

Minutes of PTFA meeting

for PTFA Meeting 26-Jan-2021

Present

- Ian Freeman Chair
- Louise Freeman Treasurer
- Debbie Wilson Headteacher
- Sarah Walters
- Ruth Fox

Apologies

- Apologies received from:
- Emily Munton (Secretary)
- Sian Perry (Vice Chair)
- Catherine Dowd

Chair's Report

The chair (Ian Freeman) thanked those involved for their input into the Christmas events. These were a great success and we have learned some lessons that we will use going forward, even if we hold a traditional fair rather than a virtual fair.

All the raffle prizes have now been collected, and there is only one tea towel order left to collect.

Treasurer's report

Current Financial situation

Bank Current Account: £500.00 Bank Savings Account: £5,362.80

Cash: £0

Total: £5,862.80

Items of Note since last meeting

Income since last meeting

- £5816.91 Christmas events
- £39.93 Easy Fundraising
- £74.07 Pre-Loved
- £0.05 Bank Interest

Expenditure since last meeting

- £580.69 Christmas events
- £33.66 Additional Transfer to school (refreshments for Santa Dash)
- £123 Annual membership for Parent Kind (Insurance)

Christmas Events

In total the amount of income raised from the Christmas events totalled £5,849.97, and the expenditure so far has come to £580.69. There is still an outstanding invoice to pay for £1,215 for the Tea Towels and Coasters, this has been chased twice by us, but we have not received an invoice. We will not chase this again but will keep the money in reserve and see if an invoice arrives.

If the invoice appears then we will have made a total of £4,054.28.

A full breakdown of the events can be seen here:

Event	Tota	l In	Total	Out	Tota	I
Christmas Cantata DVD	£	353.43	£	88.46	£	264.97
Christmas Card Packs	£	80.00	£	-	£	80.00
Christmas Jumper	£	134.50	£	30.00	£	104.50
Christmas Raffle	£	2,520.41	£	115.80	£	2,404.61
Christmas Secret Santa	£	520.30	£	191.93	£	328.37
Christmas Treasure Hunt	£	162.20	£	90.00	£	72.20
Christmas Tree Auction	£	46.00	£	26.50	£	19.50
Christmas TT/Coaster	£	1,967.88	£	38.00	£	1,929.88*
Christmas Wrapping Paper	£	65.25	£	-	£	65.25

^{*}does not include the outstanding invoice for £1,215.

Summary

Based on the successful Christmas events it is proposed to increase the regular pre-agreed transfer amount to £1,000. However, for this term, we feel we can provide £1,500 to help cover some of the previous shortfall. There has also been a request for Big Cat eBooks for KS2 at £599. It has been suggested that this could be provided as an additional transfer on top of the regular amount. The committee has approved this donation and have asked the school to send an invoice.

Full details can be seen in the appendix at the end of these minutes.

Head Teacher's update

The headteacher thanks the PTFA for their Christmas efforts and was very grateful for the monies raised and was amazed at the amount of money raised despite being unable to hold a traditional Christmas fair.

Fundraising ideas

Several suggestions were made for future fundraising ideas including Easter bonnet parade; chocolate bingo; selling plants; bake off; balloon raffle (ticket inside the balloon you buy); World book day dress up/prop for others to guess; clues Easter egg hunt relating to Sleaford maybe and a sponsored walk.

The main problem with all of these is that they require the school to be open to all pupils.

Other suggestions that would work during a lockdown are virtual quiz nights and possible an Easter raffle (maybe online).

Also it was suggested that we might like to hold some "FUN-Raising events", these could include:

- Escape rooms
- Games nights (i.e. countdown)
- Etc

Any other business

No AOB was raised

Date of next meeting

The next meeting has been scheduled for 9th March 2pm.

If the school has returned to being open for all pupils, then this will be rescheduled to a time outside of school hours.

IF to investigate

IF to investigate

Appendix

Monthly Reports

Nov-20

St Botolph's PTFA Cash Book

			St B	oto	oipnis	s PIFA Cash B	ЮОК				
										F	Amount
Month	NI.	ov-20					Bank Balance at Start of Month			£	169.10
WOTTET	INC	0V-2U					Savings Balance at Start of Month	1		£	500.00
							Cash at Start of Month			£	-
								To	otal	£	669.10
INCOME						EXPENDITUR	E				
Date	Details	Serial No.	Event	An	nount	Date	Details	Serial No.	Event	P	Amount
17-Nov-20	Raffle Ticket Sales		Christmas Raffle	£	10.00	17-Nov-20	Raffle Tickets		Christmas Raffle	£	63.00
17-Nov-20	Pre Loved		Christmas Card	£	30.00	20-Nov-20 I	Postage		Christmas TT/Co	£	11.00
20-Nov-20	Pre Loved		Christmas Card	£	11.00	30-Nov-20 I	Raffle Tickets		Christmas Raffle	£	42.00
16-Nov-20	D Easy Fundraising		Easy Fundraisin	£	39.96						
30-Nov-20	Raffle Ticket Sales		Christmas Raffle	£	482.00						
30-Nov-20	Jumper Entries		Christmas Jump	£	29.00						
25-Nov-20	Christmas Tree Auction		Christmas Tree	£	46.00						
30-Nov-20	Paypal Christmas TT/Coaster		Christmas TT/Co	£	60.50						
30-Nov-20	Paypal Christmas TT/Coaster		Christmas TT/Co	£	53.06						
30-Nov-20	Paypal pre-loved		Christmas Card	£	1.00						
30-Nov-20	Paypal Christmas TT/Coaster		Christmas TT/Co	£	80.00						
30-Nov-20	Paypal Christmas TT/Coaster		Christmas TT/Co	£	58.50						
30-Nov-20	Paypal Christmas TT/Coaster		Christmas TT/Co	£	37.00						
30-Nov-20	BACS Christmas TT/Coaster		Christmas TT/Co	£	38.00						
,		To	tal	£	976.02			To	tal	£	116.00
		,			•	•					
				An	nount					A	Amount
	Bank Balance at End of N	Month		£ 1	1,029.12		Starting Balance			£	669.10
	Savings Balance at End of	Month		£	500.00		Monthly Income			£	976.02
	Cash at End of Mont	:h					Monthly Expenditur	е		£	116.00
		To	tal	£ 1	1,529.12			To	tal	£	1,529.12
		,			•	•					
						Unclear	red Cheques This Month				
Availab	ole Funds (not inc reserve)	£		1,0	29.12	Uncleared	Cheques Previous Months				
						Cheques	Cleared Previous Month				
Dec-20)										
DCC 20											

			St B	ot	olph's	PTFA Cash E	Book				
					-					А	mount
		20					Bank Balance at Start of Month			£	1,029.12
Month	ן ט	ec-20					Savings Balance at Start of Month			£	500.00
							Cash at Start of Month			£	-
	•							To	otal	£	1,529.12
INCOME						EXPENDITU	RE				
Date	Details	Serial No.	Event	F	Amount	Date	Details	Serial No.	Event	Α	mount
Dec-20	Transfer		Christmas Canta	£	353.43	08-Dec-20	Santa Lollies for Santa Dash		Transfer-Additio	£	33.66
Dec-20	Transfer		Christmas Card	£	38.00	11-Dec-20	Purchase of Gifts from Home Bargains		Christmas Secre	£	191.93
Dec-20	Transfer		Christmas Jump	£	105.50	10-Dec-20	Amazon DVD Cases		Christmas Canta	£	4.49
Dec-20	Transfer		Christmas Raffle	£	2,028.41		Amazon Blank DVDs		Christmas Canta	£	22.49
Dec-20	Transfer		Christmas Secre	£	520.30	10-Dec-20	Amazon Ink Cartridges		Christmas Canta	£	34.50
Dec-20	Transfer		Christmas Treas	£	162.20		Amazon DVD Cases		Christmas Canta	£	4.49
Dec-20	Transfer		Christmas TT/Co	£	1,640.82		Amazon Blank DVDs		Christmas Canta	£	22.49
	Transfer		Christmas Wrap		32.25		Postage for Tea Towels		Christmas TT/Co		27.00
	Transfer		Pre-Loved	£	65.10		Hamper Goodies		Christmas Raffle	£	10.80
							Body Shop Vouchers		Christmas Treas	£	90.00
							Stitches'n'Print		Christmas Jump	£	30.00
							Gift for Sammi Emmsley		Christmas Tree	£	26.50
		Tr	otal	£	4,946.01			To	otal	f	498.35
			otai	_	4,540.01			- 10	, cui		450.55
			1	- 1	Amount					Δ	mount
	Bank Balance at End of I	Month		£	500.00		Starting Balance				
	Savings Balance at End of			_	5,476.78		Monthly Income				
	Cash at End of Mon			_	3,470.76		Monthly Expenditur			f	4,946.01 498.35
	Cash at End of Worl	1	otal	2	5,976.78		Worthly Experiantal		otal	_	5,976.78
		- 10	Jtai		3,370.76			10	,tai		3,370.76
						Unalas	and Channes This Manth				
							red Cheques This Month				
Availab	le Funds (not inc reserve)	£		5,	476.78	Uncleared	d Cheques Previous Months				
						Cheque	s Cleared Previous Month				

St Botolph's PTFA Cash Book

						i ii A casii			İ	А	mount
		24					Bank Balance at Start of Month	1		£	500.00
Month	Ja	n-21					Savings Balance at Start of Mon	th		£	5,476.78
							Cash at Start of Month			£	-
								To	otal	£	5,976.78
INCOME						EXPENDIT	URE				
Date	Details	Serial No.	Event	A	Amount	Date	Details	Serial No.	Event	Α	mount
07-Jan-21	Donation via Paypal		Pre-Love d	£	7.47		ParentKind		Membership Fe	£	123.00
15-Jan-21	Donation via Paypal		Pre-Love d	£	1.50						
11-Jan-21	Bank Interest		Interest	£	0.05						
				_							
		To	otal	£	9.02			To	otal	£	123.00
					Amount				1	۸	mount
	Bank Balance at End of N	/onth		£	500.00		Starting Balance				5,976.78
	Savings Balance at End of			_	5,362.80		Monthly Income			£	9.02
	Cash at End of Mont			+	3,302.00		Monthly Expendite			£	123.00
	Cash at End of Mont		otal	£	5,862.80		Worthly Expendit	_	otal		5,862.80
	l	10	, cai	L	3,802.80			10	rtai		3,802.80
						Uncle	eared Cheques This Month				
Availab	le Funds (not inc reserve)	£		5,	362.80		ed Cheques Previous Month	s			
							es Cleared Previous Month				

2020-2021 Financial Summary (to date)

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Event	Total	ln 🖹	То	tal Out	То	tal 🔼
Christmas Cantata DVD	£	353.43	ß £	88.	46 £	264.97
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Christmas TT/Coaster	£	1,967.88	ß £	38.	00 £	1,929.88
Christmas Wrapping Pap	£	65.25	£	-	£	65.25
Easy Fundraising	£	39.96	5 £	-	£	39.96
Interest	£	0.06	£	-	£	0.06
Matched Funding	£	-	£	-	£	-
Membership Fees	£	-	£	123.	00 -£	123.00
Pre-Loved	£	166.07	'£	-	£	166.07
Transfer-Additional	£	-	£	33.	66 - <mark>£</mark>	33.66
Transfer-PreAgreed	£	_	£	650.	00 - <u>£</u>	650.00
		£6,056.0	6	£1,387	.35 £	4,668.71