ -430.50	£ -447.50
ECO Council Badges	£ -	£ -36.00
Forest School	£ -	£ -3,695.00
Gardening Clubs / Other Clubs	£ -	£ -74.66
Homework Diaries / Reading Records	£ -4,995.70	£ -700.00
House Captain Ties and Badges	£ -134.68	£ -79.84
IT Equipment	£ -	£ -9,228.80
Library	£ -2,338.41	£ -39.00
Library Software	£ -550.00	£ -550.00
Maths Resources	£ -	£ -594.00
Mother's Day	£ -71.63	£ -
Music	£ -	£ -588.00
Pantomime	£ -	£ -1,359.45
Parent Gift Bags	£ -29.90	£ -
Pergola	£ -	£ -419.99

Playground Markings	£ -	£ -3,604.91
Poet Visit	£ -366.80	£ -
School Equipment	£ -189.93	£ -45.11
Sports Equipment / Maintenance	£ -613.00	£ -176.61
World Book Day Costumes	£ -	£ 64.75
Young Voices (O2 Arena)	£ -	£ -473.04
	£ -11,220.55	£ -23,645.86

OTHER

AGM / PTA Costs	£ -221.00	£ -188.00
Amazon Smile / EasyFundraising	£ 80.01	£ 505.30
GAYE / Gift Aid	£ 902.57	£ 872.32
Gifts	£ -73.31	£ -139.23
Sundries	£ -71.68	£ -40.00
	£ 616.59	£ 1,010.39

SUMMARY

Net Receipts	£ 19,541.04	£ -2,064.60
Opening Bank Balance	£ 40,236.20	£ 42,300.80
Accounting Adjustments from Previous Year	£ -	£ -
Total (Lloyds Balance)	£ 59,777.24	£ 40,236.20

Wednesday 31 July 2024

Monday 31 July 2023

Cash basis

Cash basis

ANNUAL RETURN

Income	£ 46,804.04	£ 31,490.32
Expenditure	£ 27,263.00	£ 33,554.92

Independent Examiner's report on the
Accounts

Address:

80 HILLSIDE ROAD
ASHTED
SURREY, KT21 1SE

Report to the
Trustees/members of

On Accounts for the year
ended

Set out on pages

Respective responsibilities of
trustees and examiner

Greville Parent/Teacher Association

2024

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

- It is my responsibility to:
- examine the accounts (under Section 43 of the Act)
 - to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act); and
 - to state whether particular matters have come to my attention

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of Accounts presented with those records. It also includes consideration of any unusual items or disclosure in the Accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the Accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's
statement

Signed:

Name:

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

- In the course of my examination, no matter has come to my attention:
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the Act; and
 - to prepare Accounts which accords with the accounting records and comply with the accounting requirements of the 1993 Act; have not been met; or
 2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Paul Sandell

PAUL SANDELL

CHARTERED ACCOUNTANT TRAIN

Disclosure Section

Only complete if the examiner needs to highlight material problems

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

N/A