



# Maharishi School

PARENT TEACHER AND FRIENDS ASSOCIATION

Maharishi School Parent, Teacher and Friends Association

Cobbs Brow Lane, Lathom, Ormskirk, L40 6JJ

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## Minutes of PTFA meeting

<b>Meeting:</b>	Hanover/ Close down Meeting	<b>Location:</b>	Primary School
<b>Date:</b>	15 <sup>th</sup> May 2025	<b>Time:</b>	3.45pm

### Attendees:

Lisa Smith (LS) Chair Jenny Garrity-Searle (JGS) Secretary Rachel Hobson (RH) Vice Chair Kevin Mulhall (KM) Paul Magee (PM)	Lisa Lymath (LL) Shauna Lunn (SL) Annali Kench (AK) Toby Mercer (TM) Lisa Edwards (LE)
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### 1.0 Welcome:

- 1.1 LS welcomed everyone to the meeting and thanked everyone for their continued support.
- 1.2 LS updated on the Parbold event which was a massive success and the Charity Bingo night which was also a success and has been donated to the just giving page of Tehinnah.

### 2.0 Formalities:

- 2.1 LS explained that with immediate effect herself (Chair), Keith Garrity (Treasurer), Jenny Garrity-Searle (Secretary) will be stepping down from their positions. RH wished to stay in her role as Vice Chair. Resignation letters are attached.
- 2.2 The Positions of Chair, Treasurer and Secretary were vacant roles. If PTFA wishes to continue then these positions need to be filled, and a new constitution needs to be signed.
- 2.3 Toby Mercer showed his interest in Chair, Annali Kench showed her interest in Secretary and the role of Treasurer was nominated to Sarah Philips with her consent.
- 2.4 The role nominations were voted on and as there was no other interest for the roles these were allocated to:
  - New Chair (TM) Toby Mercer
  - New Secretary (AK) Annali Kench
  - New Treasurer (SP) Sarah Philips

### **3.0 Head Teachers Report**

- 3.1 Thanked Current PTFA for all they have achieved and contributed to the school.

### **4.0 Constitution, Code of Conducts and Parentkind**

- 4.1 The Constitution was dissolved and a new constitution will need to be adopted by the new committee members. Signed Dissolved Appendix attached.
- 4.2 Parentkind membership was discussed and the value it adds to the PTFA is huge. LS advised TM to adopt a new parentkind membership and constitution along with the code of conducts so no issues with members arise in the future
- 4.3 LS explained the code of conducts and constitution are all on the school website and can be amended to the names of the current committee. LS and JGS alliterated how valuable the code of conducts were as it sets expectations and especially when parents, friends' family and staff have any volunteer days no one would expect to be paid for their work.
- 4.4 Conflict of interest policy was also raised and TM asked how a conflict could arise. LS explained that the PTFA main goal is to fundraise for the school and spend as little money as possible in raising the funds for the school with the funds raised being used to advance the education of pupils in the school in particular by developing effective relationships between staff, parents and committee members and engaging in activities or providing facilities or equipment which support the school and advance the education for pupils on both sites.
- 4.5 KM asked if the Parentkind membership had an expiry date for any future events with insurance. LS and JGS advised this had ceased and any future events were not covered under the current insurance policy.
- 4.6 LS shared the basic information that is required once a constitution is adopted
- Minimum of 3 meetings a year
  - Minutes must be taken for every meeting and published in a public place. (School Website is where all meeting minutes are at the moment)
  - Quorums must be met for any votes 2 thirds of members Present.
  - Decisions must be majority vote
  - AGM must be held every year
  - Any conflict of interest would need to be discussed before and the interested party cannot vote on the conflicting part of the meeting.
  - Records of accounts and annual reports and returns are to be documented and made public (School Website)

## **5.0 Fundraising Events PTFA had planned**

- 5.1 Summer Fayre  
Sports Day Tuck Shop  
AGM/ Quiz night (27<sup>th</sup> June @ Newburgh Sports Club) TM to cancel if this is not going ahead  
Sponsored Bounce-a-thon  
Colour Run  
Halloween Disco  
Christmas Fayre  
Mince Pie Mingle  
Christmas Class Artwork  
Easter Bingo  
Hoodies for Year 6 and 11  
Parbold Kitchen Event  
Maharishi Rocks
- 5.2 LS advised TM of the events we had planned and left the information with Himself as to which ones he wanted to take forward.
- 5.3 LS advised the Father's day fundraising was sent out to parents in the form of leaflets for them to upload their own photographs. Funds would be transferred to school fundraising bank account.

## **6.0 Actions to be taken**

2.4	15/05/25	Details of Committee members to be passed to Fiona to change on the website.	TM	ASAP	
4.2	15/05/25	Sign up to Parentkind and adopt a new constitution	TM AK RH SP	ASAP	
4.3	15/05/25	Amend any code of conduct to the new committee members details	TM AK RH SP	ASAP	
5.1	15/05/25	Continue or cancel the booking for the AGM and Quiz night on 27 <sup>th</sup> June at Newburgh Sports Hall	TM	ASAP	
5.2	15/05/25	Plan future events	TM AK RH SP	Ongoing	

5.3	15/05/25	Change Bank account details to School for Class fundraising and pass login details over	<b>LS</b>	ASAP	<b>Completed 21/05/25</b>
8.2	15/05/25	Funds in the PTFA bank account to be transferred to School Fundraising account	<b>LS KG</b>	ASAP	<b>Completed Signed form attached 21/05/25</b>
9.1	15/05/25	Close the bank account	<b>KG</b>	ASAP	
9.2	15/05/25	Easyfundraising login details and bank account details changed to school Fundraising account	<b>LS</b>	ASAP	<b>Completed and signed form attached 21/05/25</b>
9.3	15/05/25	Your School Lottery account details to be changed to school Fundraising account and login details to be handed over	<b>LS</b>	ASAP	<b>Completed and signed form attached 21/05/25</b>
9.4	15/05/25	PTFA finance report to be given to the Finance committee	<b>KG</b>	19/06/25	<b>Will be Finalised at Finance meeting on 19/06/25</b>
9.5	15/05/25	Funding requests for Mr Lowrie and Miss Steele to come out of first lot of funding.	<b>TM RH AK SP</b>		<b>SEE AMENDMENT ATTACHED</b>
9.6	15/05/25	Music instruments to be purchased from a grant and rest from PTFA funds	<b>TM RH AK SP</b>		
11.1	15/05/25	Social Media details need updating to current PTFA members	<b>TM</b>	ASAP	
12.1	15/05/25	Continue or cancel the volunteering days	<b>TM</b>	ASAP	
13.1	15/05/25	Provide details of the Summer Celebration fundraiser	<b>TM</b>	ASAP	
14.1	15/05/25	Risk assessments from previous events to be handed to PM	<b>LS</b>	ASAP	<b>Completed 21/05/25</b>
15.1	15/05/25	Hand all correspondence to PM for keeping of the PTFA	<b>LS</b>	ASAP	<b>Completed on 21/05/25</b>

15.4	15/05/25	Arrange a suitable day to hold the tuck shop at the high school	<b>TM</b>		
15.5	15/05/25	Items belonging to PTFA to be brought to Primary School. Tombola Wheel, Tombola Items and Tuck Shop	<b>LS</b>	ASAP	<b>Completed on 21/05/25</b>
15.5	15/05/25	Items belonging to PTFA to be brought to Primary School. Fryer	<b>KG JGS</b>	ASAP	<b>Completed On 21/05/25</b>

## General Business

### 7.00 Approval of minutes from previous PTFA meeting:

The minutes were approved as a correct record of the meeting proposed by JGS and seconded by LS

### 8.0 Matters arising:

- 8.1 Disposal of Assets – The PTFA bank account has £424.58 in current funds.
- 8.2 The new PTFA committee members have asked for this to be handed over as seed funding for upcoming Summer Fayre. JGS advised this would be handed to school fundraising bank account. (Please see Attached amendment for disposal of current funds)
- 8.3 JGS was provided with bank details of the school fundraising account by PM for payment to be made for the pamper evening that has been organised by a parent.

### 9.0 Financial update:

- 9.1 A new Bank account will be needed to be sourced and set up with the new signatures on. As advised by LS if the current bank account was passed over liability for any errors will still fall on the original signatories as well as the new. The current bank account will be closed by Keith Garrity (departing Treasurer)
- 9.2 Easyfundraising will be transferred to school bank details to continue to raise funds for the school
- 9.3 Your School Lottery bank details will be changed to school details and all log in information and passwords will be given to the Business Staff.
- 9.4 Keith Garrity (Departing treasurer) will provide the PTFA finance report to the finance committee.

- 9.5 Requests for funding from PTFA are English Books a set of 21 playscripts for KS3 'The Amazing Maurice and his educated Rodents' by Terry Pratchett. And 2 portable goals for the Sports Club. Both of these requests have been passed into the new PTFA members and RH advised these would be purchased from the proceeds of the upcoming events and namely the Summer Fayre Celebration.
- 9.6 Music equipment has also been asked for and when the quote and items have been received JGS advised there is a music grant that the PTFA could apply for to help cover the cost of these.

#### **10.0 GDPR related topics:**

- 10.1 No Personal information from previous events will be passed over due to GDPR

#### **11.0 Social Media:**

- 11.1 Update needing in regards to the new PTFA details

#### **12.0 Volunteering:**

- 12.1 LS advised that PTFA volunteer days were organised for 4 days in the summer holidays to get the both sites ready for September starting.

#### **13.0 Future events:**

- 13.1 TM advised there would be a Summer celebration instead of a summer fayre and this is to be held on 21<sup>st</sup> June at the Dome. Further Details to follow by TM

#### **14.0 Safeguarding / Health and Safety:**

- 14.1 All previous risk assessments from events will be handed to PM to be held in school for the relevant time frames.

#### **15.0 Any other business:**

- 15.1 LS advised the correspondence to pass on to the new PTFA which will all be handed to PM.  
Alcohol Correspondence from Governors, Members and PTFA  
Communication plan submitted by Jake Brundige and the PTFA reply  
Summer Fayre teacher and Parent Poll  
Be school ready books for reception
- 15.2 LS handed TM the ideas brought to the committee for fundraising by Jake Brundige and the Summer Fayre help pack.

- 15.3 LS gave feedback as to what events were good earners in the past and what not so much for future fundraising.
- 15.4 Tuck shop for the high school was raised and TM advised on the advice from Mrs Walter that the tuck shop would need to be on a day TM was not a lunch time supervisor so in his free time. TM to arrange another suitable day.
- 15.5 Items belonging to PTFA are to be do dropped off at the primary site.  
Fryer, Tuck shop, Tombola wheel, left over tombola items
- 15.6 LS shared ideas that the Discos were good and easy to run as they were ticketed events so could be planned in advance. Maharishi Rocks was a good earner and a fun way to get the community involved in distributing and bringing together the wider community.

**Date of Next meeting:**

TBC by TM as to how and when the PTFA meetings will continue.

Minutes taken by  
Approved by

JGS – Departing Secretary  
LS – Departing Chair

## Parent Teacher and Friends Association (PTFA)

Dear PTFA Committee and School Leadership,

I am writing to formally resign from my role as Chair of the PTFA with immediate effect.

This decision has not been made lightly, but due to personal reasons and current commitments, I feel I am no longer able to give the role the time and attention it deserves. It has been a privilege to work alongside such a dedicated team of parents, staff, and friends of the school, and I'm incredibly proud of what we've achieved together during my time as Chair.

I'd like to thank everyone for their support, cooperation, and enthusiasm. I remain confident that the PTFA will continue to thrive and play an important role in supporting our school community.

Please let me know if there is anything I can do to assist during the handover.

With

best wishes,

Lisa Smith

A handwritten signature in black ink, appearing to be 'Lisa Smith', with a long, sweeping horizontal line extending to the right.



Maharishi Free  
Parent Teacher and Friends Association (PTFA)

Dear PTFA Committee and School Leadership,

I'm writing to formally resign from my role as Secretary of the PTFA with immediate effect.

This hasn't been an easy decision, but due to changing personal commitments, I feel it's the right time for me to step aside and allow someone else the opportunity to take on the role. It's been a pleasure to be part of the PTFA and to work alongside such a dedicated and passionate group of people.

Thank you for all the support and encouragement during my time as Secretary. I'm proud of what we've achieved together and I'll continue to support the PTFA in any way I can, just in a different capacity. Wishing you all the best for the future.

Warm regards,

  
Jenny Garrity-Searle

Maharishi Free  
Parent Teacher and Friends Association (PTFA)

Dear PTFA Committee and School Leadership,

I am writing to formally resign from my position as Treasurer of the PTFA with immediate effect.

After careful consideration, I've decided that now is the right time for me to step down due to other personal and professional commitments. It's been an honour to serve as Treasurer, and I've truly valued the opportunity to support the school and work alongside such a committed and enthusiastic team.

Thank you for the collaboration, encouragement, and shared efforts over my time in the role. I'm confident the PTFA will continue to do amazing work for the school community, and I'll continue to support in any way I can from the sidelines.

Wishing you all continued success.

Warm regards,

Keith Garrity

A handwritten signature in black ink, appearing to read 'K. Garrity', with a stylized, flowing script.



## Appendix 1

### Maharishi School PTFA

### Proposed Amendment: Dissolution of the PTFA and Constitution

Date: 15<sup>th</sup> May 2025

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#### 1. Purpose

This document sets out a proposed amendment to the Maharishi School Parent, Teacher, and Friends Association (PTFA) Constitution. The amendment proposes the formal **dissolution of the PTFA** and its **governing constitution**, following the resignation of the current key office holders.

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#### 2. Background

The current PTFA Chair, Treasurer, and Secretary have formally announced their decision to step down from their roles. After careful reflection and discussion among members, it has been proposed that the PTFA, in its current form, is no longer required and that its activities and responsibilities be brought to a close in an orderly and transparent manner.

This proposal aligns with the PTFA's overall goals and objectives, which include acting in the best interests of the school community and supporting the wellbeing of its students and staff. The decision has been reached due to limited engagement, capacity challenges, and a consensus that the PTFA's role can now be fulfilled through alternative means within the school structure.

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#### 3. Proposed Amendment

It is proposed that the following amendment be made to the PTFA Constitution:

"The Maharishi School PTFA shall be formally dissolved, and the PTFA Constitution terminated, effective immediately upon a successful two-thirds majority vote by members present at a PTFA meeting. All assets, funds, and records shall be distributed or archived in accordance with the guidelines set out in the existing constitution."

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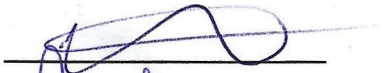
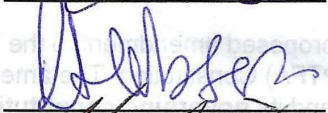
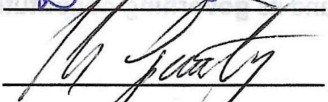
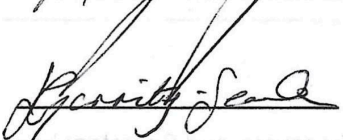
#### 4. Voting Process

In accordance with the PTFA Constitution:

- **Voting Method:** A show of hands
- **Eligibility:** All PTFA members present at the meeting are eligible to vote
- **Approval Threshold:** A two-thirds majority of those present is required for the amendment to pass

## 5. Signatures

This amendment is respectfully submitted for consideration by the PTFA membership.

Name	Role	Signature	Date
Lisa Smith	Chair		<u>15/5/25</u>
Rachel Hobson	Vice Chair		<u>21/5/25</u>
Keith Garrity	Treasurer		<u>15/5/25</u>
Jenny Garrity-Searle	Secretary		<u>15/5/25</u>

## **Amendment to 9.5**

**Requests for English Books from Mrs Steele and Portable Goals for Mr Lowrie are being sourced from the remaining funds of the outgoing PTFA as the Summer fayre is more a celebration than a fundraiser so seed funding cannot be used for this under the current constitution.**