



**Minutes of the PTFA Annual General Meeting (AGM)
Held on Thursday 22 October 2020
At 18:30 via Microsoft Teams**

Present:

Ian Freeman	PTFA deputy Chair and treasurer (chair of the meeting)
Mrs D Wilson	School Head Teacher
Sian Perry	PTFA Chair
Louise Freeman	PTFA Committee Member
Emily Munton	PTFA Secretary (minute taker)

Ian welcomed everyone to the meeting and covered a few basic security notices/disclaimers with regards to the new way of the meeting take place via Microsoft Teams.

1. Apologies

Apologies were received from Ruth Fox, Tara Ward-Jones, Jennifer Baitup, Darren Hanman, Jenny Prest and Catherine Dowd.

2. Chairman's Report (Sian Perry)

Sian stated that before COVID-19 struck, the PTFA were on track financially and had some great fundraising ideas planned. Since being appointed last year, Sian reported the struggle with new recruits. A couple of meet and greet sessions had previously taken place at various times on different days at school but only 1 person came on board as a result from these, with a couple saying they could help on an adhoc basis. The new foundation parents/carers were missed in September due to not being able to meet with them.

Moving forward, getting more volunteers is definitely needed because when things start to return to how they were and we are able to do more events etc, it's an awful lot to do for the few current members we have. The PTFA definitely does not want to fold due to COVID-19 or the lack of members. Ian is to create and send out a flyer, detailing what is involved and how to get on board, in the hope of gaining any further interest. The F in PTFA stands for FAMILY, so Grandparents, Aunties, Uncles etc are all welcome to join us and pitch in as and when they can.

Sian thanked all the members who have contributed in any way over the last year whilst she has been the chair.

ACTION

Ian Freeman

3. Treasurer's Report (Ian Freeman)

Ian reported that, as you might expect, fundraising in the latter part of the year was severely affected by the COVID-19 pandemic and this is reflected in the figures below.

Our intention is to provide £1500 per term to the school for the school to use against pre-agreed purchases, and then to transfer any additional spare funds throughout the year for ad-hoc requests with any surplus at the year-end also being transferred to the school, whilst maintaining £500 reserve in the PTFA account to cover any unforeseen expenses and insurances.

However, in the last academic year we were only able to provide £4,460 to the school rather than the intended £4,500 plus.

Ian stated that he has enjoyed being involved with the PTFA during this year, even with the additional challenges and he is happy to stand again on the committee in any position that would be beneficial to the school and the PTFA.

The financial year started with a gross balance £8,167.49 as a combination of monies in the bank and cash in hand but there was an un cleared cheque for school transfer of £5,370.96, meaning that there was a net balance of £2,796.53

Here is a list of the events and the income / expenditure:

Event	Total In	Total Out	Total
Break The Rules-19*	£ 10.00	£ -	£ 10.00
Christmas Fair-19	£ 1,450.75	£ 227.63	£ 1,223.12
Christmas Film-19	£ 431.26	£ 66.05	£ 365.21
Christmas Jumper-19	£ 74.00	£ 30.00	£ 44.00
Disco-Feb20	£ 774.73	£ 368.74	£ 405.99
Disco-Mar20	£ -	£ -	£ -
Easy Fundraising	£ 88.09	£ -	£ 88.09
Interest	£ 0.47	£ -	£ 0.47
Matched Funding	£ 700.00	£ -	£ 700.00
Membership Fees **	£ -	£ 122.00	-£ 122.00
Pancake Day-20	£ 79.29	£ 63.00	£ 16.29
Pre-Loved	£ 210.54	£ 40.00	£ 170.54
Summer Fair-19 *	£ -	£ 44.15	-£ 44.15
Transfer-Additional	£ -	£ 810.00	-£ 810.00
Transfer-PreAgreed	£ -	£ 3,650.00	-£ 3,650.00

*These events were held in the financial year 2018-2019, but were entered in this reporting years financial accounts.

** PTA Association (includes insurance).

Pancake day brought in just under £50 and not the £16.29p as detailed above. The matched funding came from a telephone company. If anyone else is able to provide matched funding from where they work, then please do get in touch with Ian Freeman.

The year ended with a gross/net balance of £1,194.09 at July 2019.

Ian has set up a website, detailing all of the pre-loved items that the

school has available. It is possible to view the items and make purchases via the website and then Ian bags these up accordingly and they are collected from the school office. Sian thanked Ian and said that he's done an absolutely amazing job as it's been a huge hit with parents/carers and makes it a much easier process.

At present the termly transfers to the school have been reduced to £650 due to the reduction in fundraising, in the hope of that this could be corrected as soon as possible and alternative fundraising ideas are being investigated.

4. **Head Teacher's Report (Mrs Wilson)**

Mrs Wilson expressed tremendous gratitude to the PTFA members for all their time and efforts, as it makes a massive financial difference to what is provided for the school. To name a few things, the PTFA regularly contribute to purchasing book bags for all foundation children, headphones throughout, the accelerated reading program, music and a massive £3k per year to the maths no problem scheme. This currently costs in the region of £9-10k annually and so the PTFA are providing around 30% of this. This enables all children to have their own workbooks. Mrs Wilson reported that the PTFA team is a vital part of the school, fully reliant on volunteers and more recruits are very much needed. Mrs Wilson extended her thanks to Ian Freeman personally, for everything he has done over the last year as without his time and input the PTFA would definitely not still be standing and going like it is and would most likely have folded.

5. **Nominations**

The following positions needed to be elected:

Chair

Vice Chair

Treasurer and

Secretary

6. **Elections**

Voting took place and the following were elected:

Chair – Ian Freeman

Vice Chair – Sian Perry

Treasurer – Louise Freeman

Secretary – Emily Munton

As the chair and treasurer are a married couple, it was agreed to keep the signatories on the account as the chair and head teacher.

7. **AOB**

Mrs Wilson is to send out a parentmail detailing the new positions within the PTFA and also the upcoming events that will hopefully take place.

Mrs Wilson

It was suggested that a sponsored read could happen as this could be done at home. Fundraising ideas are going to be discussed in more detail at the next meeting.

8. Date of the Next Meeting – Tuesday 10 November 2020 at 18:45 via Microsoft Teams

With no more business to discuss, the meeting was closed at 19:35 with Ian and Mrs Wilson thanking everyone for attending and for their time.

PTFA
Committee