

**Honeywell PTFA ANNUAL GENERAL MEETING,**  
**Tuesday 8 October 2019, Honeywell School**



Honeywell Schools PTFA

## **Minutes AGM**

### **Attendees**

PTFA Committee: Sarah Richardson (outgoing Chair and trustee) and Lou Kizwini (outgoing Treasurer and trustee), Rachel Mukherjee (outgoing Co-Chair and trustee), Mina Dorontic (Secretary and trustee), Stewart Tan (incoming Treasurer and trustee), Claudia Casey (incoming trustee), Thomas Gyax (incoming trustee), Hendo Walsh (incoming trustee)  
PTFA advisors to the Committee: Tara Dale (sponsorships and partnerships), Irene Mahon (Eco coordinator),  
School Headteachers: Jane Neal, Duncan Roberts (and incoming Junior Head, Jo Clarke)  
Class reps and parents

**1:** Welcome from Sarah Richardson

**2.** The Minutes of the AGM in September 2018 and the Extraordinary General Meeting in May 2019 were approved.

**3.** Approval of Financial Accounts for the year 1<sup>st</sup> August 2018 to 31<sup>st</sup> July 2019

Lou Kizwini: Presentation and review of draft financial accounts for year ending 31st July 2019. Purpose of the meeting: approve the draft accounts. Meeting minutes to be filed with Charity Commission. PTFA financial year is the same as the school calendar year.

The PTFA had its most successful fundraising year ever, securing income in-year of circa £172,432. This not only represents an increase on the previous year in 2018 of £87,907 but also an increase over 2017 (the last year there was a promises auction) when the in-year income raised was circa £125,491. The accounts show that having made donations to the schools the reserves have increased by £67,702 and are now at £124,950. There was also more diversity in the type of activities with new events delivered by class reps and more opportunities secured with companies that provided sponsorship for the PTFA. As in previous years, most of the twenty one classes and the nursery have held a fundraising activity. The accounts detail the profit of individual class fundraisers as well as all the other PTFA organised events.

As well as the biennial Promises auction the other main fundraisers in 2018/19 were the annual events of Christmas Bazaar, the Summer Fete and the School Quiz. The Promises Auction exceeded all expectations, generating a £74,757 surplus far greater than the £42,796 in 2016/17. Both the Christmas Bazaar and Summer fetes also did extremely well generating

£10,296 and £14,266 respectively. The Autumn term included traditional fundraisers such as the Christmas Card Project, the Christmas Shopping Evening, and the Christmas Tree Sales. Building on the successful Class Calendars fundraiser from the year before, the initiative was extended to more school years. This fundraiser was enabled by sponsorship from John Thorogood Estate Agents thereby generating nearly £3,000 in profits. The annual school quiz also proved popular as ever also generating nearly £3,000. Many of the class fundraisers included bake sales and an ice cream sales but there were also exercise events, seminars for parents and film nights. This demonstrates the diversity of the fundraising events and also the alignment with the PTFA's broader charitable objects. This year also saw the introduction of sponsored events such as the 'Tough Mudder' and the 'Litter Pick' which saw parents and children engaging in healthy sporting and environmental initiatives in order to raise money for the schools. Merchandise Projects' revenue continues to be a useful source of funds with the Honeywell Tea Towels and branded Honeywell School Gear continuing to be popular with the school community. The PTFA has this year expanded the number of opportunities for parents to help increase funds through Amazon Smile and Virgin Giving in addition to the shopping commission from purchases made via "TheGivingMachine" website and Riverford boxes.

#### PTFA Charitable activities

The PTFA retains a focus on its charitable purpose and utilises funds (in addition to the school funds) to enable various initiatives by supporting such events as the Bug Busting fortnight, Walk to School week and providing a contribution to the children's Christmas lunch. The PTFA also makes a significant contribution to the Year 6 leavers' activities with funding to support the Leavers' BBQ, the Leavers' hoodies and the production of the Leavers' yearbook. Events such as these are shown under PTFA charitable activities in the accounts.

#### The School Crossing Patrol (SCP)

In 2018/19 there was no specific campaign run for the SCP but (which is fully funded up to the end of the Spring Term 2019) although funds were being donated to the SCP via the sponsorship of Savills Estate Agents. The current income to pay for this service is held in our Special Projects Account. It is treated as restricted funds and is assigned solely to pay for the SCP. These are not part of the distributable profits to the Schools. Should this service cease to run, all monies will be transferred to the Honeywell Schools PTFA main account although a term's funding will be retained at all times to ensure a managed close-down of the service.

#### Our partners and sponsors

The PTFA is fortunate to have several corporate sponsors that support different events including the Christmas Bazaar and the Summer Fete. Our main sponsor is Hamptons Estate agents. They have generously sponsored the PTFA in accordance with a 3 year agreement negotiated in 2016. The sponsorship includes cash for agents boards twice a year as well as the printing of raffle tickets, posters, letters, advertising material, the Year 6 programme and Sting. Hamptons also attend several of our major events in order to provide manpower and to allow them to publicise their sponsorship. We would also like to thank all our sponsors for the generous support in 2018/19 including Oddonos, Uncommon, Orchestrate, Gentleman and a Van and Killik, Bellevue Cleaners and John Thorogood Estate Agents.

### How the funds raised are distributed

The PTFA seeks proposals for funding from the Heads of Schools at the PTFA Management meetings. It is expected that the heads will have sought a steer from the School Governors and have used input from the schools' staff teams to form their proposals. The proposals are shared for consultation with the wider school community via the Class Reps Committee. Having obtained feedback from these sources the finalised proposals and funding requirements are agreed by the Trustees. This year the PTFA Committee endorsed a proposal to fund the schools according to need as opposed to a strict equal division of funds although the expectation is that the split in funding will never be greater than 70:30 in any one year. In 2018/19 the PTFA donated 59,800 in total with £23,000 to the Infants School and £36,800 to the Junior School. The Infants school donation was utilised for the STEM equipment whereas the the Junior School donation was used primarily for the refurbishment of the Junior School playground. This was in addition to some funds held back by the school from the previous year also allocated to the Junior playground improvements. As well as these major expenditure items a small proportion of the donations were used to contribute to the cost of school trips, class and year group workshops, gifts and rewards, refreshments, curriculum and club improvements.

### Looking forward to 2019/20 and beyond

After several successful years of fundraising, the PTFA reserves have been built up a considerable value. The reserves of the general account are just over £117,000. The PTFA Committee has received an initial proposal from the Schools for a new rolling 3-year funding plan with a much broader opportunity for initiatives and items than have been funded previously. This three year plan enables the school to take a more strategic approach to PTFA fundraising and to consider the longer term funding requirements. The current level of reserves although higher than ever before will be fully utilised in the next year and more fundraising will be required to ensure adequate funds for the for major school assets such as the playgrounds and ball spaces that require regular refurbishment. For the Infants school the initial proposals for the 3-year funding relate to improvements in; the audio for the halls, the garden, the playground and the IT suite. For the Junior school, initial proposals are for further improvements in the playground, classroom facilities, staff room facilities and new display boards as well as investment into IT equipment and Whiteboards in classrooms. These proposals will be developed further in 2019/20 through the PTFA Committee for consultation with the PTFA Reps and wide school community.

I am happy to answer specific questions about the numbers or any question on the report.

No questions asked and draft financial accounts were approved subject to final accounts being sent out once completed by the bookkeeper and external examiner.

Sarah Richardson, Chair: The process now is to send out the final accounts to everyone once they have been completed and for parents to let us know if they have any questions or objections before we file them.

**4.** The new PTFA committee members 2019/2020 and trustees of the charity were nominated, seconded and voted in:

- Rachel Mukherjee – Chair
- Stewart Tan – Treasurer and book-keeper
- Mina Dorontic – Secretary
- Claudia Casey – Communications
- Thomas Gygax – Junior school fundraisers lead
- Hendo Walsh – Infant school fundraisers lead

In addition, Tara Dale and Irene Mahon were introduced as PTFA advisers on commercial sponsorships and partnerships and eco projects respectively.

**5.** Kitty Blyth was officially appointed as external examiner for the PTFA financial accounts.

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