



**WILLIAM PENN PTA AGM**  
Registered charity (No. 1134936)  
**19<sup>th</sup> September 2024**  
**MINUTES**

**Attendees:**

**William Penn Teacher**

Mrs Constable (Acting Head Teacher)  
Katie Passfield

**William Penn Parents**

Roger Lewis  
Lucy Huggett  
Rachel Kerry  
Oliver Pohlman  
Katie Eversfield

Miriam Jarvis  
Harriet Buckley  
Laura Pohlman  
Leanna Cornelius

**Apologies:**

**William Penn Parents**

Steph May-Hills  
Rachel Osgood

**1 WELCOME & INTRODUCTIONS**

RL started by welcoming all attendees to the William Penn PTA AGM and talked through the agenda.

Introduction of current committee members:

- Mrs Constable
- Roger Lewis – Year 2 (Fox): Lilly
- Lucy Huggett – Year 5 (JBB): Jac
- Miriam Jarvis – Year 5 (JBB) + Year 6 (JBB): Ollie & Oscar
- Rachel Kerry – Year 5 (JBB)

RL explained that AGM has been brought forward to fall in line with academic year and that as a parent at the school or a member of school teaching staff you are automatically a member of the PTA.

**1. MINUTES OF PREVIOUS AGM (29<sup>th</sup> January 2024)**

- Copies of minutes circulated to attending members
- Approval unanimous from 11 attendees

**2. MATTERS ARISING FROM THE MINUTES & THANKS**

RL summarised (further detailed in his report Appendix A) the successful year that the PTA have had, establishing a functioning and working PTA and the financial benefits to WP. RL expressed the committee's gratitude to volunteers, parents and carers for their contribution at events and emphasised that the teachers at William Penn have played an integral part. Highlighting the Summer Fete, Horsham Parade and Terracycle recycling scheme. RL addressed the huge contribution of NG and KL in setting up the PTA, overseeing the

administrative tasks, policies and finances. Thanks to them the PTA is now in a great position for the current academic year.

#### **4. CHAIRS REPORT FOR FEB 2024 to SEPT 2024**

RL read his Chairs report – please see Appendix A

#### **5. TREASURER'S REPORT FOR YEAR ENDING 31<sup>st</sup> JULY 2024**

RL read the Treasurer's report from NG – please see Appendix B. RL highlighted that PTA financial donations to WP in 2024 exceeded that of the previous 5 years combined.

#### **6. ACCOUNTS**

RL informed committee that as per NG report the appointment of an Independent Examiner of Accounts for year ending 31<sup>st</sup> July 2024 is not required due to turnover being less than £25k. Balance of PTA accounts are available to all for transparency.

#### **7. ELECTION OF OFFICERS AND TRUSTEES OF THE COMMITTEE**

RL explained that Committee members are elected during the AGM to serve for the term set out in your PTA's constitution. If there are more nominees than places available, the positions will be elected by a majority vote of members attending the meeting. If you're short of nominations, you can ask for volunteers to be elected at the AGM. RL then addressed the election part of the AGM, explaining that the PTA convenes monthly and given that they were a new committee, roles needed to be assigned at the AGM with members voted into those roles. The newly appointed positions are:

##### **Chair**

Name: Rachel Kerry  
Nominated by: Miriam Jarvis  
Seconded by: Lucy Huggett  
Majority Vote: Y

##### **Treasurer - UNAPPOINTED**

Name:  
Nominated by:  
Seconded by:  
Majority Vote: Y/N

##### **Secretary**

Name: Steph May-Hills  
Nominated by: Rachel Kerry  
Seconded by: Lucy Huggett  
Majority Vote: Y

##### **Ordinary Members: (en bloc)**

Names: Harriet Buckley, Katie Eversfield, Rachel Osgood  
Nomination: Mrs Constable

Seconded: Miriam Jarvis

Majority vote: Y

## **8. OTHER ITEMS**

RL advised that no changes had been proposed to our PTA's constitution

- Current constitution - approved on majority vote
- Current policies - approved on majority vote

RK raised that at next committee meeting a contact name will be confirmed for the Volunteers policy

## **9. AOB**

### **9.1 NEXT PTA MEETING**

Monday 7<sup>th</sup> October 3.30pm at WP

- Discuss Harvest Festival (25<sup>th</sup> October)
- Christmas event (date TBC)
- Horsham Parade entry 2025 (KP)
- Set 2024/ 2025 dates for PTA events and distribute to parents to encourage volunteers

### **9.2 PTA CONTACT DETAILS**

[williampennpta@outlook.com](mailto:williampennpta@outlook.com)

<b>Subject</b>	<b>Action</b>	<b>In Charge</b>	<b>Deadline</b>
AGM Minutes	RK to write up the AGM Meeting Minutes and distribute accordingly.	RK	23 <sup>rd</sup> Sept
PTA WhatsApp Group	RK to add new Committee members to the PTA WhatsApp and volunteers to PTA events WhatsApp	RK	23 <sup>rd</sup> Sept
DBS checks for Committee members	AC/ RK to check with Janet Lees whether all committee members are required to have DBS checks	AC/ RK	7 <sup>th</sup> Oct
Forest school at Harvest festival	Ask WL if she would be happy to give opportunity for parents to see Forest school area	AC/ RK	7 <sup>th</sup> Oct

### **Distribution:**

**William Penn Teachers**

**William Penn PTA Committee**



## APPENDICES

### **Appendix A – Chairs report**

#### **PTA Chair's report – Sept 2024**

Our PTA is about much more than simply fundraising. The PTA exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school and enhance the school's community.

As a registered charity we have ensured that we follow the guidelines set out by the charities commission.

There are 2 highlights over the last year in my opinion. The first being the Summer Fair which exceeded our expectations in terms of income and volunteer support, and secondly, the fact that we now have a fully functioning PTA committee which has been adding value to the school over the last year. Before the end of the last calendar year, there hadn't been much of an operational PTA for a few years.

In terms of how the PTA has benefited the school in the last year, I will wait until we come to the Treasurers report as this details very well how the children have benefited from their PTA.

I owe a big thanks to all the volunteers who have supported at the events we have done over this year and the committee members who have given up their time to attend meetings, support with events and add a huge amount of value by sharing ideas and thoughts to make us a successful PTA.

A big vote thanks also goes to all the teachers at William Penn who have supported us and in particular Mrs Constable who has attended our committee meetings and accommodated so many requests from the PTA. Whether it be communicating out to parents on our behalf, or allowing initiatives like teracycle to become part of the children's day, it has all made such a difference.

As I mentioned previously, the PTA re-formed at the tail end of last year and this was in no small way, due to the efforts and energy of Neil Gallagher (our outgoing Treasurer) and Kathy Haines (our outgoing secretary). They both threw themselves in at the deep end and into their respective roles and where a driving force throughout the year so thank you to you both.

As the majority of us on the PTA this year were carrying out our roles for the first time, many of the events were a first attempt and came with lots of learnings for next time. We have been capturing these throughout the year so if we or a new committee in the future wants to put on a similar event, we know some of the 'watch outs' before hand.

Some examples of the feedback from our summer fair include a better advertising campaign and the need for more sponsors of the day to improve our revenue. I will not articulate all the feedback now, but a copy of the document produced is available to anyone who would like to see it which includes lots of operational opportunities of the day as well.

Looking ahead to the coming academic year. our first committee meeting following the AGM will be our opportunity to review all the ideas put forward and plan in what events we would like to do. The school have already reached out regarding the school disco, and I am sure Christmas will be firmly on our minds soon.

A key theme throughout this year has been how we can ensure everyone feels welcome and can be a part of the PTA in a way that suits them. With this in mind, we would like to implement an open meeting policy for our regular monthly meetings. The hope is to hold these over a Teams/Zoom call in the evenings. The idea will be that everyone who is a member of the PTA (all of you) are welcome to join these meetings.

Committee meetings on the other hand will be reserved for all members who are voted onto the committee at the AGM (or co-opted later if require). Our constitution states that we need to have 3 committee meetings a year and these are important as only committee members hold the right to vote on decisions.

Roger Lewis

## **Appendix B – Treasurer's report**

### **Treasurer's report 2023-2024 Prepared by Neil Gallaher**

We started the year with £11,031.81 in the bank, and with no donations having been made to the school for a few years our aim was to start using that money for the benefit of the children's education and the school community. We were successful in doing this, after donating more to the school this year than the previous 5 years combined.

The charity's income for last year was £2,665.16, and total expenditure including donations to the school came to £7,998.28, leaving a surplus of minus £5,333.12. Donations to the school totalled £6,910.23

£4,000 of the amount donated to the school last year was for a previously promised donation to support the work undertaken to improve the wooded area and a running track. The school provided paperwork showing the amount had been expected from the PTA and trustees who were around at the time remembered the amount being promised.

Other projects the PTA funded last year included a STEM day for all year groups, new phonics books for KT1, music lessons for KS2, and we funded the school's entry into the Horsham school parade which included a whole school art workshop.

The charity's account has a current balance of £5,708.69. There are no outstanding funds to pay.

Having the accounts checked by an accountant each year is not required until the annual turnover reaches £25,000. In the past we have used the services of a previous treasurer who is a chartered accountant to review our accounts each year, to ensure they are completed to the required standard. Although I am not an accountant, I am confident in the requirements to be able to offer to review this coming year's accounts if the new treasurer would like this for additional due diligence.

The next treasurer will have a comprehensive handover guide produced by myself, and I offer my support until they have settled into the role.