



**Minutes of** : PTFA AGM 2023

**Held on** : Friday 1<sup>st</sup> December 2023 at 9am

**Chaired by** : Mandy Braisted

**Minuted by** : Mandy Braisted

**Present:** Maddie Arnold-Jones (MAJ), Mandy Braisted (MB), Rachelle Taylor (RT), Emma Clisby (EC), Steve Humphries (SH), Kirsty Marsden (KM), Lisa Carroll (LR), Lisa Millen (LM)

**Apologies:** None received

Item	Action Staff
<p><b><u>Welcome and apologies for absence</u></b></p> <ul style="list-style-type: none"> <li>• MB welcomed everyone to the meeting.</li> <li>• Introductions were conducted by all present.</li> <li>• No apologies were received.</li> </ul>	N/A
<p><b><u>Matters arising from minutes of previous meeting</u></b></p> <p><b>To increase the number of parents actively involved with the PTFA in different capacities. Different times and venues to meet will be explored.</b> Parents/carers have been informed of forthcoming meetings using Facebook and ParentMail and meetings have been held on different days and at different times.</p> <p><b>The password to the Parentkind website will be shared with all committee members (SH/EC Actioned on 18.11.22)</b></p> <p><b>MB to share minutes with members and upload onto the school's website.</b> Actioned on 05.01.23</p> <p><b>To confirm with Parentkind how long a member can hold the post of Chair.</b> On investigation there does not seem to be a time limit.</p> <p><b>EC to liaise with Hannah Stevens to purchase music resources.</b> Actioned on 18.11.22.</p> <p><b>EC to liaise with the school to confirm that the donation made by Clare Stoddart has been used to purchase books for the Reading Round.</b> There is still money remaining which was used to buy books to resource the phonics programme, Little Wandle.</p> <p><b>PTFA to meet in Term 3 to discuss how to spend the funds and identify fundraising projects.</b> Throughout the year it was agreed to fund two main projects, the purchase of a stage and developments to the Sensory Garden. At the AGM it was agreed that £10,000.00 would be allocated to start the development of the Sensory Garden.</p>	<p><b>MB and RT to meet to discuss how to engage parents who have previously shown interest in joining the PTFA.</b></p> <p><b>EC to send out a ParentMail to notify parents when the minutes are saved on the Ifield School's website.</b></p> <p><b>The Sensory Garden working party to share ideas with the PTFA.</b></p>

**Rebecca Harris to meet with the PTFA about a woodland project.**

This took place but unfortunately because accessibility to the woodland for wheelchair users it was felt that it was not appropriate to develop the woodland further, at this stage. The woodland also requires further maintenance before any other projects are considered.

**PF to share updates in a PTFA Newsletter.** Details of events and fund raising projects are shared in newsletters, by ParentMail and on Ifield School's Facebook page. A newsletter was shared at the beginning of the academic year.

**Aims and Objectives of the Group**

MB explained the aims and objectives of the group as detailed below.

**Main Aims**

- Parent Support – Organising and supporting school events for pupils and their families and providing a safe environment.
- Fundraising.
- Community Links.

Ifield School have adopted the standard objective:

*TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL, IN PARTICULAR BY:*

- i) DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL.*
- ii) ENGAGING IN OTHER ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.*

Events are a mixture of providing fun activities and fundraising opportunities. Any new ideas are gratefully received.

**Election of Committee Members**

If anyone would like to join the PTFA, there are regular meetings at the SMILE Centre usually held on a Friday at 9am.

**Current Committee:**

**Co-Chairs** – Mandy Braisted and Rachelle Taylor

**Vice Chair**– Claire Hastilow

**Secretary** – Emma Clisby

**Treasurer** – Steve Humphries

It was agreed that the position of Vice Chair was not required.

MB shared that Claire Hastilow will no longer be actively involved with the planning of events. MB thanked Claire for all her support throughout the time she has been working with the PTFA.

Committee members/trustees are required to complete a declaration of

<p>funds form which will be submitted to the bank.</p> <p>This has been completed by Mandy Braisted, Steve Humphries, Maddie Arnold-Jones and Emma Clisby.</p> <p>Parents/carers <b>do not</b> have to be a member of the committee or a trustee to take part in PTFA events. Trustees are needed to vote on request for funding.</p> <p>The attendees of the meeting voted as follows:</p> <p><b>Co-Chairs</b> – Rachelle Taylor nominated by LC and seconded by KM. Mandy Braisted nominated by SH and seconded by LM.</p> <p><b>Secretary</b> – Emma Clisby nominated by RT and seconded by MAJ.</p> <p><b>Treasurer</b>- Steve Humphries nominated by MB and seconded by KM.</p> <p>MAJ formally thanked the existing trustees and PTFA committee members for their ongoing commitment and hard work to support the events for Ifield School’s community.</p> <p><b><u>Appointment of an Independent Examiner of Accounts</u></b></p> <p>Not required as the funds are under the qualifying amount.</p>	
<p><b><u>Report from Treasurer- Steve Humphries</u></b></p> <p>The fund flow for the year to 31<sup>st</sup> October 2023 is available on Ifield School’s website.</p> <p>The general fund pays for ongoing expenses such as Easter Eggs, Class Christmas gifts and Year 11 Leavers’ Hoodies.</p> <p>The restricted funds include funds identified for a specific purchase, such as bikes. This includes the money donated via the Land’s End to John O Groats charity fundraising event, which was not previously spent due to storage challenges, which have now been resolved.</p> <p>This funding also includes £20,000.00 committed to the purchase of the stage and developing the Sensory Garden.</p> <p>SH shared that in the previous year 2021-2022, the school received about £9,500.00 in donations but that this year 2022-2023 this was much less. However, school events raised £5,500.00.</p> <p>This leaves a total balance of £4,172.57 in the General Fund.</p> <p>The accounts have been agreed by the attendees of the AGM.</p> <p>Attendees thanked Steve for his hard work in managing the accounts.</p>	<p><b>EC to upload the accounts onto Ifield School’s website.</b></p> <p><b>Accessible bicycle to be purchased by the school.</b></p>

<p><b><u>Signatories for bank account</u></b></p> <p>It was confirmed that Mandy Braisted, Maddie Arnold-Jones and Steve Humphries are all signatories for the bank account.</p>	<p>N/A</p>
<p><b><u>Report from Chair- Mandy Braisted</u></b></p> <p>Details about the following events and resources organised by the PTFA in 2022-2023 were shared:</p> <ul style="list-style-type: none"> <li>• Class Christmas gifts delivered by Santa and his elf</li> <li>• Christmas Market and Santa's Grotto 2022</li> <li>• Cash Prize Raffle 2022</li> <li>• Family Disco</li> <li>• Easter Egg Hunts held individually around the school</li> <li>• Class gifts and off-site educational opportunities</li> <li>• Bluebell Day</li> <li>• School Leavers' Hoodies for Year 11 students</li> <li>• Fun Day Term 1 2023</li> <li>• Fancy Dress Disco 2023.</li> </ul> <p><b>The date of next AGM to be confirmed and will take place in Term 2, 2024-2025.</b></p>	