



The Greville Parent Teacher Association

Annual General Meeting Minutes

23rd January 2025, 730pm School Dining Room

Charity number: 281964

1. Apologies for absence from the PTA committee

All committee members were present at the meeting. There were no apologies.

2. Approval of the minutes of the previous AGM

Approved, all actions completed.

3. In attendance

Helen Byard (HB) - Co-Chair
Lauren Tate (LT) - Co-Chair
Dave Havers (DH) - exiting Co-Chair
Andy Thacker (AT) - Co-Treasurer
Laura Barnett (LB) - Co-Treasurer
Cat Kirk (CK) - exiting Secretary
Duncan Steele (DS) – Head Teacher
Sneshka Reece
Olivia Lucas
Shira Rozenberg
Andrea Edrupt
Kim Reed
Beth Evans
Christina Strong
Nicky Ellingford
Lisa Sullivan
Sarah Hyde
Beth Hutchings

The meeting was quorate.

4. Approval of the Parentkind Constitution

CK explained that all PTAs/registered charities are required to have a Constitution. This is a governing document that explains how the PTA is to run. The PTA currently has a Constitution, however it was last updated in 2013 (using the PTA-UK template). It was proposed to move to the Parentkind Constitution, which is pre-approved by the Charity Commission and the majority of PTAs use. The PTA has not made any changes to the model Parentkind Constitution and is adopting it in full. It is very similar to the 2013 constitution (which was a PTA-UK model

constitution - PTA-UK is now Parentkind). The only notable difference is the new constitution permits virtual meetings.

PTA will be selected as the type of organisation.

The objects (purposes)/clause 2 remain identical (no change). Clause 9, relating to property and funds remain identical/no change. All members of the meeting approved the updated constitution.

Action: CK to send to Charity Commission within 21 days of the meeting.

5. Treasurers report

AT presented the Treasurers report (slide 4 and 5 of presentation) and explained that the financial year for the PTA is aligned to the academic year (August to July).

It has been a fantastic year for the PTA. For the last academic year the PTA raised just under £50K (£48,804) for the school. £16,042 was spent in expenses to run the PTA and the events. The school spent £11,221 of PTA funds. The PTA opened the academic year with £40,236 in the bank and closed the year with £59,777 in the bank.

The PTA is less than half way through the new academic year (24/25 academic year) and has already raised £27,178 with the school spending £4,075. The PTA spent £12,348 to run the events/expenses and therefore the current balance is £70,058.

The PTA has been supported with generous match-giving donations, which have made a significant difference to the amount of money raised. This includes the Barratt Foundation (Quiz Night and Fireworks), Wates (Bingo) and Frontier Economics (Colour Run) – with matched funding contributions ranging from £500 to £1000 for each of these events. A reminder to all parents that if their employer offers this scheme to get in touch with the committee to discuss. It is very straightforward to support and the Treasurer/committee can take them through the process.

Another change this year was opening a savings account to ensure the PTA gains interest for the money it holds in the bank. It was suggested at the meeting to look around at other savings schemes (bonds etc) to gain higher rates of interest.

Paul Sandell FCA CTA was appointed as Independent Examiner of the Accounts.

Action: AT and LB to look into other saving schemes.

5.1 Money raised

Members were taken through the balance sheet on slide 5 of the presentation. Key highlights included:

- Bags2School, pre-loved uniform and mufti days continued throughout the year. Sneshka Reece runs the Bags2School and is also looking at potential alternative providers, due to the payment per unit going down.
- Easy Fundraising monies are now starting to come through and everyone was encouraged to download the app and sign up. LT explained how it works – very easy!
- The following continue to be the big fundraising events across the year:
 - o Fireworks (£7,176 in 2023 and £7,297 in 2024).
 - o Xmas Extravaganza (£3,136 in 2023 and £3,916 in 2024)
 - o GrevFest (£5,793)

The outdoor Cinema was a great success, bringing the school community together and the PTA got a massive amount of positive feedback about the event. The equipment and set up was expensive and as a result it is difficult to use it as a way to raise funds. The PTA will look into how to approach this next year including what sort of event could be held to welcome new parents/start of the year and any learnings.

Action: AT and LB to look into whether any money has come in/is coming in from My Nametags and Asda cash pot.

Action: To discuss with Christmas Card providers whether they do smaller packs of larger sized cards.

5.2 Spending

This has included the following:

- Sensory room
- Reading corners
- Poet and Author visits
- Netball and football kits
- Easter egg hunt
- Mother's card materials
- Geography atlases
- Homework and reading diaries
- Library maintenance software
- All weather pitch maintenance
- Chickens upkeep
- Warhammer club resources
- PTA gazebo
- Money for additional resources for classrooms
- Surprise Christmas breakfast for staff

An idea raised by the group was better linking events to initiatives they are raising money for. A big-ticket expenditure would help support this and proposals will be discussed later in the meeting.

It was suggested that a PTA cleaning box would be very helpful for clean ups after events.

Actions: Committee to organise a PTA cleaning box.

Actions: To promote where the money is being spent using the notice boards and to explore the idea of linking events to specific initiatives.

Action: We would love to hear from the gardening club about all the exciting things that they are doing.

6. Chairs report

HB started the presentation of the Chair's report with a recap of the PTA's mission as:

The PTA exists to give everyone a great Greville experience by:

- Building a supportive school community
- Creating opportunities to get together
- Having lots of fun

The PTA wanted to try lots of new things this year and it has been a really fun and exciting year. New events included family bingo, Sweet Sales, Colour Run, Legoland tickets, book swap, outdoor cinema, and reef making. This is in addition to year's big events – Fireworks, Grevfest, Xmas

extravaganza and other initiatives - Xmas market, Xmas cards, pre-loved uniform sales, Bags2School, raffle.

The money raised has funded lots of great resources at the school as set out by AT in treasurers report.

The key challenge this year has been volunteer numbers, particularly at events. We need more people to volunteer so that events can run. The committee is very grateful to the core group of volunteers, many of which did double, triple and even quadruple volunteer shifts at the big events. With the number of pupils at the school we should be able to fill all the volunteer slots and a plea to all parents and carers to volunteer just 1 hour a year helping at an event. HB explained some communications would be going out to encourage volunteering. The meeting discussed the importance of being precise about what the volunteers will be doing and exact times to help encourage volunteering. Incentives for volunteering was discussed. It was agreed there should not be a monetary gain, such as free tickets etc.

Ideas to help welcome new parents in September was discussed. This included teddy bear picnics, refreshments before pick-up and also having specific areas for reception parents at events. The Committee will explore these ideas.

The committee will look at slightly cheaper options for reef making and potentially combining the Xmas market with other events.

The colour run was a huge success and a brilliant day. A suggestion was made to make more of sponsorship and this will be a focus for this year. Other sponsorship events such as sponsored run, skip or read for summer term will also be looked into.

A house colour Mufti day was suggested, along with QR codes to help encourage people to donate. These ideas will be passed to the team.

HB spoke about the benefits of local business sponsorship and will be explored further in this academic year.

7. Committee structure and election of Committee Officers

The committee structure was explained, including the following positions: 2 Co-Chairs, 1 vice-Chair, 2 co-Treasurers.

Dave Havers is leaving his role as Co-Chair and Cat Kirk is leaving her role as Secretary. Both will remain dedicated volunteers and were thanked for their hard work over the year. This leaves two vacancies – Vice Chair and Secretary. There were no applicants for these roles currently.

The following were re-elected to continue in their roles. There were no further applicants:

- Helen Byard (Co-Chair)
- Lauren Tate (Co-Chair)
- Andy Thacker (Co-Treasurer)
- Laura Barnett (Co-Treasurer)

8.Events and operational teams

Massive thanks to the hardworking event and operational teams who work hard throughout the year. The fame of wall was shown during the meeting and everyone was thanked for their amazing work.

The following members took up new roles:

- Lisa Sullivan – Class Rep co-ordinator
- Katie Costick - Digital Marketing lead
- Shira Rozenberg and Nicky Ellingford– Disco leads.

Three people at the meeting also agreed to join the GrevFest event team.

8. Thank you to staff support

The PTA is very grateful for the incredible support it gets from school staff including teachers, office and facilities staff. The PTA thanked all the staff. We could not do what we do without this support and we are so grateful.

9. 24/25 Spending projects

DS took the group through forthcoming big spending projects:

Year 1 outdoor area – outdoor learning area for year 1 including 5 metres of covered area to support continuous provision and outdoor learning. The school is funding the structure with the PTA supporting with resources (Approx £1.5K). This is expected to take place during February Half term.

Extending outdoor seating – the school has secured a grant from the local council to extend the outdoor seating. The PTA will be helping with funding new seats, recycled hexagon tables (which are very popular with the children), and lighting to lift area (approx. £10K). This work is expected during Easter.

Development of the infant playground – the school is currently working with Surrey Council about long-term plans around moving and development of the music box. PTA to support with new equipment (approx. £25K – £30K).

It was agreed these are excellent set of initiatives.

10. Close of meeting

The committee thanked everyone for attending and for their contributions to the PTA. The AGM was closed.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st JULY 2025

GREVILLE PARENT TEACHER ASSOCIATION | Registered Charity 281964

2024 | 2025

2023 | 2024

INCOME | EXPENDITURE

EVENTS

Bags 2 School	£ 475.85	£ 459.80
Bingo Night 2024	£ -448.14	£ 2,212.61
Bingo Night 2025	£ 328.45	£ -
Cake / Donut / Sweet Sales 2023 - 2024	£ -125.22	£ 946.73
Cake / Donut / Sweet Sales 2025	£ 359.32	
Christmas Cards	£ 747.61	£ 568.02
Christmas Extravaganza	£ 3,574.40	£ 3,136.49
Christmas Market	£ 673.49	£ -
Christmas Panto	£ 838.67	£ -
Christmas Raffle	£ 1,982.45	£ 2,122.61
Colour Run	£ 1,714.68	£ 1,735.06
Discos 2023 - 2024	£ -71.57	£ 799.07
Discos 2024 - 2025	£ 898.98	£ -
Easter Craft 2024	£ -313.44	£ -
Easter Craft 2025	£ 154.43	£ -
Fireworks 2024	£ 7,301.86	£ 7,176.49
Fireworks 2025	£ -1,140.00	£ -
Grev Fest 2023	£ -	£ 366.77
Grev Fest 2024	£ -	£ 5,426.25
Grev Fest 2025	£ 5,340.45	£ -
Harvest Festival Refreshments	£ -	£ -
Legoland Discount Tickets	£ -	£ 671.17
Outdoor Cinema Night	£ -972.70	£ -174.06
Mufti Days	£ 751.81	£ 1,301.41
Quiz Night	£ 824.83	£ 1,891.60
Second Hand Uniform	£ 1,733.95	£ 1,504.98
Sports Day	£ 294.08	£ -
	£ 24,924.24	£ 30,145.00

SCHOOL DONATIONS

All Weather Pitch	£ -	£ -1,500.00
Art Competition (Royal Academy)	£ -76.12	£ -
Chickens	£ -	£ -
Christmas Card Materials	£ -	£ -
Classroom Supplies	£ -2,026.19	£ -
Continuous Play	£ -2,475.58	£ -
DBS Fees	£ -429.50	£ -430.50
ECO Council Badges	£ -	£ -
First Aid Supplies	£ -338.69	£ -
Forest School	£ -	£ -
Gardening Clubs / Other Clubs	£ -418.27	£ -
Homework Diaries / Reading Records	£ -	£ -4,995.70
House Captain Ties and Badges	£ -209.60	£ -134.68
IT Equipment	£ -	£ -
Library	£ -798.53	£ -2,338.41

Library Software	£ -550.00	£ -550.00
Lunch Trollies	£ -1,583.92	£ -
Maths Resources	£ -	£ -
Mother's Day	£ -	£ -71.63
Music	£ -	£ -
Pantomime	£ -	£ -
Parent Gift Bags	£ -	£ -29.90
Pergola	£ -	£ -
Picnic Area	£ -7,715.28	£ -
Playground Markings	£ -	£ -
Poet Visit	£ -	£ -366.80
School Equipment	£ -543.65	£ -189.93
Sports Equipment / Maintenance	£ -	£ -613.00
World Book Day Costumes	£ -	£ -
Young Voices (O2 Arena)	£ -	£ -
	£ -17,165.33	£ -11,220.55

OTHER

AGM / PTA Costs	£ -292.52	£ -221.00
Amazon Smile / EasyFundraising	£ 497.26	£ 80.01
Asda Cashpot	£ 128.35	£ -
GAYE / Gift Aid	£ 866.82	£ 902.57
Gifts	£ -32.98	£ -73.31
Interest	£ 341.46	£ -
My Name Tags	£ 65.00	£ -
Sundries	£ -626.58	£ -71.68
	£ 946.81	£ 616.59

SUMMARY

Net Receipts	£ 8,705.72	£ 19,541.04
Opening Bank Balance	£ 59,777.24	£ 40,236.20
Accounting Adjustments from Previous Year	£ -	£ -
Accruals Adjustments	£ -70.00	£ -
Total (Lloyds Balance)	£ 68,412.96	£ 59,777.24

Thursday, 31 July 2025

Wednesday, 31 July 2024

Cash basis

Cash basis

ANNUAL RETURN

Income	£ 58,307.45	£ 46,804.04
Expenditure	£ 39,601.73	£ 27,263.00

**Independent Examiner's report on the
Accounts**

Report to the Trustees/members of	Greville Parent/Teacher Association
On Accounts for the year ended	31.07.2025
Set out on pages	
Respective responsibilities of trustees and examiner	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
Basis of independent examiner's report	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	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.
Signed:	DDM
Name:	PAUL SANBELL
Relevant professional qualification(s) or body (if any):	ACA (Credent)

Address:

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ASNTWOOD
BURNLEY, LTR4 1SE**

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	
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