



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	Total In	Total Out	Total
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).

IF to
investigate

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

IF to
investigate

- 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.

Nov-20

Month	Nov-20
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		Amount
Bank Balance at End of Month		£ 1,029.12
Savings Balance at End of Month		£ 500.00
Cash at End of Month		
	Total	£ 1,529.12

Available Funds (not inc reserve)	£	1,029.12
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EXPENDITURE				
Date	Details	Serial No.	Event	Amount
17-Nov-20	Raffle Tickets		Christmas Raffle	£ 63.00
20-Nov-20	Postage		Christmas TT/Cd	£ 11.00
30-Nov-20	Raffle Tickets		Christmas Raffle	£ 42.00
		Total		£ 116.00

		Amount
Starting Balance		£ 669.10
Monthly Income		£ 976.02
Monthly Expenditure		£ 116.00
	Total	£ 1,529.12

Uncleared Cheques This Month	
Uncleared Cheques Previous Months	
Cheques Cleared Previous Month	

Month	Dec-20
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		Amount
Bank Balance at End of Month		£ 500.00
Savings Balance at End of Month		£ 5,476.78
Cash at End of Month		
	Total	£ 5,976.78

Available Funds (not inc reserve)	£	5,476.78
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[illegible]

		Amount
Starting Balance		£ 1,529.12
Monthly Income		£ 4,946.01
Monthly Expenditure		£ 498.35
	Total	£ 5,976.78

Uncleared Cheques This Month	
Uncleared Cheques Previous Months	
Cheques Cleared Previous Month	

Jan-21 (to date)

St Botolph's PTFA Cash Book

Month	Jan-21
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INCOME

Date	Details	Serial No.	Event	Amount
07-Jan-21	Donation via Paypal		Pre-Loved	£ 7.47
15-Jan-21	Donation via Paypal		Pre-Loved	£ 1.50
11-Jan-21	Bank Interest		Interest	£ 0.05
		Total		£ 9.02

		Amount
Bank Balance at End of Month		£ 500.00
Savings Balance at End of Month		£ 5,362.80
Cash at End of Month		
	Total	£ 5,862.80

Available Funds (not inc reserve)	£	5,362.80
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		Amount
Bank Balance at Start of Month		£ 500.00
Savings Balance at Start of Month		£ 5,476.78
Cash at Start of Month		£ -
	Total	£ 5,976.78

EXPENDITURE

Date	Details	Serial No.	Event	Amount
	ParentKind		Membership Fe	£ 123.00
			Total	£ 123.00

		Amount
Starting Balance		£ 5,976.78
Monthly Income		£ 9.02
Monthly Expenditure		£ 123.00
	Total	£ 5,862.80

Uncleared Cheques This Month	
Uncleared Cheques Previous Months	
Cheques Cleared Previous Month	

2020-2021 Financial Summary (to date)

2020-21 Financial Summary

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Christmas Wrapping Pap	£ 65.25	£ -	£ 65.25
Easy Fundraising	£ 39.96	£ -	£ 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	-£ 33.66
Transfer-PreAgreed	£ -	£ 650.00	-£ 650.00
	£6,056.06	£1,387.35	£ 4,668.71