

The Trinity PTFA AGM Agenda

16/09/24

1	Welcome and absence apologies Bev Cadogen Karen Smith Bev Hillier Hayley Williams Sarah Teixeira Leanne Earle Gemma Kingsbury Stacy Holman	KR
2	Minutes of the AGM from 2023	KR
3	Chair's report for 2023/2024	KR
4	Treasurer's report for 2023/2024	LP
5	Election of new committee and cohort team Chair Treasurer Secretary Legal administrator Social media administrator Purchasing team Events team coordinator	KR
6	Amendment to the constitution	ALL
7	1Appointment of Auditor	KR
8	Events planned for the upcoming year	ALL
9	Schools Wish List	VF/CD
10	Any other business Continuation of new initiatives brought in last year- SumUp Store Recycling bin EasyFundraising Funding request forms Questions from attendees?	ALL
11	Closing Statements.	KR

AGM- Monday 16th September 2024

Chair's report for academic year 23/24

Registered Charity Number: 1038580

Constitution Followed: ParentKind – No amendments to the constitution to be documented.

Thank you to everyone for attending the meeting tonight.

What a fantastic year that has come to a close. It was a very sharp learning curve for me so a massive thank you to all those who supported me and helped me navigate my way through. I am incredibly proud to announce that the 23/24 year was the best year to date for The Trinity PTFA, raising a fantastic £8627.40! We are so lucky to have such an amazing team, it could not have been done without you.

We tried to keep the events calendar simple as per the previous year, and only added in a few extras. To follow is a brief roundup of all the events we held, smaller things we organized, and the contributions we made. All financial details will be to follow in the Treasurers Report.

TERM 1.

We eased into term one with a simple non uniform day at the end of September. These are always a great and easy way to generate money. This one included the option to pay £1 or bring in a bottle of sorts for the Christmas Fayre. Another followed at the end of the term and revenue was even throughout.

Bedtime Stories followed with the children getting changed into their pj's and the teachers reading them a story. We provided squash and biscuits. The feedback from the children, parents and staff is that it was very well received and enjoyed. A simple event to prepare, not the most lucrative in terms of revenue but a great memory for the children. Feedback included the possibility of expanding it to KS2 or evolving it into a film evening for the upper school.

TERM 2.

Spooky Disco- A very well attended disco where the children could get dressed up and have a great time with their friends. Parents needed to be reminded that due to safeguarding issues there is a drop and leave system and that photographs of children were prohibited. It would be worth reiterating that to the new parents this year. Glow sticks and pocket money toys were very popular and very few left over.

At the beginning of December we held our Christmas Fayre. It was very well attended and a good amount of revenue was raised. We took the opportunity to reassess all of the stalls to see what was working and what wasn't. The main stalls that made good profit were the bottle and chocolate tombola and Pin The Nose on Rudolf. A lot of the other stalls proved that the money raised from them didn't warrant the effort put into them. This is why we have looked for other options for the next academic year. Santa's Grotto is always the highlight of the Christmas Fayre and all the slots were filled. Maybe

look into an alternative for books as gifts for the following year to change things up a little.

We also organized Christmas cards and gifts for the children to design and parents to buy through ClassFundraising. We register for this very early each year so we can get the best commission possible. Order sales were up from last year so commission was good. Initiatives like this are a great way to build revenue without too much input from us. We register, the parents order directly with the company and deliver directly to school.

A non uniform day and Crazy hair day rounded up the events for term 2 along with refreshments being sold at the KS1 Nativity performances.

TERM 3.

Term 3 was slightly quieter to recover from the madness of term 2. We had 2 smaller events which were a KS1 bake sale and another non-uniform day. For the bake sale KS1 parents were asked to bake/buy cakes to sell as an end of week treat.

Valentines Disco was an eventful one. It was very warm and even though stock numbers were matched to the Spooky Disco, we ran out of all drinks, snacks and toys with around 30 mins to go. We decided that the best way to go would be to always have extra stock in the cupboard to have if needed.

The PTFA also organized the Year 6 Leaver's Hoodies so that the children had something to remind them of their time at Trinity. We used a new company called All Sewn Up this year who were offering 10% commission back to the PTFA on all orders. They were a great company to work with and communication was great throughout. Image proofs were sent and ok'd before they opened a customized ordering portal for parents to order directly. Turn around was quick and quality was good. We were faced with the predicament that only 2 children hadn't ordered to hoodies. After liasing with Mrs Allender, we established that this was most likely due to financial cost. The committee discussed this and voted that we would forfeit some of our commission to allow these children to have a hoodie like their peers. As we weren't losing any money on this we felt that this was worth doing to benefit the children.

Term 4.

Term 4 was a short one due to the Easter holidays. Easter Bingo was our first family event of the year. It was great to have the whole family involved in an event and feedback said that this was a lot people's favorite event of the year. We served snacks and alcohol as well as Easter themed toys such as flashing bunny ears. The children loved their child's bingo round and it was nice to be able to give prizes to everyone involved.

There were 2 non uniform days, 1 in return for chocolate for the Easter Bingo hamper prizes and the other just in return for £1 as normal.

Term 5.

Term 5 started with KS2 parent's turn to provide the goods for a bake sale. The main note from this one was there wasn't much option for allergen children. This was covered well in the KS1 but not KS2 so to be taken into consideration if done next year. Our biggest event this term was the Family BBQ and Rounders Evening. This was a great event and very busy, with lots of outdoor activities such as Giant Jenga, Giant connect four, Quiots and football target game to name a few. We had a BBQ and sold snacks alongside soft and alcoholic drinks. Due to having to purchase the garden games and stock being bought in bulk to cover the next events, the profits don't reflect the success of the event.

Sports Day Breakfast saw us serving bacon and sausage baps as well as tea/coffee and cold drinks. The queue was huge, and we ended up with one lonely bap left and a few pieces of bacon. We increased the numbers available from the previous year as it was noted that they sold out last time.

Break The Rules Day was changed last minute to a normal non-uniform day as Mr. Brereton felt that due to current behavior issues, this wasn't appropriate.

TERM 6.

Term 6 is always chaotic with 2 of the year's biggest events. We started with our Inflatables and Colour Run event. Unfortunately, due to torrential rain, we had to make the decision to cancel the inflatable side of the event as well as the BBQ. The inflatables company were kind enough to offer us a new date later on in the year and Walter Rose cancelled our order at no charge. We had a decent turn out of just over 50 runners despite the bad weather. Had we been luckier with the weather then the attendees and revenue would have been much higher. As we had based our colour run paint order on around 180 runners (similar to the previous year's numbers) we had a surplus amount of paint. This was sold on to another PTFA to recoup some costs. The same went for the burger rolls, some of the cakes and wine. All documented in the event round up sheet.

The last event of the year was the Summer Party, and we used this as a test run for the proposed new Cohort Committee. We trialed having selected committee members taking the lead on certain aspects of the organization and planning. This seemed to work very well and will be rolled out to every event next year. The children loved having Face It And Dance lead the entertainment again this year. We served hot dogs and pizza as well as ice cream as the weather was on our side this time. We finished off with a water fight. A perfect way to end the year and say goodbyes to our Year 6's.

The 5p Challenge came to an end this term with YrR winning the class treat for the most money raised. Revenue on this was down this year and after discussion with a few parents and the committee, it seemed like people generally had less change on them after Covid so had less cash to contribute, as well as some classes saying that they misplaced the bottle so didn't participate.bhi. b

The Yr6's had their Leavers Party to which we donated £70 towards food and drinks for them to enjoy during the party. They also put on a Leavers Play at which one of the committee members sold refreshments.

Funding and Expenditure

Contributions to the school to be documented and explained in the Treasurer's Report.

Towards the end of the academic year another initiative was put into place to try and make the paper trail for funding requests easier to keep track of and document. This was to try and maintain financial clarity and transparency and to make the Treasurer's job easier. This was done with the Leaver's Party contribution and for the Books and literacy aids funding. This saw a document being written up which clearly states who is requesting the money, what it is for, and any additional information needed. This document will then be presented to the committee to be voted on at their next meeting. Once the vote has taken place, the document will be signed off by the Treasurer and Chair and only then will the funds be released. The funding form will then be kept by the Treasurer for accounts purposes.

2024-2025

Going forward sees a lot of changes for The Trinity PTFA. We go from a traditional model set up to a Cohort Committee. This should be beneficial to everyone as the sole responsibility no longer lies solely with the chair and involves a lot more of team. This should promote a team ethic and utilize people's individual strengths.

We have also proposed a new events line up. This will help to revive enthusiasm within the whole school community.

Events for 2024-25

Inflatable Fun Afternoon
Bedtime Stories
Breakfast With Santa
Christmas Carols and Raffle Draw
KS1 Bake Sale
UV Disco
Family Easter Bingo
Easter Trail
KS2 Bake Sale
Family Rounders And BBQ Evening
Inflatables And Sponsored Colour Run Afternoon
Sports Day Breakfast
Summer Disco Party

We will need a lot of support from helpers to be able to run these events and it would be great to have people offer their help for each event in advance. We will continue to use the PTFA Facebook and Instagram pages to request help for the events as well as the school sending emails as there are a number of people who are not on social media.

The PTFA is hugely beneficial to the children through us donating items to school or by putting on events for the children to enjoy. Any donation of help is always gratefully appreciated, whether it be helping at events, some behind the scenes prep, or anything that anyone can contribute, no matter how small.

Acknowledgements

I would like to say a massive thank you to all of the team, without you these events just could not happen. A special mention goes to the core team being Lauren, Kim and Helen. Helen stepped in to help ease the pressure on me and I am so grateful for all the help that I received. I would also like to thank all the staff and parents that gave up their time to help at the events. Again, we couldn't do this without you. I'm now handing over the reins to Sami Webb and the rest of the team, I know they will do a fantastic job, and I can't wait to see how all the events pan out for the rest of this academic year.

Katie Rake
The Trinity PTFA Chair
16/09/24