TWYFORD CofE HIGH SCHOOL

PTFA

PARENTS TEACHERS & FRIENDS ASSOCIATION

Meeting agenda for AGM

Monday 12th October 2026, 6:30pm

Attendees: See list, Appendix 1; Jenny Hossack (Chair); Leo Malkin (Treasurer); Anne Owens (Secretary); Phil Bennet, Head Teacher; Jamie MacDonald-Brown, PTFA Liaison

Apologies: Kirsty Kinnear; Neomie Copeland, Liz Were, Rose Hilton

1. **Welcome** to everyone and Opening Prayer:
    a. JH opened the meeting in prayer
2. **Headteacher's welcome** - Phil Bennett
    a. PB thanked all attendees and said the PTFA were discussing ways to increase attendance; thanked parents for their time and commitment.
3. **Minutes of 2025 AGM**
    a. Minutes from 2025 AGM
4. **PTFA Report** - Chair
    a. Purpose of the PTFA – to support the school by making grants to the school departments who bid for funding for specific things: to support clubs, financially challenged students, support the curriculum, awards, etc.
    b. Summary of the academic year 2025-2026 – we distributed £9,001.30 which was the total of the approved bid submitted by department heads.
5. **Treasurer's Report** - Leo Malkin
    a. Accounts for 2025-26 were circulated
6. **Election of Officers - re-elected**
    a. Chair - Jenny Hossack; LM nominated, AO seconded

b. Treasurer - Leo Malkin; JH nominated, AO seconded
c. Secretary - Anne Owens; JH nominated, LM seconded

7. **PTFA Volunteers / Ordinary Committee Members** -
    a. Trust PTFA Liaison - Kirsty Kinnear
    b. WhatsApp Group and ClassList Administrator - **vacancy**
    c. 50/50 Club Coordinator – **vacancy**
    d. Events Teams Coordinator - Jenny Hossack
    e. Secondhand Uniform - Neomie Copeland, Rose Hilton, Sam Bryden and Liz Were
        i. Hoping to do sales regularly; it raises money and enables parents to buy uniform; once per half-term
    f. PTFA Comms Coordinator - The Twyfordian page, emails from school, fundraising updates - **vacancy**
    g. Year 7 & 8 Disco Volunteers – 6 Nov; **need lots of parent volunteers**, JH said tickets will be on sale through ClassList; also the Twyford Tap will be in the cafe for parents
8. **50/50 Club Report & draws for 2026** – Report unavailable
9. **Environmental Policy Update** - Anne Owens, Appendix 2
10. **Fundraising Target Proposal** - **Air-con and Department bids**; PB briefed attendees about the proposal to put air conditioning in the Performance Centre; summer 2026 was very challenging for rehearsals and performances due to the heat; PTFA and Governors Fund; quote for £65k; a letter will be going out to parents before half term; PTFA funds will continue for the department bids; PB to confirm the timeframe, likely installed over the summer holidays; funds will need to be raised in advance
    a. Investigate environmental grants for solar or air-source heat pumps
11. **Fundraising activity calendar 2025-26**
    a. Volunteer WhatsApp group; if parents can sign up for just one or two events over the academic year, that spreads the load
    b. **#RunTeamTwyford Ealing Half Marathon**, Sept 2027 – Mr Bennet has committed to running; we hope to grow the team from the 2x teachers and

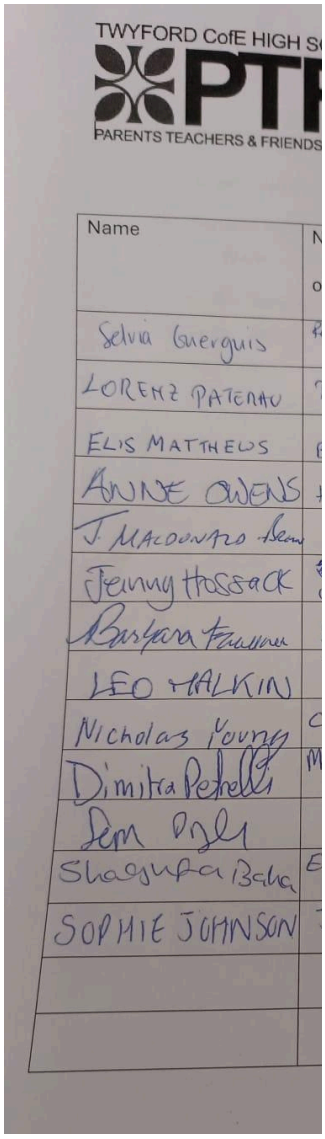
6x parents; students aged 16 and above can also run; the activity has raised £4,400 in 2026.

c. **Yr7&8 Disco,** November 2026
d. **Christmas Concert**, 24 Nov 2026

12. Ideas for other fundraising activities
    a. Family Quiz (Date to be confirmed)
    b. Summer BBQ – PTFA bought the school 2 BBQs; acoustic music from the students
    c. Comedy Evening
    d. Collaborative Music event
    e. Matched funding – from employers
    f. Ealing Business Network could be worth investigating
13. **AOB**, **Q&A**
    a. PB asked attendees what the barriers were for parents & carers to volunteer with the PTFA: be clear about what the asks are; lots of stuff and lots needs help with; menu of events and levels of commitment; geographic area is wide; advance warning; make it clear what the fundraising is for; PTFA page on Copia (have to log in as students)? Recent News on website; MORE COMMS!!
14. **Future Online Committee Meeting Dates - link will be sent nearer the time**
    a. 18th January, 26th April and 12th July 2027
15. **Closing Prayer:** Jenny Hossack

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Appendix 1: Attendees



Appendix 2: PTFA AGM 2026 - Environmental Report

Since adopting our Environmental Policy in October 2024, we've been trying to make more thoughtful and intentional choices at our PTFA events.

We still sell water, but none of our drinks now are in single-use plastic bottles.

Most of our alcoholic and soft drinks are sold in aluminium cans, with the remainder in glass bottles.

Snacks remain difficult. Their packaging is often not recyclable, and we need to balance environmental impact with raising money, offering snacks people want to buy, and choosing products we can realistically source and store.

We haven’t solved that yet, but it remains a work in progress.

One of our biggest fundraising activities, the Ealing Half Marathon, was a healthy activity and created no waste from the event itself.

We hope the runners will keep wearing their branded tops for many miles to come.

We’ll continue to look for practical ways to reduce waste while supporting the PTFA’s fundraising.