

**Longacre School PTA**  
**AGM - Tuesday 12<sup>th</sup> September 2023 - 7.30 pm - via zoom**  
**Minutes**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84779355487?pwd=MzRTYmxiSEtrTDZnbkNTRTZCUkxJdz09>

**Meeting ID: 847 7935 5487**

**Passcode: 655161**

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1 **Welcome & Apologies** LM

**Attendees**

Lucinda Mueller – PTA Chair  
Andy Unitt – PTA Treasurer  
Sarah Edwards – PTA Secretary

Ben Moir – Deputy Head

Laura Searle – KG  
Harriet Menzies – KG  
Elsie Negus-Fancey – Reception  
Melissa Thuillier – Reception  
Katherine Vanrenen – Year 1  
Karen Sangiorgio – Year 2  
Caz Oldrey – Year 3  
Ana Maria Knott – Year 4  
Sarah Allen – Year 4  
Laura Jordan – Year 4  
Michelle Knight – Year 5  
Coralie Moore – Year 6/ Nearly New Uniform

Apologies were received from the remaining reps who were unable to attend.

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2 **Chair's Report** LM

2022/23 was another packed year and many events took place with much success both in terms of meeting our objectives in bringing the Longacre community closer together and facilitating strong social relationships amongst parents.

The PTA now has its own social media account on Instagram, and we continue to communicate with the parent body via Classlist.

I would like to take the opportunity to thank all the reps from last year and to extend thanks to parents and staff who support and volunteer on the day. The hard work and time they commit is very much appreciated.

The popularity of children's events remains, and this is reflected in ticket sales. The events generally receive very positive feedback. We have found planning and running these

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events challenging at times because of the need to find additional parent volunteers and it is a reflection of the PTA reps' persistence and dedication that all planned children's events have been able to go ahead.

This year on grandparents' day, the PTA funded a colour run for all the children from reception upwards. It was a fantastic opportunity to see the entire school community come together and share such happy memories with the children. Many thanks also to the staff who got involved it was wonderful to see and for such fantastic memories to be created for the children.

The appetite for parent's events is less strong than pre-covid. We believe this is due to a number of factors; the most important being social-cultural and economic. Parents socialise in smaller groups, and there is less willingness and/ or ability to spend the relatively high amount of money on tickets to attend parent events.

We have been keen to encourage parents and staff attendance at events, and deliberately priced them as low as practical with more emphasis on bringing a community spirit than fundraising. We also wanted to remind attendees how much fun these events are, without cost being a barrier. The reintroduction of the quiz was a notable success with high numbers of parents attending and a staff table. This has been reflected in the numbers which will be further discussed by Andy.

Conversely, parent attendance at the summer party was relatively low compared to previous years, (though further tickets were sold as a result of changing the format of the event from formal to informal). Invitations were extended to staff and governors but with no uptake (the exception being Mr and Mrs Bryan). An attempt to organise a staff vs parents football match was made and only 7 dads were signed up, but no member of staff. The shift in appetite for these events will influence our planning in this coming year.

The initial reaction to the yurt was positive, but parents and PTA reps expressed frustration at the time taken for it to become useable. However, the community was immediately very enthusiastic to support about the climbing wall and it is great to see that it was speedily put in place over the Summer.

In addition to the climbing wall the PTA made smaller but impactful donation to the school in the form of library books. The PTA also voted to fund the cost of the Ukrainian families attending Young Voices, having unanimously agreed to do so. It has also provided second-hand uniform to Ukrainian Children, and it is intended that this will be done for as long as they are in our school.

Second-hand uniform continues to be a well-used provision and it raises a good amount of money. We have lowered prices to encourage sales and improve its function in enabling parents to purchase uniform

cheaply and for sustainability. Any stock that was in too poorer condition to sell, has been recycled. We no longer pay 10% of sale price back to the donor, we instead keep 100% of the proceeds. Additional card machines have been purchased to facilitate quicker sales and reduce the number of "IOUs" thereby lessening the administrative burden on the reps.

The promotion and recognition by the school of the PTA's contributions is excellent in raising awareness for us.

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The PTA's voluntary donation has not been increased for several years and will therefore increase this year from £20 to £22.

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### 3 Treasurer's Report

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I am going to run you through the PTA finances for the past reporting period, which ended on August 31st. There are two documents to reference – the Annual Report and Accounts for the 22/23 period and the associated Treasurer's Report. These documents were attached to the meeting notice on Classlist, and you should also be able to see the Accounts onscreen. But before we go through the accounts, I just want to highlight a few key takeaway points:

Firstly - that the PTA raised approximately £25,000 in the last year, before making any donations. It is relevant to note that our target fundraising goal for the year was to raise in the region of £30,000, which whilst we fell a little short of, we are still delighted to raise what we did;

Secondly – we were able to donate over £20,000 to the school over the course of the last year (as Lucinda mentioned), with a proposed £25,000 contribution towards the newly installed climbing wall expected to be donated during the Michaelmas term;

And lastly – that there is money carried over from prior years fund raising – we will still have approximately £11,000 of cash in the bank (£36k – £25k for climbing wall) once our outstanding receivables, payables and committed donations to the school are taken into account. Historically we 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 we had paid for services with a non-refundable deposit. So, taking that into account, at present we have around £6,000 of reserves to put towards projects for the school before we even begin fund raising for this upcoming year.

If we could now turn to 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 we bank with.

The second page shows 'our statement of financial activities' for this past year which ended on August 31st. We raised £25,491 which you can see on the line called 'total income', compared to over £31,000 the year before. We are now back at pre COVID fundraising levels – we have raised over £25,000 for the second year in a row which the committee are delighted with.

I am going to run down some of the income line items in more detail as I talk through the Treasurers Report – if there is a note reference in the accounts (such as the 'note 3' for the Christmas Fair), then there will be a more detailed breakdown further on in the accounts should you wish to navigate to it.

#### **WELCOME BACK FAIR £0 (2022 £1,237)**

Unfortunately, due to wet weather, the PTA was unable to host the 'welcome back fair' on the first Friday of the new school year.

Last year, the weather was glorious, and the PTA raised £1,237.

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### **MAGIC SHOW, CIRCUS, HALLOWEEN £563**

**(2022 £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.

This year, as with last, 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 154 tickets sold, raising £563, consistent with the prior year.

Historically, 10% of income generated from this first Autumn event would be donated to the annually nominated PTA charity, however in the previous three financial years it was decided to donate from the Christmas fair instead which traditionally raises more money. This was repeated for the current financial year.

### **FAIR £3,549**

**(2022 £3,386) SILENT AUCTION £0 (2022 £0), HAMPER RAFFLE £1,029 (2022 £500), TEA TOWELS £825 (2022 £975) WREATH MAKING £154 (2022 £0) TOTALLING £5,557 (2022 £4,737)**

**(2022 £4,737, 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.

In keeping 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 and the prizes were amazing, with the hampers put together by the class reps using donations from parents and staff. The Hamper Raffle raised over £1,000, which was back in line with usual takings after the decline at the previous fair.

Overall, the Fair and Hamper Raffle raised £4,578, up on the prior year which was a fantastic result.

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Income from tea towels and puddings was £825, slightly down on 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 a small profit of £154.

As agreed at the beginning of the year, a payment of 10% of the Fair profits was donated to an external charity (Disability Challengers), a total of £458.

### **MOVIE NIGHT £330**

**(2022 £400, 2021 £416, 2020 £287, 2019 £155, 2018 £574, 2017 £841)**

Held just before the February half term, the prep school children watched the “Matilda the Musical” Movie, with the pre-prep children watching “Sing 2”. Children were collected from their classrooms and provided with a drink and a snack. The ticket price was £6 per child, with 101 tickets being sold overall (up on 73 last year). A profit of £330 was made after expenses (£400 in 2022).

### **QUIZ NIGHT £75**

**(2022 £35, 2021 £524, 2020 £0, 2019 £1,774, 2018 £2,502, 2017 £1,859, 2016 £2,102, 2015 £2,246)**

After many years away the PTA were able to host the traditional Longacre Quiz Night but with a difference... could you decipher your children’s drawings in the Pictionary round? Could you do your child’s homework? The children were very busy in the weeks running up to the Quiz answering lots of questions...could you work out how they answered???

The ticket price included curry from The Curry Inn, with wines available to pre order in advance and a cash bar available on the evening with a more limited selection of drinks. It turned out to be a fantastic evening and raising £75 after expenses.

### **EASTER EGG HUNT -£36**

**(2022 -£32, 2021 £-75, 2020 -£54 2019 -£90, 2018 -£90, 2017 -£96, 2016 -£132, 2015 -£100)**

The annual Easter Egg hunt is funded by the PTA.

In a morning filled with fun, the children ran around the school completing various activities, meeting the Easter bunny before getting a little prize for all their endeavours!

### **SUMMER FETE £1,738**

**(2022 £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)**

Due to wet weather, the PTA was unable to host the ‘welcome back fair’ and the event was therefore combined with the Summer Fair and held before the summer half term. The afternoon was a similar format to previous years, with inflatable rides, games, a BBQ, and an ice cream stall.

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Tickets were £10 a child which will allow them unlimited use of (age appropriate) inflatable rides, with food and drinks charged separately. We sold 194 tickets and raised £1,738, which is in line with last year and more than we have historically.

### **CAMP OUT £97**

**(2022 £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. The firepit was in action too for some fun in the woods and for toasting marshmallows. The atmosphere was lovely, and the rain even stayed away!

Pitches were £5 a family, with 20 tickets sold. We made a small profit of £97 after expenses.

### **COLOUR RUN -£908**

The colour run was funded by the PTA. After a couple of false starts due to bad weather, it was finally held on Grandparents Afternoon. The PTA provided white t-shirts, the coloured paint, and of course, tea and cake to help everyone recover after all the fun!

### **GIN £54 (2022 £0)**

In 2021, to mark the 75th anniversary of the school, the PTA decided to partner with the local Wessex distillery to label and sell a Longacre branded gin.

198 bottles were ordered from Wessex, with bottles being sold to the school community at £30. Excess bottles were made available to purchase gin by the glass at the Christmas Fair and the Summer events, with any profit being included as part of those activities. There are 20 bottles remaining which will be held in stock and sold at other PTA events for the upcoming year.

### **SUMMER PARTY £695 (2022 £628)**

To celebrate the end of the academic year the PTA decided to organise a Summer Party in the Quad for parents, staff, and friends of Longacre. This replaced the Annual Ball which the committee felt was going to be too expensive to run given the pressures of inflation and the cost-of-living crisis.

Debuted last year it was a huge success (weather aside!) and lots of fun. The best bits from the ball were still on offer but with informal seating and a more casual vibe than the ball. The ticket price of £50 per person (£30 for staff) included casual dining food from Little Fish, a welcome drink and the ever popular "Barcoda Party 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 94 tickets, it was a fantastic evening and raised £695 after expenses.

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### **AUCTION/ANNUAL BALL £6,802**

**(2022 £13,593, 2021 £0, 2020 -£160, 2019 £16,877, 2018 £21,990, 2017 £18,472, 2016 £21,915, 2015 £21,517)**

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 use of a Cottage in the Cotswolds, a private dinner party, VIP 'S Club 7' tickets and rugby tickets - there really was something for everyone. And that included the kids: several of our wonderful Longacre teachers volunteered their time with a variety of masterclasses and activities for 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 success and made £6,802 after expenses. A special mention should be made to Cat Wood, Olivia Kent, and Jo Dowker for organising the event, and to everyone who kindly donated prizes. The PTA were grateful for everyone's support.

As agreed at the beginning of the year, a payment of 10% of the Summer Party/Auction profit was donated to an external charity, a total of £750. The chosen charity for 2022/23 was Disability Challengers, who provide play and leisure for disabled children and young people.

### **ROUNDERS AND NETBALL TOURNAMENTS £0**

**(2022 £0, 2021 £0, 2020 £0, 2019 £146, 2018 £279)**

Unfortunately, the rounders tournament had to be cancelled on the day, due to bad weather.

### **GRANDPARENT'S AFTERNOON & MOTHERS AND FATHERS DAY £0**

Grandparent's afternoon was held as part of the Colour Run.

### **Income from Other Activities**

**CAKE / ICE CREAM STALL £1,150 profit for the year, whereas in 2022 made a profit of £681.**

### **SUBSCRIPTIONS £3,440 £20 per contributing family.**

No Gift Aid was claimed this year, but claims can be made retrospectively, so a claim will be submitted during the new financial year once more declaration forms have been received from parents. The last claim was made was in 2018, which totalled £140 (28 families at £5 per family). We 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.

### **SECONDHAND UNIFORM**

**£4,865 which was up on last year, raising more money than we ever have before.**

**(2022 £4,077, 2021 £2,957, 2020 £3,632, 2019 £3,522, 2018 £3,508, 2017 £3,119, 2016 £2,311, 2015 £3,339).**

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### **EASY FUNDRAISING**

**£33** (2022 £98, 2021 £581, 2020 £90, 2019 £66, 2018 £99, 2017 £102, 2016 £63, 2015 £197)

### **TEXTILES RECYCLING**

**£0** (2022 £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** (2022 £0, 2021 £5, 2020 £16, 2019 £31, 2018 £68)

### **DONATIONS £850**

The PTA received £850 in donations from parents relating to car park spaces, which were not tied to the annual action (2022 £0, 2021 £0, 2020 £300, 2019 £0, 2018 £39).

### **BANK INTEREST £210**

### **LONGACRE SCHOOL DONATIONS -£20,696**

**During the financial year the PTA donated the following monies to the school which purchased:**

- Yurt - £18,696
- Library books -£2,000

It is worth noting that the PTA does not buy anything directly for the school. Instead, it donates some or part of the cost. Any donation has to be agreed and voted on by a majority of the PTA reps, on behalf of the parent body they represent.

### **OTHER DONATIONS -£1,208**

The PTA will donate £1,208 to Disability Challengers, our charity of the year. Disability Challengers provides play and leisure facilities for disabled children and young people.

### **ADMIN, MEETINGS AND OTHER -£729**

This financial year the PTA covered some costs of the Young Voices concert for our Ukrainian families, totalling £117. The remainder of the expense comprises 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 taken into account, the PTA has a net income of £2,860 for this financial year, with reserves carried forward of over £37,000.

### **BALANCE SHEET**

Moving pages to the balance sheet within the accounts, it think it's important to reiterate that the PTA is here to raise income that can then be donated to the school – it doesn't

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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 £36,000 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 £1,550 and creditors or liabilities of £1,207.

Notes 8 and 9 in the *Accounts* provide a breakdown – the debtors are essentially monies we have prepaid in advance for the next Fair which will be expensed when the event is held, and monies still owed from the auction. 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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4     **Approval of 2022/23 Accounts**     AU

No objections raised by attendees. The 2022/ 23 accounts are therefore approved.

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5     **Donation to Longacre School**     AU

20k, relating to money raised in prior years, will be donated to the installation of the climbing wall. This will leave approx 6k for other ventures (after the 5k reserve is taken into account), which can be rolled forward and combined with this coming year's fundraising.

No objections were raised for the donation to Longacre, by those in attendance at the meeting. The donation will therefore carry and be made.

The fundraising items/ goals for the coming year will be advised to the PTA by school at the first PTA meeting of the year, this coming Friday.

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6     **Confirmation of new Committee members and reps for 2023/24**     LM

The full list of reps and committee members is available on the classlist homepage.

The reps and committee were unanimously voted in, by the outgoing reps during the final PTA meeting of the 2022-23 academic year.

Of note, we are still awaiting confirmation from school regarding a teacher rep.

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7     **PTA Charity options to support 2023/24**     LM

The reps will nominate and vote on a charity to support for 2023/24 at the upcoming first PTA meeting of the year.

It should be noted that the PTA supports a local, children's focussed charity each year.

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During the 2022-23 fundraising year, there was discussion over whether the PTA should increase the amount it donates to charity. It was discussed in full by the PTA reps, on behalf of the school community.

Instead, as steered by the school, it was agreed that our charitable donation would not change, but that where possible, PTA funded items would be made available to wider than the school community. Of note, there are plans to hopefully extend the use of the climbing wall during the next academic year to groups outside of the school.

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8     **Fundraising objectives for 2023/24**     LM

This will remain consistent with the previous year, with the aim to raise between 25 to 30k for the upcoming academic year. However, the focus of the events will be on continuing to provide opportunities for developing social relationships within the wider school community and event which help create wonderful memories for our children.

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9     **AOB**     LM

No attendee raised any other matters.

Thank you to those that have attend this evening.

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