

Countess Gytha PTFA AGM

Meeting Held at: Countess Gytha Primary School

26th February 2026

Meeting opened 09:00, meeting closed 09:35

Present - Nicki Rowlands (NR), Heidi Brownhill (HB), David Gordon (DG), Micaella Hills (MH), Katie Sweby (KS), Jen Price (JP), Wes Price (WP), Davina Fletcher (DF), Amy Shore (AS), Lucy Woodruff (LW), Karen Annetts (KA), Alex Inskip (AI), Jane Hewlett (JW), Natalie Hoddinott (NH), Chloe Sheehan (CS), Lizzie Spyrou (LS), Wendy Flagg (WF)

Apologies- Peter Fletcher & Tara Andrews

- Minutes of last meeting read ALL APPROVED. No matters arising.

Chairperson's report

Reporting period: 7th March 2025 – 26th February 2026

Over the past year, Countess Gytha PTFA has continued to organise a wide range of events and fundraising activities for our school community. Highlights have included the Summer and Christmas Fairs, school discos, a film night, the ever-popular Rainbow Run, a successful Bingo evening and a series of mufti days.

We were also pleased to run the popular “My Child’s Art” Christmas designs again. These events not only raise valuable funds but also create enjoyable experiences for our children and families.

Alongside our larger events, we benefit from several regular income streams. The on-site clothing recycling bin, provided by Astra Recycling, continues to generate steady funds. We also run a weekly Friday tuck shop, second-hand uniform sales, participate in the Easyfundraising scheme and receive commission from My Name Tags, Stampstastic and Stikins.

As with many PTAs, the rising costs of larger events such as the fairs and Rainbow Run can reduce overall profit. We would welcome sponsorship or donations to help offset these expenses and are always open to new ideas to maximise fundraising opportunities.

Throughout the year, the PTFA has funded a number of regular items including Bookman Challenge prizes, Easter egg hunt supplies, Year 6 leavers’ books, contributions towards school trip transport and the library system subscription. We work closely with the school to ensure spending reflects the school’s current needs and remains within our constitutional guidelines, aiming to support all classes across the academic year.

Planning is already underway for the Easter Bingo in March, Rainbow Run in May and the Summer Fair in July, which we are excited to say will be held on a Saturday this year- for the first time. We are always keen to hear new ideas and welcome additional volunteers. While we are fortunate to have a dedicated committee, extra helpers are always appreciated.

I would like to thank the entire PTFA committee for their continued hard work and commitment.

Thank you also to Mr Gordon and all the staff for their ongoing support, and finally to all parents and carers for your continued generosity and encouragement. Your support makes it possible for us to provide valuable extras and experiences for the children at Countess Gytha.

NR mentioned that we must put some thought into who will take over as Chairperson, as she will need to step down at the next AGM (next year will be her son’s last year at Countess Gytha) and similarly we must also think towards a replacement treasurer when HB will need to step down in a couple of years for the same reason. KS suggested that we ask her partner who has a background in finance. All agreed to pursue this as a possibility.

NR asked if anyone had any questions or suggestions for the year ahead. DF suggested an “Elf” run at Christmas and HB suggested we think about moving the colour run to September so that we don’t clash with the sponsored Charity run held by the school at the same time of year. JP suggested holding a Valentines/ friendship disco in February. All agreed these were worth looking into.

Treasurers Report for Countess Gytha PTFA

Financial Year 1st September 2024 to 31st August 2025

This year was much more successful on income generated and we were much more careful with the events chosen to manage our time on making sure we make events affordable for all to attend. Our biggest earners being the Xmas fayre, donations from charity work, rainbow run, easter bingo and the summer fayre. However the summer fayre creates the most work and the most outlay with not big profits.

Overall fundraising events generated a profit of £4,082.66. From this we had general expenses for licenses and purchases of £186.25 and donated £2,221.86 back to school.

The total income generated from fundraising activities was £7,122.59 with expenditure of £3,039.93. The attached report shows a breakdown of these figures by individual event (in date order).

Countess Gytha PTFA ends the financial year with a bank balance of £3,541.56.

2025-2026

We have now registered with HMRC and Charities Online. This now enables us to claim for gift aid in sponsored events and donations.

As a quick guide to how we are progressing this year we have currently raised income of £3469.21 and have had outgoings of £1,207.30. Giving us a profit of £2,261.91. We have already donated £619.56 plus £625 going to preschool from a donation with successful gift aid claimed. Preschool also have allocated money of £90 for their transport and the main school having the library subscription due soon.

Almost through two thirds of the year, we still have more fundraising activities planned for the rest of the year including the summer fayre and end of year discos, Rainbow Run and Easter Bingo.

Heidi Brownhill, Treasurer of Countess Gytha PTFA, February 2025.

Statement of Financial Activity for the Year Ended 31/08/2025

Income generated by fundraising activities (see separate list)

Gross Proceeds	£7,122.59
Less Associated Costs	£3,039.93

Net Income Generated	£4,042.50
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Less costs of Countess Gytha PTFA	
Parentkind annual membership	£162.00
Raffle license	£20.00
Bank Charges	£4.25

Total Running Costs	£186.25
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Distributions Made:

Christmas crackers	£55.27
Cinema trip	£70.00
Pantomime	£200.00

Badminton Nets	£34.99
Fiver Challenge	£492.90
Books for Christmas Challenge	£36.72
Class Xmas boxes	£141.55
Coaches for trips	£375.00
World Book Day	£86.09
Easter Eggs	£60.00
Coach for preschool	£75.00
Library subscription	£325.00
Ice Cream Competition	£10.00
Easter Bookman challenge	£32.61
Leavers Books	£197.82
Sports day Ice Lollies	£28.91

Total distributions **£2,221.86**

Opening bank balance **£1,883.67**

Closing bank balance **£3,541.56**

Fundraising Activities **Income** **Expenditure** **Profit/(Loss)**

Fundraising Activities	Income	Expenditure	Profit/(Loss)
2 nd Hand Uniform	£92.60	£0.16	£92.44
Astra Recycling	£170.30		£170.30
Easy Fundraising	£200.07		£200.07
UV Disco	£292.50	£242.16	£50.34
Christmas Fayre	£1337.01	£501.01	£836.00
Film Night	£188.00	£56.50	£131.50
Christmas Cards	£92.53	£5.15	£87.38
Rainbow Run	£557.00	£260.41	£296.59
My Name Tags	£29.00		£29.00
Tuck Shop	£429.52	£318.28	£111.24
Fiver Challenge	£417.10	£140.71	£276.39
Summer Fayre	£1,383.69	£891.49	£492.20
Stampastic	£11.12		£11.12
Summer Disco	£345.00	£241.20	£103.80
Xmas Jumpers	£15.00		£15.00
Asda Cashpot	£145.28		£145.28
Smarties Challenge	£326.81	£138.95	£187.86
Surplus Stock		£92.78	-£92.78
Donations	£564.00		£564.00
Easter Bingo	£485.90	£151.13	£334.77

Total Fundraising **£7,082.43** **£3,039.93** **£4042.50**

Committee member elections-

Chairperson: Nicki Rowlands

Vice Chairperson & poster design: Katie Sweby

Secretary: Tara Andrews

Treasurer: Heidi Brownhill

Social media: Jen Price

Additional committee members:

Micaella Hills, Peter Fletcher, Lucy Woodruff, Amy Shore.

All agreed. Postions voted on 'en bloc' as above. Proposed Heidi Brownhill & seconded Davina Fletcher

NEXT MEETING DATE

- Feb 2027 Date TBC