

Oatlands School AGM Meeting

3rd October 2023

Start of meeting 19:40

Present:

Ellie Mitchell – Chair (Standing down)	Zoe Martin – Bumblebees
Carina MacKenzie – New Chair	Sarah Moody – Jellyfish
Sarah Read – New Deputy Chair	Ruth Bartosik – Bumblebees
Ruth Paisley – Treasurer (Standing down)	Rachel Harris – Leopards
Vasti Grootz - New Deputy Treasurer	Charlie Paphitis – Leopards
Laura Rust – Secretary	Shweta Sangewan - Starfish
Esther Biddle – Class Rep Coordinator	Julia Ford – Ladybirds
Gabi Croci – Lions	Agnes Czarnocka – Ladybirds
Aniqah Kureshy – Jellyfish	Natasha Longton – Starfish

Welcome and Apologies

- Apologies received from Mrs Mooney, Jono Gomez and Angeliki Grigoriou

Explanation of Process

- EM wanted to thank the committee for their support and welcome the new Chair and Deputy Chair.
- The purpose of the AGM is to review the previous PTA achievements and to elect the new main committee for 2023-2024
- Most of the roles will be re-elections based on previous experience, however, the committee welcomes any expressions of interest from anyone wishing to potentially take on one of the roles in the future.

Minutes of last meeting

- The minutes of the last AGM were approved without amendment and are available on the school website.

Treasurers Report (Annual)

- Ruth Paisley presented the Treasurer's report, rounding up what happened in the last academic year.

BANKING REPORT Notes:

- We have now moved to online banking!
- For the year we have made a total profit of £12,826. In real terms it should be just over £19k
- The total profit we made from the various fundraising events that were put on was £31,578
- The total money we made from donations from our Oatlands families as well as our other charitable income streams was £8,631
- We 'freed up' just under £21k for the school to be able to spend where they need to.

	IN	OUT	PROFIT/LOSS
2nd Hand School Uniform	£732	£0	£732
Autumn Disco (JAN)	£995	-£357	£637
Calendars			£0
Christmas panto	£2,692	-£544	£2,148
Coronation	£807	-£371	£436
Danceathon	£645		£645
DUG fair	£602	-£444	£158
Family fun day (June)	£4,598	-£1,404	£3,194
Gift Aid through JustGiving	£1,080	£0	£1,080
JustGiving Donation	£2,736	£0	£2,736
MAG's market	£778	-£641	£137
Oatlands Camping	£18,684	-£16,413	£2,271
Other Income	£1,541	£0	£1,541
PTA Non Uniform Days			£0
Quiz night	£2,409	-£1,323	£1,086
Sponsored Bounce	£2,955	-£75	£2,880
Spring Ball	£33,636	-£15,233	£18,402
Year 2 leavers hoodies	£70	£0	£70
Committed Spend	£0	-£28,581	-£28,581
Insurance Renewal	£0	-£140	-£140
License Fee		-£21	-£21
TOTAL	£74,959	-£65,547	£9,411

FOS ACCOUNT	£3,415	£0	£3,415
	£78,374	-£65,547	£12,826

TREASURER REPORT Notes:

- There were no cake or ice cream sales over the course of the year.
- The Christmas Panto was paid for in a previous year, so the actual profit was around £948
- The Coronation coins were a new one-time event for the year
- There were no PTA non uniform events this year so this has been removed for the current academic year
- Some committed spend from 2021/2022 was cashed in this year. Going forward this shouldn't happen as we have moved to online banking.
- Some committed spend categories had no money spent on them (highlighted in yellow)
- We have ended the year with enough money to cover the committed spend for the current academic year as well as being able to invest more money into the school.

Current Balance (31/08/2023)

00186015 Community Account	£31,363
90374083 FOS Account	£15,845
	<u>£47,209</u>

Events	Income	Expense	Profit
2nd Hand Uniform sales	£732	£0	£732
Autumn Disco	£995	-£357	£637
Christmas pantomime	£2,692	-£544	£2,148
Coronation	£807	-£371	£436
Danceathon	£645	£0	£645
DUG fair	£602	-£444	£158
Family fun day (June)	£4,598	-£1,404	£3,194
MAG Market	£778	-£641	£137
Oatlands camping trip	£18,684	-£16,413	£2,271
PTA Non Uniform Days	£0	£0	£0
Quiz night	£2,409	-£1,323	£1,086
Sponsored Bounce	£2,955	-£75	£2,880
Spring Ball	£33,636	-£15,233	£18,402
Year 2 leavers hoodies	£70	£0	£70
	£69,603	-£36,806	£32,797

Other income streams	IN	OUT	PROFIT
Gift Aid through JustGiving	£1,080	£0	£1,080
JustGiving Donation	£2,736	£0	£2,736
Other Income	£1,541	£0	£1,541
	£5,356	£0	£5,356

Total Income **£74,959** **-£36,806** **£38,153**

	Committed Spend	Spend to date	Left to spend
Photocopier	£9,000	£8,004	£996
Website	£500	£520	-£20
Purple Mash (3 year contract)	£2,000	£2,020	-£20
First Aid Workshop	£450	£425	£25
Staff incentive scheme	£300	£0	£300
ICT Service contract	£3,900	£3,888	£12
Calendars	£1,000	£0	£1,000
Reading books	£2,000	£1,891	£109
Buddy Hats	£500	£974	-£474
Twinkle Subscription - 9 Teachers	£700	£683	£17
Reception expenses	£200	£187	£13
Guest Speakers (Sen speaker)	£400	£0	£400
Oatlands Staff Christmas Party	£500	£500	£0
Online safety training	£800	£700	£100
Curriculum resources	£1,000	£1,000	£0
	£23,250	£20,792	£2,458

COMMITTED SPEND FOR PTA			
PTA Shed	£0	£1,061	£0
PTA Costs (insurance)	£140	£140	£0
Elmbridge License Fee	£20	£21	£0
Accounting costs	£720	£240	£480
Other expenses (AGM & Paint)	£200	£160	£40
	£2,141	£1,622	£520

TOTAL COMITTED SPEND FOR THE YR **£25,391** **£22,415** **£2,977**

Spend over the years

Year	Spend
2018	£39,565
2019	£77,372
2020	£25,400
2021	£22,903
2022	£13,281 (<i>in real terms the yearly spend should have been £19,608</i>)
2023	£28,742 (<i>in real terms the yearly spend should have been £22,415</i>)

- Spend has increased since last year as we have been able to run a full list of events throughout the year and were therefore able to commit more money to the school.
- The committed spend categories are now pretty much back to what they were pre-Covid times
- Historically we have always tried to finish the year with around £30k across the 2 accounts to ensure that committed spend for the following year is covered in case of unforeseen circumstances. That changed over COVID however we now have a very healthy £47k across the 2 accounts meaning we can either commit more money to the school to free up money for them to spend on staff, or we invest in some projects in the next financial year.
- The spend includes the committed spend for the school and the committed spend for the PTA

Income over the years – profit made through money raised at the various events throughout the year:

Year	Money raised ex FOS & Gift Aid
2016/2017	£28,081
2017/2018	£26,835
2018/2019	£28,586
2019/2020	£11,600
2020/2021	£12,295
2021/2022	£20,281
2022/2023	£32,797

- The money raised this year has been absolutely incredible! The Spring Ball alone made over £18k which is the most a ball at Oatlands has ever made.
- This has put us into a fantastic position going into 2023/2024 in terms of how we can support the school.

FOS over the years

Year	FOS
2017	£34,271
2018	£34,057
2019	£11,793
2020	£17,845
2021	£6,893
2022	£5,570
2023	£3,275 (<i>in real terms this would be £5,643 when you include JustGiving</i>)

- The FOS account has decreased again since last year with 21 families paying into it over the course of the financial year.
- The number of families who make regular contributions through our JustGiving page has grown to 29 families (up from 8 last year). Going forward this would be the best option for new families who would like to make regular or one-off donations to the school, as the gift aid is automatically done through JustGiving, whereas it has to be sorted by our accountant if they donate through the FOS account.
- We need to find a way to promote/explain the FOS/JustGiving to new and existing parents to hopefully build up the number of families paying into either of them.

Chairman's Report

- EM to present her report.
- EM thanked the committee and Mrs Mooney for their support over the last 3 years.
- EM thanked the school and PTA for their continued fundraising efforts particularly the Spring Ball which was the most successful ever!
- EM ran through highlights of her time as Chair.
- EM mentioned class rep roles.

President's Report

- On behalf of all of the staff at Oatlands, I would like to thank you for all of your support and magnificent year of fundraising. We have all enjoyed a full schedule of events for our children, staff, and parents with some record-breaking profits. The ball raised an astounding £18,000! It was wonderful as always to be at an event with parents and staff together and your generosity of funding the staff tables was hugely appreciated by all who attended.
- I would like to give special thanks to Ellie Mitchell, who stood down as Chair at this AGM. She has worked tirelessly to drive events and get everyone involved. Having taken on the role just ahead of lockdown, this has been no mean feat, but nothing stopped her. I would also like to thank Ruth Paisley who returned for another stint of being treasurer. She did an amazing job, as well as getting us updated with online payments. Thank you to our absent friends who have moved on and to all of you who attend every meeting. It looks like we have an enthusiastic new Reception group of parents so I hope they will get really involved by being in school and spending!
- I am delighted that Carina MacKenzie has taken on the role of Chair of the PTA along with a number of new committee members. I am sure that her energy and drive will make for a successful year ahead. We have already discussed how funds would most benefit Oatlands in the year ahead and beyond.
- I look forward to working with you this year ensuring that our children continue to get the very best and that we have fun as a community raising money for the school.

Election of Officers

MAIN COMMITTEE

- Ellie Mitchell to nominate Carina MacKenzie as Chair, second by Laura Rust
- Carina MacKenzie to nominate Sarah Read as Co-chair, second by Laura Rust
- Carina MacKenzie to nominate Laura Rust as secretary, second by Ruth Paisley
- Carina MacKenzie to nominate Jono Gomez as Treasurer, second by Ruth Paisley
- Carina MacKenzie to nominate Vasti Grootz as Deputy Treasurer, second by Sarah Read
- Carina MacKenzie to nominate Esther Biddle as Class Rep Coordinator, second by Laura Rust

Other Roles

- Community Coordinator – Alex Fitzpatrick
- SEND Support Coordinator – Sarah Moody and Aniqah Kureshy
- 2nd Hand Uniform Coordinator – This is a shared role between Barbara, Sarah and Annie.

CLASS REPS:

Bumblebees	Ruth, Zoe, Sian and Ashley
Butterflies	Sarah, Alice and Alexandra
Ladybirds	Agnes and Julia
Jellyfish	Carina and Vasti
Starfish	Anel, Tash and Shweta
Seahorse	Laura and Lisa
Tigers	Esther and Lindy
Lions	Talia and Gabi
Leopards	Charlie and Rachel

Close of Meeting 19:56

PTA MEETING

Welcome and Apologies

- Meeting re-opened at 20:02

Minutes of last meeting

- Agreed and on school website.

Treasurers Report

- These are the expected ongoing committed items; however, it is anticipated that project spend will also be added this academic year

COMMITTED SPEND FOR SCHOOL RESOURCES	Commitment for year
Photocopier	£9,000
Website	£500
First Aid Workshop	£450
Staff incentive scheme	£300
ICT Service contract	£3,900
Reading books	£2,000
Twinkle Subscription - 9 Teachers	£700
Reception expenses	£200
Guest Speakers (Sen speaker)	£400
Oatlands Staff Christmas Party	£500
Online safety training	£800
Curriculum resources	£1,000
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	£19,750
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COMMITTED SPEND FOR PTA	
PTA Costs (insurance)	£140
Elmbridge License Fee	£20
Accounting costs	£720
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	£880
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TOTAL COMITTED SPEND FOR THE YEAR	£20,630

Committed Spend – Notes

- Reception expenses includes the welcome picnic and the refreshments served at the moving up day and curriculum meeting - £147 has already been spent on this category so far this financial/academic year.
- Some committed spend categories from last year have been removed – Purple Mash (it is a 3-year contract so not up for renewal until 2026), Buddy Hats (there is currently enough for this year), and Calendars.
- Are there any other areas we should add to the committed spend such as utility bills?

Matters Arising/Actions from last meeting

- Nothing raised

Events Past:

- Reception PTA Social Evening – CM thanked Vasti, James, Gabriella and Julia for all their support and serving drinks at the reception curriculum evening
- Second Hand Uniform Sale – Very positive start to the year with a sale taking place in the first term raising £190. CM to speak to Cleves to see if they will ask parents for any donations when they send their weekly newsletter

Events Future:

- **Sponsored Relay Race – 5th November** – Really popular event so being bought back this year! Message will be sent this week for those who wish to participate
- **International week – 20th-24th November** – To tie in with this, there will be an international day on the 21st November. A Google form has been sent round to parents if they wish to set up a stall at the event. Possible donation of a photobook by the PTA
- **Bake sales – TBC** – Different year group to host this every half term. Cakes would be available at pick up on a Thursday (with potential to carry over to Friday). Different options would be available to account for any allergies.
- **Christmas events – TBC** – The general feedback was the pantomime last year was not great. CM has contacted the same company who performed at St Georges but they proved too expensive. Ideas for other events included a wine tasting evening (SR to look into), a wreath-making class, a gingerbread house making competition and an adult painting and prosecco night.
- **Christmas Charity Appeal – TBC** – Alex Fitzpatrick to co-ordinate as last year
- **Treasure Hunt – 13th January 2024** – This would be held in the afternoon, possibly starting at Oatlands Park and finishing at the school.
- **Quiz Night – 3rd February 2024** – The price of the tickets will need to increase this year. CP has contacted a local quizmaster who will host an electronic quiz. Tables of 10 people with a possibility of a teachers table
- **Sponsored Bounce – 9th February 2024** – This event is very popular and raises lots of money for the school. EM to send the details of the company used previously to CM.
- **MAGS craft morning – 4th - 5th March 2024** – Details to be discussed at a later date.
- **Disco – 27th April 2024** – The general consensus was that the DJ last year was not great so we will contact Tiny Tunes
- **Spring Ball – 11th May 2024** – CP is taking the lead on this and was so successful last year. The Ball will be held at Oatlands Park Hotel again.
- **DUG's Gift Fair – 10th – 11th June 2024** – Details to be discussed at a later date.
- **Family Fun Day 30th June 2024** – This event was hugely successful last year and likely to be in the same format again this year. This was some discussion as to whether we should charge an entry fee and if we should make prizes more eco-friendly.
- **Oatlands Camping Weekend – 12-14th July (TBC) 2024** – Leon to organise again, need to firm up details, date not yet secured.
- **Ice cream sales – TBC** – tie this in with last day of term or alternatively a pizza and prosecco event (hire stoked pizza van).

Spending categories:

- Following a meeting with Mrs Mooney, CM stated there are various items that the school would like the PTA to support with.
- CM discussed the following – repair to the mosaic by the scooter and bike park, revamp of the website, new benches, new shed, new toilets, new playground equipment and new reception furniture across all 3 classrooms. CP to look into quotes for new benches and a new shed. The school is applying for a grant for the new toilets which would fund 50% of the cost. It was agreed that the PTA would offer half of the rest of the money needed. Some money has already been raised for the new playground equipment but more is required. It was agreed that certain sponsored events would be held specifically for this to motivate everyone.

Nativity Lending Library:

- CM would like to set up a lending library where people can donate their nativity costumes. It was discussed that this could possibly tie in with the 2nd hand uniform sales.

Calendars:

- CM discussed the school calendars that are usually distributed. These cost £1000 but were not designed last year as the artwork was never sent. The general consensus was that these should be bought back for next year.

PTA Communications:

- CM plans to provide more regular communication, writing a half termly or termly newsletter detailing upcoming events and important information.

FOS:

- The committee discussed FOS and if there were any ideas how to promote this more widely.

AOB:

- CP mentioned that if any parents are looking for camps in the October half term, Muddy Boots will offer £10 to the PTA for every new family that joins
- CP asked if it was possible for a menu board to be displayed in the Year 2 entrance and any important information to be put up on the community board

Close of meeting 21:30

Date of next meeting: Tuesday 14th November 7:30pm