

**Longacre School PTA AGM**  
**Tuesday 20th September 2022**  
**7.30pm via zoom**

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**Attendees**

- Andrew Blurton – Chair of Governors
  - Matthew Bryan - Headmaster
  - Ben Moir – Deputy Head
  
  - Lucinda Muller – PTA Chair
  - Andy Unit – Treasurer
  - Sarah Edwards – PTA Secretary / Year 4
  
  - Bex Butler – Year 6
  - Coralie Moore – Year 5
  - Nicole Paterson – Year 3
  - Geraldine Lotigie – Year 3
  - Kirsty Farquhar – Year 2
  - Catherine Moir – Year 1
  - Karen Sangiorgio – Year 1
  - Harriet Menzies – Nursery
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**1. Chair's Report – Lucinda Mueller**

2021/2022 was the PTA's first recent full year covid restriction free, which was wonderfully liberating!

Many events took place with success both in terms of meeting our objectives in bringing the Longacre community closer together, facilitating strong social relationships amongst parents and allowing social interaction to include staff as well. The PTA also provided many enjoyable and exciting activities for the children, creating wonderful memories for them of their early school life.

The by-product of these activities has also been a strong fundraising year.

I would like to take the opportunity to thank all those involved in organising the events and to those who volunteer on the day. The hard work and time they commit is very much appreciated.

I would also like to thank the parents, grandparents and staff who have generously supported the events. We are grateful to those who have not only bought tickets but who have given up their time and donated some incredibly generous auction prices.

To the reps who have stood down; many thanks for your commitment and time last year. Without your willingness to do the role there would be no PTA!

Further, a very big welcome to the new reps. Following feedback, a role description was updated and shared amongst the parents last Summer, with the explicit intention the scope of the role is better understood by the whole community.

The sharing of all school wide, PTA related information such as letters, events and tickets continues to be done via Classlist. It is intended that this continues to be the case; for convenience and regulatory compliance.

The PTA's reputation in school is currently very positive and with ever increasing use of the school's social media to promote our events and to showcase the equipment we have purchased. Many thanks to the school staff who facilitate this

We are grateful for Andrew Blurton's mention of our funds being used to buy the drama yurt, on Speech Day. This type of recognition contributes to raising our profile positively.

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## **2. Treasurer's Report – Andy Unitt**

This AGM covers the PTA finances for the past reporting period, which ended on August 31<sup>st</sup> 2022.

There are two documents to reference – the *Annual Report and Accounts* for the 2021/22 period and the associated *Treasurer's Report*.

These documents were attached to the meeting notice on classlist, and the accounts shared onscreen during the AGM.

### **Key highlights: -**

- (1) The PTA raised approximately £30,000 in the last year, before making any donations. This was based on a target fundraising goal of £30,000 to £35,000.
- (2) The PTA donated nearly £25,000 to the school over the course of the last year with another £15,000 committed to be donated during this Michaelmas term;
- (3) There is money carried over from prior years fund raising. This is approximately £18,000 of cash in the bank (£33k – £15k for yurt) once the PTA outstanding receivables, payables and committed donations to the school have been considered. Historically the PTA have also kept a minimum bank balance of around £5,000 for the purposes of prudence in case an event like the ball could not go ahead and the PTA had paid for services with a non-refundable deposit.

Taking that into account, at present the PTA have around £13,000 of reserves to put towards projects for the school before fundraising for this upcoming year.

### **Referencing the Accounts:-**

The first page of the *Accounts* just states that the PTA has charitable status and notes various details including the registered address, the management committee and who the PTA bank with.

The second page shows 'our statement of financial activities' for this past year which ended on August 31<sup>st</sup>.

The PTA raised £31,668 which can be seen in the line called 'total income', compared to just under £17,000 the year before.

The PTA is now back at pre COVID fundraising levels - last year's fundraising was still impacted by restrictions, as the PTA couldn't hold the annual ball, the summer fete, the snack stall, and various smaller events which add up on a cumulative basis.

### **Income line items in the Treasurers Report:-**

#### ***(1) WELCOME BACK FAIR £1,237 (2021 £0)***

The Welcome Back Fair was a new event held for the 2021/2022 financial year. With the PTA unable to host the traditional summer fair event in June/July 2021 due to the COVID restrictions in place, with the easing of restrictions that occurred over the school holidays, the PTA was able to host a 'welcome back fair' on the first Friday of the new school year.

There were various inflatables rides, other games and an obstacle course provided for the children, alongside a BBQ serving locally sourced meat, with ice creams, Pimms, and refreshments available to purchase. Tickets were £5 a child, with food and drinks charged separately.

The PTA are pleased to report that it was a great success, selling 209 tickets and raising £1,237 after expenses. The weather was glorious, and it was wonderful to see the school community come together after so long.

#### ***(2) MAGIC SHOW, CIRCUS, HALLOWEEN £557***

*(2021 £0, 2020 £691, 2019 £803, 2018 £746, 2017 £998, 2016 £520, 2015 £354)*

Traditionally, the first major PTA event fundraiser of the year is the Autumn event which is held just before half term. We couldn't hold an event last financial year due to the continuing COVID restrictions, but in years prior the PTA have run a Circus themed event and Halloween parties.

This year, the theme was magic, with the children finding out what it took to be a magician and witnessing some stunning magic! An age-appropriate show was run for both the prep school and the pre-prep children.

Tickets were £7.50 a child and included a snack. The event was a success with 153 tickets sold, raising £557 after expenses.

#### ***(3) ANNUAL BALL £13,593***

*(2021 £0, 2020 -£160, 2019 £16,877, 2018 £21,990, 2017 £18,472, 2016 £21,915, 2015 £21,517)*

In November 2021, the PTA were able to host their Annual Ball for the first time since summer 2019.

During the previous financial year 2020/21, it was decided to postpone the ball until Winter 2022 given the uncertainty around potential COVID restrictions, to try and ensure that it was both enjoyable for the attendees and successful financially. Thankfully, I am pleased to report that all went to plan.

Timed to coincide with the school's 75th Anniversary, the 'Longacre 75th Anniversary Ball' was held at the Harbour Hotel in Guildford, with an "All That Glitters" theme. A black-tie event, parents started the evening with a cocktail reception followed by a three course sit down dinner, with a fabulous band providing live music to help dance the night away.

The auction is a real highlight of the school calendar and a significant fundraiser for the PTA. There were lots of incredible prizes for all ages, interests and budgets including cases of wine, a private dinner party, Disney on Ice tickets and a box at the Emirates Stadium for New Year's Day - there really was something for everyone. This also included the kids: several of our wonderful Longacre teachers volunteered their time with a variety of masterclasses and activities for both the parents and kids alike! Prizes were donated from within our Longacre community and as usual they included the PTA reserved parking spaces made available by the school.

The auction was a roaring success and made an incredible £11,854 after expenses. A special mention should be made to Cat Wood and Olivia Kent for organising the event, and to everyone who kindly donated prizes. The PTA were of course very grateful for everyone's support.

Tickets for the evening were £75 per person, or £50 for staff, with 183 tickets sold in all. Considering the profit on ticket sales after all expenses, and with the evening also being generously sponsored by the Grantley Group, the event raised £13,593 in total, inclusive of the auction profit, which the PTA were delighted with.

**As agreed at the beginning of the year, a payment of 10% of the ball profit was donated to an external charity, a total of £1,359.** The chosen charity for 21/22 was Winston's Wish, who provide emotional and practical bereavement support to children and young people after the passing of someone important to them.

**(4) CHRISTMAS EVENTS: The PTA made a total of £4,737 from the Christmas events**

***FAIR £3,386 (2021 £0) SILENT AUCTION £0 (2021 £4,618), HAMPER RAFFLE £500 (2021 £1,011), TEA TOWELS £975 (2021 £914) WREATH MAKING £0 (2021 £0) TALLING £4,737 (2021 £6,543)***

(2021 £6,543, 2020 £3,966, 2019 £5,319, 2018 £5,071, 2017 £5,521, 2016 £5,846, 2015 £5,021)

The Christmas Fair is traditionally the second biggest PTA fundraising event of the year after the annual ball.

For those who have never been, each year group runs a stall, and the stalls includes games for the kids, baked goods, and a bottle tombola for the adults! The prizes were fantastic, with the PTA being grateful to all those who generously donated.

The return to the traditional fair format meant that Santa and his elves were back, which was a bit hit with the children. Entry tickets for the grotto needed to be purchased in advance, along

with stall tickets and BBQ food vouchers, which were on sale using Classlist. This made the administration on the day far easier than in prior years.

There were also some lovely local gifts and produce available to buy from external stall holders. The PTA had various refreshments available for purchase on the day, including hot drinks, mulled wine, mince pies and Longacre's 75th Anniversary Gin!

The Hamper Raffle draw took place on the day, with the hampers put together by the class reps using donations from parents and staff. The Hamper Raffle raised around £500, approximately half of what it did last year, but that was expected given the other stalls that were available this year and that we had just recently held a very successful auction at the Ball.

Overall, the Fair and Hamper Raffle raised £3,886. This was less than the last financial year but owing to COVID restrictions in place at that time, last year in lieu of the fair the PTA ran an online silent auction which made an incredible £4,618 after expenses. With the auction that was taking place as part of the 75<sup>th</sup> Anniversary Ball, the silent auction wasn't repeated for the Christmas fundraising.

Income from tea towels and puddings was £975, consistent with the prior financial year. The tea towels continue to sell well and are consistently popular year after year. The wreath making for parents returned this year and ran at cost.

**As agreed at the beginning of the year, a payment of 10% of the Fair profits was donated to an external charity, a total of £376.**

#### **(5) MOVIE NIGHT (£400)**

*(2021 £416, 2020 £287, 2019 £155, 2018 £574, 2017 £841)*

Held just before the February half term, the prep school children watched the new "Dolittle" Movie, with the pre-prep children watching "Back to the Outback". Children were collected from their classrooms and provided with a drink and a snack. The ticket price was £6 per child, with 73 tickets being sold overall.

A profit of £400 was made after expenses (£416 in 2021).

#### **(6) QUIZ NIGHT (£35)**

*(2021 £236, 2020 £0, 2019 £1,774, 2018 £2,502, 2017 £1,859, 2016 £2,102, 2015 £2,246)*

The event was scheduled to run before Easter but ended up being deferred until the 22/23 year as the PTA couldn't find a suitable date to maximize attendance for the event to be held. The Governors kindly donated their table fee despite the event not running.

**(7) EASTER EGG HUNT before the Easter break which cost us £32**, with this being an annual event for the children funded by the PTA.

*(2021 £-75, 2020 -£54 2019 -£90, 2018 -£90, 2017 -£96, 2016 -£132, 2015 -£100)*

#### **(8) SUMMER PARTY (2021 £0)**

To celebrate the end of the academic year the PTA decided to organize a Summer Party in the Quad for parents, staff, and friends of Longacre. This was intended to replace the Annual Ball

which took place last in November in the summer calendar. The ticket price of £40 per person, or £30 for staff, included casual dining food, a welcome drink and the live Band which came back to entertain us once again! Bottles of wine and bubbles were to be purchased in advance with tickets and there was Longacre gin, wine by the glass, beer, and soft drinks available to buy on the night.

Selling 126 tickets, it was a fantastic evening and raised £628 after expenses

### **(9) CAMP OUT (£62)**

(2021 £44, 2020 £0, 2019 £57, 2018 £59, 2017 -£173)

This year the annual Camp Out was held on the field at Longacre! Families were able to bring their own food, with the PTA BBQs being fired up for everyone to enjoy.

Pitches were £5 a family, with 14 tickets sold. We made a small profit of £62 after expenses.

### **(10) SUMMER FETE (£1,783)**

(2021 £0, 2020 £0, 2019 £1,493, 2018 £1,427, 2017 £1,739, 2016 £1,471, 2015 £1,503, 2014 £797, 2013 £1,027)

The last children's event of the academic year has historically been The Summer Fair...and this year it was back! After 2 years of COVID restrictions the summer fair returned to the field at Longacre, only this year it was held after Grandparents Day instead of Sports Day. The afternoon was a similar format to previous years, with inflatable rides, games, a BBQ, and an ice cream stall.

Tickets were £6 a child which included all rides/games, with food and drinks charged separately.

The PTA sold 246 tickets and raised £1,783, which is more than we have in recent memory

### **MISC ITEMS**

The PTA events did not run the Wine Tasting, the Smarties Collection, the Kids Bingo or Boardgame evening during the 21/22 financial year. The Murder Mystery was also a one-off event last year, and the Welcome Breakfast is now run by the school.

Other points to note include that last year the PTA decided to partner with the local Wessex distillery to label and sell a Longacre branded gin. Excess bottles held in stock were made available to purchase by the glass at the Christmas Fair and the Summer events, with any profit made being included as part of those activities.

No other fundraising events took place for the duration of the year, and the total net income from events held was therefore £23,001, up from £9,444 last year.

The subcategory 'Income Other' in the *Accounts* includes all income not generated from 'events'. The PTA tend to raise around £9,000 from what we describe as 'nonevent income' in a normal year, and this year we were in line with that.

This included:

- **£681** profit from the **CAKE / ICE CREAM STALL**, whereas in 2021 made a loss of £75 with the PTA paying for some treats for the children at the end of the summer term.
- **£3,800 from the ANNUAL VOLUNTARY DONATION, being** £20 per contributing family.
- *No Gift Aid was claimed this year, but claims can be made retrospectively back 4 financial periods, so a claim will be submitted during the new financial year once more declaration forms have been received from parents. The last claim made was in 2018, which totalled £140 (28 families at £5 per family). The PTA are aiming to claim back as much as we can for the 2019, 2020, 2021 and 2022 donations, which could be worth upwards of £900 for each financial year.*
- **£4,077 from SECONDHAND UNIFORM** which was up on last year, raising more money than we ever have before. (2021 £2,957, 2020 £3,632, 2019 £3,522, 2018 £3,508, 2017 £3,119, 2016 £2,311, 2015 £3,339).
- **£98 from EASY FUNDRAISING** (2021 £581, 2020 £90, 2019 £66, 2018 £99, 2017 £102, 2016 £63, 2015 £197)
- **TEXTILES RECYCLING £0** (2021 £0, 2020 £0, 2019 £160, 2018 £168) - *this is the money received from the clothes recycling bins. Efforts were made to track down the company responsible for this bin, but it has proved difficult as it has changed hands several times.*
- **PARENT ADVERTISER £0** (2021 £5, 2020 £16, 2019 £31, 2018 £68)
- **DONATIONS £0** *The PTA received £0 in voluntary donations from parents (2021 £0, 2020 £300, 2019 £0, 2018 £39).*
- **And £12 from BANK INTEREST, giving us a TOTAL INCOME of £31,668**

### **EXPENDITURE**

#### **LONGACRE SCHOOL DONATIONS -£24,723**

Moving down to expenditure – the total PTA expenditure for the year was £28,301, £24,723 of which was donated to the school.

The donation breakdown was as follows:

- VR headsets – £15,948
- Yurt - £7,767 - although the PTA will also donate the remaining Yurt costs in the current Michaelmas term, which were not incurred as at the year end. This is expected to cost circa £15k.
- There was also a donation of -£714 for the DT Drill
- And - £294 for some Netball posts
- The PTA has also committed to funding some pre prep library books, which are expected to cost around £2k.

For the sake of clarity, the PTA does not buy anything directly for the school, the school buys the equipment, and the PTA reimburses some or all the cost to the school via a donation, which needs to be approved by a majority at a minuted PTA meeting.

**The OTHER DONATION expense of -£1,736 for** was the PTA's donation to Winston's Wish, the PTA charity of the year.

**There was also -£1,844 of other costs**

The PTA purchased a marquee, a BBQ, and some storage boxes for the Uniform shop, totaling £1,174. These were necessary investments to replace ailing equipment.

There was also an expense for insurance, PTA meeting refreshments, small gifts given to teachers for outstanding support of PTA events, and a few miscellaneous expenses, which is in line with prior financial years.

After all the above is considered, the PTA has a net income of £3,367 for this financial year, with reserves carried forward of £34,236.

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**Balance Sheet**

The PTA is established to raise income that can then be donated to the school. It doesn't have any assets other than cash and typically a small amount of event receivables at any given time, which you can see from looking at the accounts.

This year is untypical in that there is some stock for unsold Gin which we are holding as an asset on the balance sheet.

There is over £35,000 in the main deposit bank account, a small amount in the current account, and a small amount of petty cash. There are also debtors or receivables of £580 and creditors or liabilities of £2,298.

The PTA have prepaid in advance for the next Fair which will be expensed when the event is held. The creditors balance is money owed to our selected charities.

For those that don't know, given that the PTA is a registered charity, the PTA are required by the Charities Commission to have an independent examination of the books and records and to file a set of the accounts and the examiners certificate on the Charities Commissions website.

The annual accounts also need to be approved at the AGM.

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**Approval of 2021/22 Accounts**

There were no questions regarding the accounts. A vote was taken by the Chair, and the PTA members present confirmed their approval of the accounts.

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### **Voluntary Subscriptions – 2022-23**

Each year the PTA asks parents for a voluntary subscription per family, which was £20 during this last year.

Some families choose not to pay this, but it was only a handful. Historically there has been a range of opinions - some parents said the PTA has not asked for enough in the voluntary subscriptions, and on the other hand some parents don't wish to pay a voluntary subscription at all.

It has been suggested the PTA should give parents more choice or to allow parents to choose how much to donate but given that the school collects the money on the PTA's behalf via the December/January fees invoice, there was concern the PTA should make the collection overly administrative for the school.

In recognition of a tricky economic climate and to continue with high levels of parent engagement it has been decided that the PTA's "voluntary donation" will remain at £20 per year. It will be made clear that there is an opt out should parents not wish to pay it, or that they can donate more should they wish to do so by contacting the school.

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### **Donation to the School**

The PTA donated nearly £25,000 this past financial year with another £15,000 committed to be donated during the Michaelmas term.

As at the year end, the PTA had around £13,000 of reserves to put towards projects for the school, after taking the cash buffer, payables, and commitments into account.

The remainder of these funds will be rolled forward to be combined with the upcoming years fundraising.

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### **Confirmation of New Committee Members (2022-23) – Lucinda Mueller**

A full list (attached to these minutes) of the 2022-23 reps including the committee and staff rep were read out.

Thanks were given to everyone who volunteered this year to be members of the PTA. Thanks also to Susie Johnson and her team for their work on the PTA 2<sup>nd</sup> hand uniform stall.

Thanks also to last year's (outgoing) reps for their contribution to the PTA's success.

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### **PTA Charity Options to Support – 2022-23 – Lucinda Mueller**

Discussion has taken place over the percentage of PTA funds donated to charity. With a steer from school, it has been decided to continue with the 10% figure, but to purchase items on behalf of school, that could benefit the wider community.

PTA reps have submitted several charities, which fulfil the PTA brief of being child focused and

local. This year, the children will have the option to find out a little about all the charities, via Mr Bryan and will get to vote on their preferred charity for the PTA to fundraise for.

The 4 charities that will be voted on are Elysian, Scamps, Cherry Trees and Disability Challengers.

The parent body will be updated in due course, once the final charity has been chosen

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### **PTA Fundraising – 2022-2023 – Lucinda Mueller and Andy Unitt**

Based on previous year fundraising goals, the target will be re-set at 30 to 35k for the coming academic year. There will also be approximately 13k to roll forward (once final yurt costs submitted).

The school have asked the PTA to fundraise for an outdoor climbing wall, which would be situated at the back of the Palmer Hall and would be somewhere in the region of £25k to £32k.

The school is currently exploring these options and will provide further detail to the PTA in due course, and the parent community will then be updated.

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### **AOB**

Andrew Blurton thanked the PTA, on behalf of the board of governors, for their work both in fundraising and in support the Longacre Community.

No further questions were raised.

Minutes and associated documents will be circulated via class list for those that could not attend.

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