

**Garden Suburb Schools Parent Teacher Association Annual General Meeting
For period September 2023 – August 2024
Minutes of meeting held on Thursday 21st November 2024**

Present:

Daniel Asher (Chair of Infant PTA)
Caroline Zabeti (Co-Chair of Infant PTA)
Maria Marx (Infant Secretary)
Sarah Sands (Infant HT – SS);
Alexia Dobinson (Infant SBM/Charity Sec – AD)

Andrew McHerron (Co-Chair of Jnr PTA)
Sanaz Saifolahi (Vice-Chair of Jnr PTA)
Marina Borges de Oliveira (Jnr PTA Treasurer)
Eileen Bhavsar (Junior HT – EB);
Andrea Bailey (Junior SBM – AB);

Moran Raz (Infant Parent)
Saba Rela (Infant & Junior Parent)
Sehr Ashraf (Infant Parent)
Laura Pazir (Infant Parent)
Jason Korsner (Infant & Junior Parent)
Lida (Infant Parent)
Jude Solomons (Infant Parent)
Iva Krivokopic (Infant & Junior Parent)

Saadia (Infant & Junior Parent)
Osama Ahmad (Infant Parent)
Anthony Benjamin (Infant Parent)
Soma Ahmed (Infant Parent)
H Shabani (Junior Parent)
Catalin Pogor (Junior Parent)
Muhammad Muhammad (Infant & Junior Parent)

Apologies: Laura Ramazzina (Treasurer of Inf PTA)

Minutes taken by A Dobinson (Charity Secretary)

WELCOME FROM THE HEAD TEACHERS

HT's welcomed parents and introduced themselves and the purpose of the meeting – bound by commission to have an AGM to report on finances, elections and future fundraising. Minutes and reports will be on website and then uploaded to commission

REVIEW OF LAST YEAR'S EVENTS & FINANCES

Summary of the accounts (Appendices A & B) for the financial year were handed out at the start of the meeting (see end of minutes for charity account overview)

Junior Chair & Treasurer's Report (including financial summary & spending reports), presented by Junior Co-Chairs for 23-24

Co-Chair – Andrew McHerron
Secretary- Jo Gould

Co-Chair – Sanaz Saifolahi

Treasurer – Marina Borges de Oliveira

The PTA continued to work hard over the last year to deliver memorable events for the children, bringing our school and local community together and raising much needed funds for the school.

With the help and support of a core PTA team (you know who you are), our Treasurer Marina as well as the unwavering support of Mrs Bhavsar, Ms Bailey, Mr Adolphe, Mr Shepherd and Mrs Dobinson and all the volunteers who have given up their valuable time, we have had another very successful year.

With thanks to Romy and team we were able to secure a donation from Moreland Estate Agents and this year they helped us with the summer fair, paying for the epic Pink Panther slide and supplying and running the candy floss machine (for which the school kept all profits).

We are now stepping down as Co-Chairs after two years, as our son is in Year 6 and we are winding down in preparation for the next stages.

We have loved giving back to the school, planning events and seeing our community thrive. We have really enjoyed building ties with school leadership and staff and working together for the good of our school community. But it is time to move on.

Whoever takes over will have our mentorship, some wonderful core volunteers and we are both happy to help in any way we can.

Please do consider taking over these important roles as without anyone stepping up, the PTA cannot function.

We would like to thank everyone who has helped and supported the PTA over the last year, including all parent/carer volunteers.

Eileen Bhavsar: Extended a great big thank you to Andrew and Sanaz for all that you have done, you've done a fantastic job. Parents are busy so there are less people to volunteer so everything is down to the hard work of you both. The PTA is also about families and children coming together, and without you this wouldn't have happened.

We will now summarise the fundraising events for the last year.

Simple Fundraising (not including events)

Easy Fundraising
School Lottery
Uniform For Kids commission
Outing Bags

Events

Seasonal Cards (December)
Seasonal Fair (December)
Krispy Kreme Sale (after school)
Lola's cake sale
Second Hand Uniform Sales (various dates)
School Disco (March)
Summer Fair (June)

Total funds received- General PTA ACCOUNT

We are pleased to report that the total amount of funds raised from our events and simple fundraising for the period of 2023-2024 was an incredible **£12,922.64**.

Gift Aid account: We also raised a total of £214. 60 with Gift Aid from one-off donations made to the school and the gift aid claims.

Easy Fundraising (Profit £249.29): This is an app that you can download and it is attached to many brands/shopping/purchases. We have recently sent out ParentMails about this and the Asda pot. When you choose to purchase something through the Easy Fundraising app, the school gets a small percentage in return. This is the easiest way to make a donation to the school without doing anything!

School Lottery (Profit £557.52): The School lottery was a fundraising initiative set up in October 2019 together with the Infant School. An independent company runs the lottery so there is little work involved. Parents/carers purchase tickets online at £1 a ticket to enter a weekly draw where they can win a guaranteed cash prize each week and also get entered into a national draw with the chance of winning £25,000.

Uniform for Kids commission (£521.57): We make a percentage on the uniform sales.

Outing Bags (Profit £84.39): We sell handy branded bags through ParentMail that the children can take on outings with them.

MAIN EVENTS

Seasonal Cards – (£1204.40): We continue to work with the company My School Printing and had another successful year with them. The children really enjoy designing their cards and there are various items to purchase including mugs and magnets.

Seasonal Fair – (Profit £4067.72): This has always been such a stand out event for the children who really do look forward to it. It is also a big fundraiser for the school.

We are very happy to say that we had a very successful event last time and we are very grateful to all the wonderful volunteers.

This year we are running a sustainable seasonal fair which is a new way of doing the fair but we think that it will be really great. We have had to be imaginative as no one stepped up to lead the event/take care of the purchasing and so this idea was a great way to ensure the children do not miss out whilst also offering a sustainable option having taken into account feedback over the years.

Krispy Kreme Sales (Profit £436.25): These sales were another new initiative that was bought in in 2019 which went down extremely well. They are held at the end of the school day in the Junior Playground. Krispy Kreme sell to charities at a reduced price and we then we sell each doughnut for £1.50. They are always a sell out and it's a really great and easy fundraiser.

Lola's cake sale (£582.73): Marina, the two of us and our son Daniel took the day to sell cakes on behalf of the school at the HGS Residents' Association Fair and were able to keep all of the profits for the school!

Second Hand Uniform Sales – (Profit £237.94): Continued thanks and gratitude goes to Natalie who oversees the running of these sales together with other volunteers and also thanks to all the other parents/carers who help with selling on the day.

School Disco (Profit £1503.92): The children really look forward to this event. The entry ticket includes something that flashes or glows in the dark (flashing fabric wristband last time) and snacks/drinks and a free tattoo. We also sell extra tattoos. The DJ is always brilliant.

Summer Fair (Profit £4102.01): This was the second year in a row we managed to present the summer fair. With thanks to Romy and team, we were able to secure a donation from Moreland to pay for the Pink Panther slide! We would not have been able to carry this huge event off without the dedicated support and help from our core PTA group of volunteers, Mrs Bhavsar, leadership and the staff who gave up their Saturday to help and supervise and all the volunteers from our school community.

We are so grateful for the core PTA group, the parents and carers who have volunteered their time for the benefit of the children and we are sure that this year whoever takes over will have a further successful year of PTA events for the children and community to look forward to.

Junior Head Teacher – Use of PTA Grant and Future Spending Plans (Eileen Bhavsar)

A further thank you to all of the committee for their hard work.

PTA money, donated to the school, has in the past paid for extras to enhance the children's experiences in school. Now it is essential as schools are struggling financially, to ensure a good quality provision.

We have used quite a bit from the PTA to support technology over the years. Interactive Whiteboards have been replaced twice with PTA money, and run this as a rolling project as technology changes and wears out. This year have used £5K to upgrade the wireless system in school, this has been very impactful for children and staff.

In addition to technology, have also maintained the play equipment in the front playground. Purchased Humidity resources for geography and pay for the subscriptions such as 1st News.

Looking ahead, there are four more Interactive Whiteboards which are needed to all are up to date. Netball posts for sports, and looking at contributing towards new PC's in the computer suite. We're also looking at tables and games for the playground, things for the kids to get excited about!

Infant Chair & Treasurer's Report (including financial summary & spending reports), presented by Infant Chair(s) for 23-24

Sarah Sands introduced Daniel Asher who stepped up to be the Infant Chair for the year concentrating on the events, while Caroline didn't have a child in the infant school. However, Caroline was very much supporting the committee through the year in the infant school and advised on policies and procedures in her role as Vice Chair.

Hello everyone, thank you for making the time to attend the AGM this morning. My name is Daniel Asher, and I am the Chair of the Infant School PTA. I'm here to give you an annual report of our organisation; our priorities, performance and future.

Before I begin I want to thank those that made my role very much easier. First our amazing committee, Caroline Zabeti, my Vice Chair, Laura Ramazzina, our Treasurer, Maria Marx, our Secretary

And a special mention to Iva Krivokapic and Moran Raz-Zakai who have both, amongst many other parents too, who have stepped up and taken responsibility for and become core members of our events teams. And of course to all the other parents who help out on the events on the day (we had 30 volunteers for the disco!), please pass on our thanks if they are not here today.

I also want to mention Ms Bhavsar and Ms Bailey from the Junior School leadership and office, as well as Andrew and Sanaz McHerron, the Junior PTA Chairs, for the help they've provided with some of our events.

And of course to Ms Sands, our incredible, kind, engaged and inspirational Headteacher - without her solid support many things just wouldn't work!. And couldn't have done without the total commitments and subtle support of Alexia, Sue and Alejandra, the brilliant and supportive office and admin team without which none of this would be possible.

The events provide incredible memories, the Infants are blessed that we can give many first experiences through the events we put on.

Let me quickly cover what our PTA priorities are:

- We provide a direct communication channel between parents, teachers and leadership, primarily through our monthly meeting that Ms Sands holds
- We raise money for the school to help purchase some aspirational items, educational resources and services
- We run events to create amazing experiences and lasting memories for our children

Summary of events and income:

- The Infant School PTA raised £15,994.55 of Income in the 2023/24. This was about 25% less than last year, and probably reflects the smaller intake we had into Reception
- Total expenditure was £11,254 which was over 60% less than 2022/23. PTA invested £23,500 in learning experiences and equipment in the Infant School during the 2022/23 financial year. In 2023/24, the expenditure was significantly lower at £4,343.09. These PTA funds were spent on new Bicycles and Parts, new Gazebos and Phonics Reading Scheme and some administrative costs like ParentMail.
- The closing balance of the PTA funds in 2023/34 increased to over £25,000, which represented an increase of about £5,000 from 2022/23.
- The major reason for this was the £15,000 ICT investment in a new Whiteboard and 30 laptops in 2022/23. This year the money was spent on bikes for the playground, gazebos, phonics support and miscellaneous expenses (inflated by reimbursements to the juniors when their card machine went down)
- Major events in the 2023/24 year included the Seasonal Cards, Seasonal Fair, Disco, Treasure Hunt, Summer Camp, and International Food Fair. Net income from events in 2023/2024 was £7,901.89, compared to £11,600.74 in 2022/2023.

- The PTA also received income from other sources such as Bucket Collection, Bee Cake Sale, One off donations, Uniform Sales, the Lottery, and Amazon Smile. Other income for 2023/2024 was £1,181.47, compared to £2,216.00 in 2022/2023.
- The Gift Aid account was used to fund workshops and extracurricular activities for the children. The Gift Aid account balance carried forward to the next year was higher in 2023/2024 at £5,937.88 compared to £4,753.86 in 2022/2023.
- The PTA faced challenges due to tough financial times for both the school and families and so are exploring alternative fundraising opportunities, such as partnerships with local businesses.
- We'd like to thank all the parents for their ongoing support with the events, and for donating so generously
- Invited Caroline up to help with next bit

The Events – Asked Caroline to join him to talk through the events:

Seasonal Cards - We raised £512: Caroline led on this as first event of the year. The children create a design and then we sell the items. Lovely thing, kids enjoy making and then parents have a souvenir to share with their friends. Less than previously think due to reduction in classes in reception. Will see reduction over all the events this year and going forward as a result of the reduction in pupil numbers.

Seasonal Fair - We raised £2,093: Daniel, Moran and many other helped on this event. Jason was Santa, and there was a magnificent contribution from an infant member of staff who did a great balloon display, transforming the hall into a wonderland – thank you Leila! We hope you will help again! The children are so excited, they buy gifts for friends and families and of course buy things that will end up for themselves! Brilliant way for our new parents to also get to know the school.

As it is expensive for parents (previously were asked to support twice – providing the gifts and then money to buy them back!), now changing the format so the initial contribution is entirely voluntary of a fiver to go towards the set up costs, and we'll do the rest. Will now just ask parents for money on the day for the children to spend as it can be an expensive time of year. So profit was a bit reduced but it was the right thing to do.

Winter Fireside - We raised £356 New event to get parents and kids together, carol singing and fire pit for marshmallows, mulled wine. Need lots of parent help and parents stepped up at the last minute. Kids adore it, such a lovely event – stemmed from a leaving do held previously and realised how lovely it is so did it again.

Disco - We raised £608 Iva stepped up and was amazing, despite being thrown into the fire! For years one and two, it is their first disco, high energy and emotion. Very popular for the volunteers – thank you to everyone who helped out.

Treasure Hunt - We raised £994 Led by the core team, kids get to explore the local neighbourhood, and we put clues around and end up in little wood. A lot of fun, open to families and friends, fun and games at the end.

Summer Camp - We raised £958 Biggest and complicated event of the year, had 50 families camping, music bar ice cream and Miss Sands story time around the fire. A lot of work but a wonderful event. Had to be delayed due to a storm, which caused some additional cost, office was incredible in supporting with this. Thank you to both Sarah Sands and Alexia D for decisive action and picking up all the pieces. Pizza's delivered – Flo thank you. It was very successful.

International Food Fair - We raised £1,869: Even though held on the day of the deluge, and we moved it inside it was still an incredible event celebrating the flavours of our community, with lots of lovely food and lots of activities. Caroline and Moran and Iva were very central along with others in difficult circumstances. Playground turned into a swimming pool so had to move to dining room and school hall and classrooms, but they pulled it out of the hat!

We also had a Ice Lolly Sale, £152 and Second Hand Uniform Sales, £353

Thank you all so much, and please join our team, to contribute and engage with the PTA.

Infant Head Teacher – Use of PTA Grant and Future Spending Plans (Sarah Sands)

Thank you to everyone on our committee for all their hard work.

Daniel has already talked through the spending over the last twelve months, just a few comments to add.

The Infant School received a grant from the Hampstead Garden Suburb Trust of £1000 to spend on bikes which was then topped up by the PTA – this investment is to promote self, sustainable travel. We purchased pedal and balance bikes, which have been a huge asset to the playground with the children moving through the different types as their confidence grows – keeping them busy and active in the playground.

The phonics program started a couple of years ago, and we used some of the grant to top up books to support this program. And we used money raised through gift aid to support workshops and events in school which really added to the experiences of the children.

We've talked a lot about the reduction in pupil numbers – this is the case across London, and we've been hit as well meaning that this year (Sept 2024) we're down to two form entry in reception and year one, which has meant an impact on events but we do now have spare rooms! As a result, we've applied (and been granted) £5,000 from the Residents Association to go towards a sensory room, and would like the PTA to match this to create a sensory break out room. We're seeing a difference in the lock down children coming into school, with language issues and increased separation anxiety which we need to be able to support. This will be a place that the children can go to be quiet and regulate.

We're looking at our other spare rooms, and maybe able to move another year two class across the corridor so children have access direct to the playground and an outdoor classroom. We can be a bit adventurous with our planning, we don't know what the future will hold but we have them for now when needed.

FORMALISATION OF POLICIES (OPERATIONAL AND FINANCIAL), UPDATES FOR THE CHARITY MEMBERS – Sarah Sands.

The PTA committee of both schools have been formalising the processes and policies required for the charity. It is only right and proper to formalise what has been in place for many years, to ensure going forward that there is no confusion for new members.

Thank you to Alexia for all her hard work on the procedures and requirements of the charity commission, to Caroline for putting the policy wording together and the committee for reviewing them all.

The main operational policy covers the roles, how raise money, communications, safeguarding (including checks required for the committee members) and a code of conduct. The finance policy covers the roles, income, expenses, grant reimbursements and how share finances across the two parts of the PTA / Schools.

Both policies have been agreed by the all members of the committees in both schools, and copies of the new policies will be uploaded to the websites in due course.

ELECTION OF OFFICERS FOR 2024 – 2025 – Sarah Sands

Laura (Infant Treasurer) put together a list of the roles and job descriptions for each committee – noting that the Head Teachers, Chairs and Treasurers of the PTA are also Trustees of the Charity, the latter formally elected each year (see below for election details). These will also be uploaded onto the website in due course.

Would like to thank Alexia Dobinson, who is stepping down as the Charity Secretary. It has been a huge amount of work, bringing together the finances and advising the committee and quite stressful at times. The room thanked Alexia for her support and hard work.

Alexia thanked the room, and thanked the parents who she has worked with so closely across both the infant and junior school committees for their support and good humour, but it is time for her to step back and just support the infant school PTA.

The committee have decided that the role will not be replaced as the new policies in place replace the advisory capacity of the role and other parts it can be undertaken by other members of the committee (mainly the treasurers as previously). Only bit missing is the prepping for the AGM and taking the minutes, trustees will make arrangements for future years.

The room then went on to elect the committees for each school:

Infant School PTA Committee:

Sarah Sands thanked Daniel and Laura, who are both stepping down this year, for all their hard work. Discussion had already been held within the Infant School and so the election was as follows:

Unanimously Elected by the room:

- Chair & Vice Chair / Co-Chairs – Caroline Zabeti & Moran Raz
- Secretary – Maria Marx
- Treasurer – Iva Krivokapic (has been shadowing Laura for a few months as a hand over)

Junior School PTA Committee:

Eileen thanked Sanaz and Andrew once again. Catalin Pogor has volunteered to take over saying that works at home and would like to be more invested for the children, and has told his son who is VERY excited that dad is helping out.

Unanimously Elected by the room:

- Chair: Catalin Pogor
- Secretary - TBC
- Treasurer – Marina Borges d. Oliviera (last year, looking for someone to shadow and take over from next year)

The Trustees of the charity are both Head Teachers, the Chairs and Treasurers of each committee.

Looking ahead – next steps and planned events (dates for meetings in each school already agreed).

- The rolls and policies will be put on the websites, and once ready a link will be sent to parents with a communication.
- Next up are the seasonal fairs in both schools
- Both schools hold monthly meetings with the Head Teacher and the PTA / Class Reps to talk about what is going on in school, plans for events and also spending. Infant meetings are on the first Friday of each month, may move to Thursdays. Junior Meetings are on the last Friday of each month.
- Trustees to arrange the annual inspection of the accounts, and decide on arrangements for future AGM preparation and minute taking.

PTA ACCOUNTS SUMMARY 2022-2023

PTA - INFANT SCH ACCOUNTS

GENERAL ACCOUNT END OF YEAR SUMMARY

Opening Balance 01/09/2022	£20,701.32
Total Cash Book Income	£15,994.55
Total Cash Book Expenditure	£11,254.29

Closing Balance 31/08/2023 **£25,441.58**

GIFT AID ACCOUNT END OF YEAR SUMMARY

Opening Balance 01/09/2022	£ 4,753.86
Total Cash Book Income	£ 2,545.75
Total Cash Book Expenditure	£ 1,361.73

Closing Balance 31/08/2023 **£ 5,937.88**

PTA - JUNIOR SCH ACCOUNTS

GENERAL ACCOUNT END OF YEAR SUMMARY

Opening Balance 01/09/2022	£19,279.91
Total Cash Book Income	£20,385.53
Total Cash Book Expenditure	£18,005.06

Closing Balance 31/08/2023 **£21,660.38**

GIFT AID ACCOUNT END OF YEAR SUMMARY

Opening Balance 01/09/2022	£13,102.75
Total Cash Book Income	£ 214.60
Total Cash Book Expenditure	£ 615.96

Closing Balance 31/08/2023 **£12,701.39**

TOTALS FOR GARDEN SUBURB SCHOOL PARENT TEACHER TRUST FOR THE YEAR SEPT 2022 - AUGUST 2023

Opening Balance 01/09/2022	£57,837.84
Total Cash Book Income	£39,140.43
Total Cash Book Expenditure	£31,237.04

Closing Balance 31/08/2023 **£65,741.23**