

**Martlesham Primary Academy**  
**PTFA Annual General Meeting**

**AGENDA**

Thursday 11th January 2024



Those present:

Agenda Items	
1. Chair's report (Copy attached)	
2. Treasurer's report (Copy attached)	
3. Appointment of Independent Examiner for accounts for the Year ending 31/12/2023	
4. Election of committee	Chair Vice chair Treasurer Secretary  Other committee members:
5. Any other business	
6. Next meeting date	

## **Chairs Report**

**Martlesham Primary Academy PTFA**

**Annual General Meeting – Thursday 11<sup>th</sup> January 2024**

I am very happy to share with you that our PTFA has had a successful year in 2023.

Our team is made up of very few member's yet we have held no less than eight events during the past year. Our school community has consistently reported back that they have enjoyed all events and therefore we will look to run to a similar schedule next year.

The PTFA have helped the school with the following in this past year -

- Donation to Outside Learning Area
- Donation to the set up & upkeep of the Community Garden
- Purchase of 2 Ipads for class use
- £100 Per Class towards the cost of school trips
- Donation towards the cost of the leavers hoodies
- Ice Poles for all of the children on Sports Day
- Santa gifts for all of the children at Christmas
- Provided new nets for Basket Ball and Net Ball hoops.

I believe we can be pleased as a PTFA that we are not only organising events that our children and their families enjoy and may not otherwise experience. We are also helping in these families and the school in times of financial difficulty to provide things that otherwise the children may not have.

Thank you committee and the school community for your support.

Jo Garrod- Spall

## **Treasurers Report**

**Martlesham Primary Academy PTFA**

**Annual General Meeting – Thursday 11<sup>th</sup> January 2024**

**In the 2023 financial year we have made several large donations to the school for the outdoor areas, this being for the set up of a school community garden and the forest school area. (These donations were actually made the end 2022 but are in this year's accounts)**

**We have also supplied 2 Ipads to the school for the two classes that did not have one and also made a £500 donation towards school trips. I know for parents the trips donation especially is such an important thing when money in many families is tight.**

**Going forward I propose donations for school trips and leavers hoodies will be an annual payment for as long as we can sustain this.**

**We currently have a very healthy bank balance of just under four thousand pounds due to this year's fundraising covering payments that we have made.**

**We are in the process of donating a further five hundred pounds for school reading books but if we can aim for an income such as last year we should again, next year, be in a good financial position**

**Jo Garrod- Spall**

## Martlesham Primary Academy PTFA AGM EVENTS SUMMARY JAN 2024

### Mother Day Gift Sale

Income	£	235.00
Expenses	£	99.06
<b>Profit</b>	<b>£</b>	<b>135.94</b>

### Christmas Bauble Competition

Income	£	34.00
Expenses	£	43.75
<b>Profit</b>	<b>-£</b>	<b>9.75</b>

### Easter Egg Competition

Income	£	66.00
Expenses	£	23.76
<b>Profit</b>	<b>£</b>	<b>42.24</b>

### Fathers Day Gift Sale

Income	£	218.30
Expenses	£	68.21
<b>Profit</b>	<b>£</b>	<b>150.09</b>

Total income from events 2023  
£ 2,936.09

Total expenditure from events 2023  
£ 1,057.78

### Summer Fair

Income	£	1,675.42
Expenses	£	564.00
<b>Profit</b>	<b>£</b>	<b>1,110.98</b>

**TOTAL PROFITS FROM EVENTS IN  
THE YEAR 2023**  
**£ 1,878.31**

### Pumpkins Hot Chocolate Event

Income	£	106.77
Expenses	£	48.50
<b>Profit</b>	<b>£</b>	<b>58.27</b>

### Christmas Disco

Income	£	353.50
Expenses	£	193.85
<b>Profit</b>	<b>£</b>	<b>159.65</b>

### Christmas Hamper

Income	£	247.10
Expenses	£	16.65
<b>Profit</b>	<b>£</b>	<b>230.45</b>

**Martlesham Primary Academy PTFA**  
**Treasurers Report AGM 11.01.2024**  
**Financial Year 2023**

<b>Balance B/F from 2022</b>	<b>£ 4,780.90</b>		
<b>Income</b>		<b>Expenditure</b>	
Total Income from Events	£ 2,936.09	Total Expenditure from Events	£ 1,057.78
2022 Income C/F to 2023	£ 450.45	2022 Expenditure C/F to 2023	£ 1,639.74
Refund/Sale Left Over Goods	£ 25.32	2 x Ipads	£ 546.40
		Ipad Cases	£ 31.74
		Leavers Hoodies	£ 200.00
		Raffle License	£ 40.00
		End of Term Selection Box	£ 118.80
		End Of Term Dairy Free	£ 10.00
		Class Trip Funding	£ 500.00
		Garden Donation	£ 24.00
		Amazon Misc Costs	£ 29.93
		Sports Nets	£ 16.42
		Parentkind Membership	£ 72.00
 End of Year Adjustment	 £ 3.95		
 <b>TOTAL</b>	 <b>£ 3,415.81</b>	 <b>TOTAL</b>	 <b>£ 4,286.81</b>
 <b>Balance Carried Fwd</b>	 <b>£ 3,909.90</b>		 <b>£ 3,909.90</b>
 <b>Total Cash Carried Forward</b>	 <b>£ 31.15</b>		
<b>Current Account Total C/F</b>	<b>£ 3,878.75</b>		

**Notes :**

School garden was donated £500 - £459.89 taken 2022 / £24 taken May 23 - £16.11 remains  
Sports Day Ice Poles were incl on Fathers Day Accounts therefore not shown here.