

SWALLOWFIELD LOWER SCHOOL PTFA
ANNUAL GENERAL MEETING

8 OCTOBER 2020



Agenda

Attendees & Apologies
Minutes of Last AGM
End of Year Review 2019-2020
2020/21 Plans
Election of Committee Members
Any Other Business



End of Year Review

2019/ 2020



What We Do

Fundraising
Social Activities
Providing Funds For Projects



FUNDRAISING



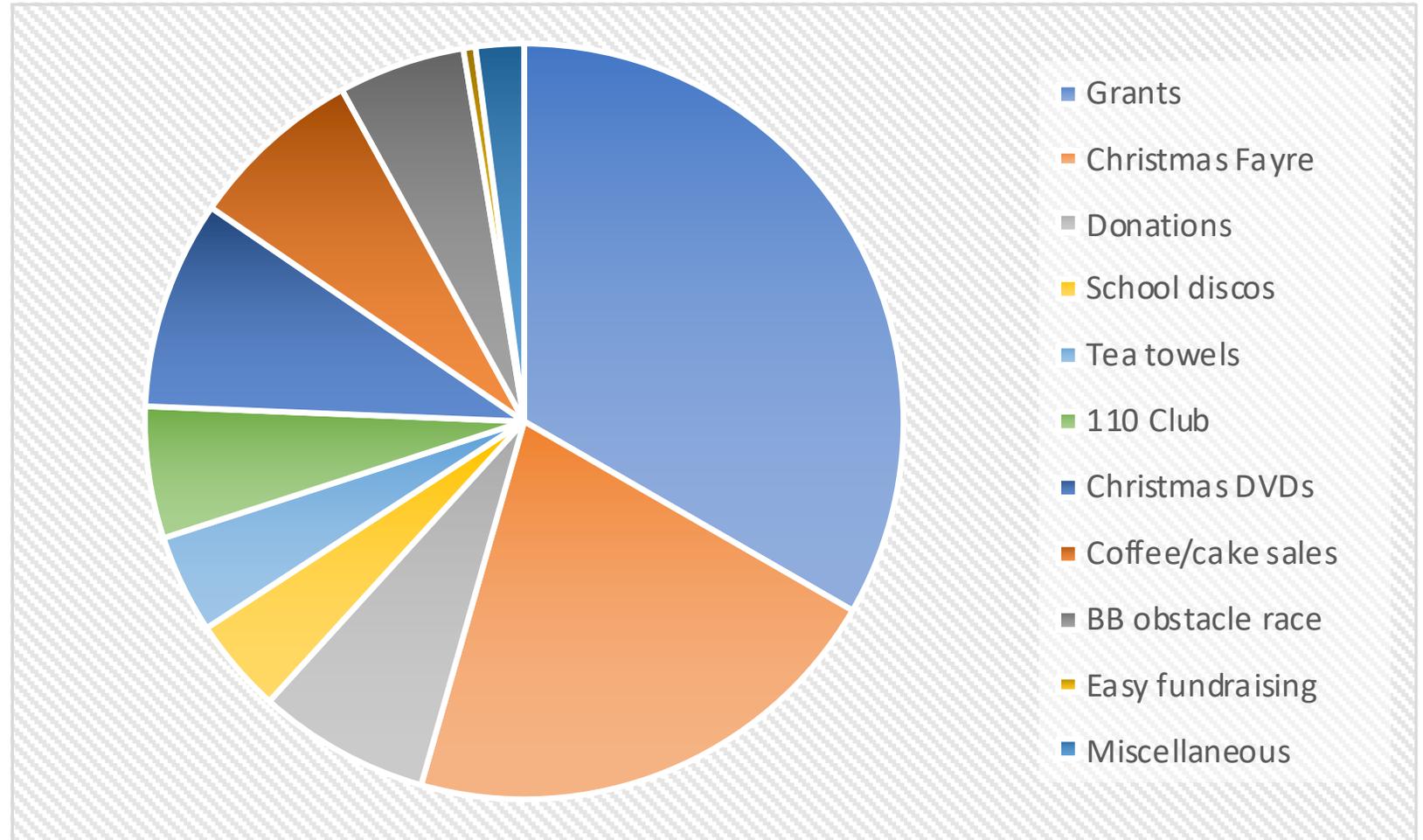
2019/20 Grand Total
£7,719.29



How did we raise it?

Activities	Funding
Grants	£2,573.74
Christmas Fayre	£1,624.15
Donations	£567.10
School discos	£313.70
Tea towels	£325.00
110 Club	£435.00
Christmas DVDs	£689.00
Coffee/cake sales	£575.96
BB obstacle race	£417.00
Easy fundraising	£40.17
Miscellaneous	£158.47

Full breakdown available in Treasurers report



Fundraising – Key messages

1. External Fundraising Team continue to deliver income securing Co-op funding and grants for our music area, as well as a new Marshall Amplifier and for 2020/21 a £3k grant towards in school experiences to enrich learning, e.g. topic experts, activities for World Book Day and Science week, AND a £1.5k grant towards technology to support in school experiences
2. We were fortunate to run many of our successful events in the Autumn term, but sadly as we entered 2020 and the spring term all of our usual events were cancelled due to a Coronavirus pandemic and this had, and continues to have, a significant impact on our income stream. After this point in time our only income came from grants and donations via the external fundraising team
3. Those wonderful events we were lucky enough to run in the Autumn term were all a huge success because of the time and effort given by our amazing volunteers – thank you all



We have, where possible, continued to run 'not for profit' activities which are enriching experiences for parents and children

- Secret Santa was once again a huge success for Christmas 2019 and we plan to run an adapted version of this for Christmas 2020
- Year 4 leavers hoodies and year books were produced this year, during the lockdown our PTFA and teachers worked hard to produce these much-loved keepsakes. Sadly, it wasn't possible to run a leavers disco but on the Y4 last day at school we funded a visit from the ice cream van in lieu of the disco



How did we spend it?

As always, our spending was guided by our 5 key priority areas

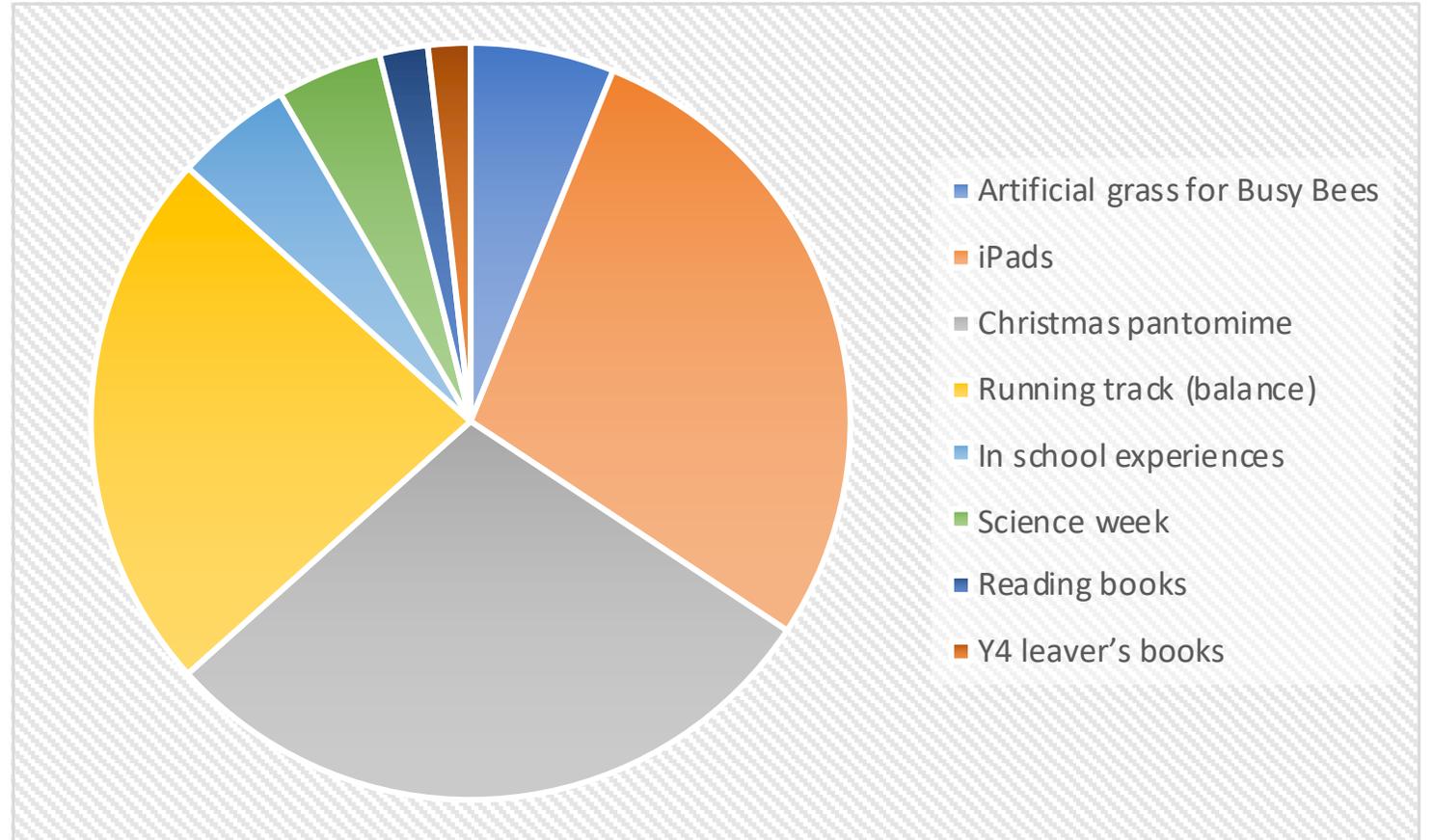
1. School trips (including Pantomime)
2. Sports/ PE Equipment
3. Technology
4. In school experiences
5. Updating outdoor equipment

NB. We had a positive balance in our account from 2018/19 which meant we started the year with money to spend in addition to the monies raised from 2019/20



What did we spend in 2019/20?

Funding	Amount
Artificial grass for Busy Bees	£982.33
iPads	£4,521.40
Christmas pantomime	£4,659.15
Running track (balance)	£3,735.20
In school experiences	£799.00
Science week	£720.00
Reading books	£330.00
Y4 leaver's books	£289.00



Full breakdown available in Treasurers report



2020/21

Our Plans



A very different year

1. The majority of our key fundraising areas were fulfilled in 2019/20 and so this leaves a new set of priorities to be determined
2. These priorities will need to be defined by the new Chair and Vice-Chair after the current incumbents step down at this meeting
3. Coronavirus pandemic means we need to think very differently and creatively about how we fundraise and what we fundraise for
4. Our current balance is c£5k after pledges; this balance was available for the Pantomime (which has now been cancelled)
5. This whole year looks to be a very different fundraising climate, one which we haven't experienced before. Financial pressures on our families, our community and our local businesses coupled with social distancing measures mean our usual approach is no longer fit for purpose
6. The support school need from us is still unclear. There are changing budgetary pressures meaning we may need to step in and support funding for unbudgeted items e.g. sanitizer, additional stationery, additional reading books, materials and equipment that could previously be shared across year groups may now need to be bought per year group bubble. We also want to be in a position to continue to support technology purchases when needed and crucially to bring some trips and in-school events back as soon as it is safe to do so. So we would, like to be in a position to have funds available for 2021/22 Pantomime, trips, in-school experiences and so all of this will need to be fundraised for



Outline of our current plans for this very different year

1. Continue to participate in Amazon Smile and Easy Fundraising which are excellent ways to raise money through day to day on line shopping and require no additional expenditure from those who support it
2. Continue the work through the external fundraising team (and its newest members!) to source grants and donations that can support our fundraising goals
3. Continue our very successful 100 club
4. Utilise the MKCF £3k donation to arrange as many in-school experiences as safely possible this year, starting with Stone Age day and £1.5k from the Bucks Masonic Centenary Fund for IT for the in-school experiences
5. Before Christmas, install the outdoor music stations now we have the funding in place from a variety of sources, this will be great as another playground zone
6. Revamp the Library Bus via donations of fabric and sewing capabilities to smarten up areas where it has become worn down – another opportunity for us to make zones as enjoyable as possible for our children (our first PTFA Mufti day on 16 October will support this aim)
7. PTFA Mufti days – 1 per term to fundraise for specific needs e.g. Library Bus revamp, reading books
8. PTFA Christmas cards - designed by each child will be sold again this year (**help needed to arrange this**)
9. Circus 2021 – we hope to run this event in May 2021 however a final decision will be made over the coming weeks as to the feasibility
10. Secret Santa 2.0 – we will be delivering this heartwarming and much-loved event this Christmas, but with some changes to ensure we are keeping helpers and shoppers safe
11. Investigate ways to go cashless and paperless, without incurring too much additional expense
12. Any other creative ideas welcomed. Especially for spring and summer term!



Summary

- On the back of a record-breaking fundraising year in 2018/19, 2019/20 was perhaps record breaking for different reasons!
- We had a steady stream of income from grants, donations and one term's fundraising and have been able to fulfil our fundraising goals
- One thing is abundantly clear, no matter what challenges are thrown our way our PTFA continue to be resilient, resourceful and positive to adjust our plans and goals to the new climate and move forward with the same level of commitment as ever
- We have achieved so much over the last few years; some wonderful memory making events and some awesome resources for our children to benefit from. Whatever 2020 and beyond brings, this will still be our ambition
- A number of PTFA members who have given so much to our school will be handing over their roles this year. Thank you all for your time and your contributions
- And finally, THANK YOU to all parents, carers, local businesses and friends who have supported us again this year and a huge thank you to all of you who have helped run one of our many events or supported behind the scenes. The PTFA at Swallowfield doesn't run just on the energy of one or two people, it runs because lots of people come along and each do one thing which collectively makes a big impact
- Its been a pleasure to be your Chair for the last 5 years and for Claire to be Vice chair for the last few years as well. Thank you for the experiences and the memories



Committee Election

2020 / 2021



Committee Election 2020/2021 – Election of trustees and committee

Chair	Lisa Steel (standing down). Nomination – Lyndsay Plumbly
Vice Chair	Claire Page (standing down). Nomination – Amy Hayes
Secretary (shared)	Moema Pimentel (standing for re-election) Marian Powell (standing down). Nomination – Nadine Lynch
Treasurer	Tori Fletcher (standing for re-election)
Trustees	Tori Fletcher (Treasurer role) Kim Brewer Greg McGill



Committee Election 2020/2021 – Members to fill key roles

Communications	
○ Website	Lyndsay Plumbly
○ Facebook/Ping	Laura Miller
○ Email account	Moema Pimentel
100 Club	Clare Lycett to summer 2021, Celia Mardon from summer 2021
Key events	Donna Moore (Discos) Alison Green and Katie Warren (Secret Santa) Mulled wine stall – TBC no event in 2020 Mothers Day – TBC Fathers Day – TBC Circus 2021 – Claire Page, Marian Powell Sports Day – Amy Kershaw, Celia Mardon, Amy Hayes, Helen Kirby Christmas DVDs/ Sponsorship – TBC no event in 2020 Bingo – TBC Quiz – TBC Online forms and payments project – Katie Warren



Committee Election 2020/2021 – Members to fill key roles

External Fundraising

Anna Julien and Katie Warren (Sarah Drea continue to support on existing projects)

Class Reps

To be determined. 2 per year group including Busy Bees – redefine role and purpose



Anything Else?



Thank you to everyone

None of this would have been possible without the support of parents, carers, friends, teachers and staff of Swallowfield Lower School

