



## PTFA AGM Minutes – Tuesday 28<sup>th</sup> February 2023

Attendees – Christine Legge (CL), Louise Pemberton (LP), Kev Young (KY), Christine Reeve (CR), Charlotte Eccles (CE), Lisa Moore (LM), Louisa Howarth (LH), Lee Glynn (LG), Rachel Carter (RC)

Apologies – Anne Taylor, Lisa Bowden, Helen Carter

Minutes were taken by Rachel Carter

**Welcome** – RC welcomed all the attendees, it was noted that we did not have many new parents, and we discussed the reason for this. We will all look at raising the profile of the PTFA, explaining what we do and how much we add to school life for the children. We will all work together on Recruitment.

**Brief Financial Overview** – KY gave a breakdown of the current bank account and how much was raised at the events over the last year. At the end of the academic year in July we banked £621.52 and donated £1500 to school. The spooky film night raised £591.91 (which is a record fundraiser, due to low running costs) and the Winter Wonderland Fair raised £923.73, plus over £200 on ParentPay for the grotto tickets which went directly to school. We donated another cheque of £1800 in January 2023.

Our current bank balance is £677.42 and we have a £600 float in cash to use at events.

In the past the PTFA have bought a full class set of iPads, playground equipment, musical instruments, paid towards the refurb of the Environmental Garden and provided the picnic tables for the Chill Out Zone. Over the last year we have also given money to school to cover the costs of –

- New starter book bags
- A book about starting school

- Water Bottles for new starters
- Leavers signature books
- Leavers Pens
- Shortfall on trips (approx £450)
- Large shortfall on Young Voices to make it affordable for all (£320 last year)
- Subsidy to enable free milk for all reception class
- Staff end of term thankyou gift
- Christmas gifts for volunteers and sports coaches
- Buffet for staff on inset days in September
- Spare underwear for when children have accidents
- £1000 towards the new accelerated reading scheme
- £500 to the eco committee (not yet been spent)

There is currently £420 left that has not allocated to anything. This will probably be used up in the summer term. This helps with the spiralling costs of all items.

LP mentioned that when helping with the Wild Garden, she witnessed a Year 6 child change considerably when helping with planting etc, she could see the benefit of time helping outdoors and how this affected the child. Mrs Smith has ordered a large amount of Earthworms using the PTFA donation, and these worms will create healthy soil for the plants to thrive.

**Re-election of PFTA roles** – LG took over this part of the meeting and thanked all members of the PTFA for their continued hard work and support. We all discussed the importance of a recruitment drive, and how this would make a difference moving forwards.

Chairman – Rachel Carter re-elected for one more year, with a view to stand-down end of academic year 2023-2024 (July 2024).

Vice-Chairman – Christine Legge re-elected, Christine is our Food lead, working in the School kitchen she can transfer these skills to times when we need to cater/sell food.

Treasurer – Kev Young re-elected for approximately another 2 years, he will continue with this role until his son leaves High School. Need someone to start shadowing this role over the next year.

## **New Roles**

Vice-Chairman x 2 – Louise Pemberton and Charlotte Eccles elected jointly in the roles to learn the ropes, with a view to increasing PTFA member numbers and potentially taking on the Chairman responsibilities in the future.

Secretary – Louisa Howarth elected in this role, transferrable skills from work and enjoyed helping out at events.

Thank you so much for all the new members of the team, it has breathed new enthusiasm into the PTFA group as a whole and we look forward to the first event run by our new members.

**Easter Event** – A family event was discussed with LG saying that he would be able to run an Easter Bingo night for families at attend, as he had done this at his previous school. A date was set for Wednesday 29<sup>th</sup> March, 6.30pm – 8.30pm and the ticket price would be approximately £5 per family ticket or £1 a book etc. There would also be a raffle. LP and CE asked to take the lead on this event, it would give them a really good first task to get started in the roles, and it's not something we have done before (a long time ago maybe) so it can be organised from scratch.

**Summer BBQ** – We had a short discussion about the Summer BBQ, it was only initial ideas because there is plenty of time to organise this after Easter. The date may potentially be a week earlier than usual, as this eases the craziness of the last few weeks of term. The potential date of Friday 30<sup>th</sup> June was put forward. We discussed food on offer, CE put forward the idea of an external catering company coming in to sell food, eg. Bullhorns trailer, but the profits would go to them and not to school so it would reduce our fundraising amount. CL mentioned she thinks we could cook burgers and sausages BBQ style, potentially using the school main kitchen and opening up the Infant Playground as a Food Court. We could have an ice-cream stall/make your own ice-cream sundae area, or even hire a Mr Whippy style machine.

We will aim to run all the usual stalls including face-painting, and we could maybe open the new Wild Garden with a ribbon cutting ceremony and have a donation bucket ready for the Eco-Committee.

**Leavers' Disco** – Date in the diary is Thursday 20<sup>th</sup> July and we discussed having a DJ, this would be preferred as they keep the children entertained. Need to ring round for prices and try to find someone affordable. May have to increase the price of entry to cover DJ costs.

**Other Fundraising Ideas** – Crazy hair day, Break the rules day – ideas to make a good amount of money with minimal effort. These would be good if we had a specific item in mind to raise money for.

**Other Items for Discussion** – CE and LP mentioned they had discussed having a designated Facebook page for the PTFA. RC and CL explained this had been tried before, and unfortunately it was not successful and had to be closed down. Willing to try this again as it may help to raise the profile.

RC will look into creating more information on the PTFA webpage, we could at least put upcoming events on there and a bit more about the PTFA and what it does. LG will look into getting a login for RC and this can be actioned.

We discussed looking at things from the child's perspective, what they would like and what they would gain from the money raised. We will maybe do an all student survey, or focus group. Or ask students to pass their ideas onto the Student Council, who can then feed it back to the PTFA team.

As always, thank you to those who came to support the PTFA team. Thank you so much to those who took on roles as this is what the team needs to increase in numbers and enthusiasm. If anybody needs to get in touch, or would like any further info, please call Rachel on 07834 557409, email [rachelcarterptfa@hotmail.co.uk](mailto:rachelcarterptfa@hotmail.co.uk) or give me a shout on the playground. You can also speak to Lee Glynn at school, who would be happy to discuss a bit more of what the PTFA does.

Thank you!

*Rachel*