

Minutes of : PTFA AGM 2024
Held on : Tuesday 19th November 2024
Chaired by : Maddie Arnold-Jones
Minuted by : Mandy Braisted



Present: Mandy Braisted (MB), Maddie Arnold-Jones (MA-J), Steve Humphries (SH), Emma Clisby (EC), Rachelle Taylor (RT), Kirsty Marsden (KM), Lisa Carroll (LC), Sandra Makuse (SM)

Apologies: Lisa Millen, Rose Winton, Larisa Hillier

Item	Action Staff
<p><u>Welcome and Apologies for Absence</u></p> <ul style="list-style-type: none"> MA-J welcomed everyone to the meeting. 	<p>N/A</p>
<p><u>Matters Arising from Minutes of Previous Meeting</u></p> <p>MB and RT to meet to discuss how to engage parents who have previously shown interest in joining the PTFA. <i>Coffee mornings have been arranged to invite parents to meet the members of the PTFA, but unfortunately no one attended. Messages have also been previously shared via ParentMail and currently via Arbor informing parents of meetings and events, including a meeting to prepare for the Annual Fun Day.</i> <i>It was agreed that some parents enjoy preparing for events but do not want to be part of the committee due to work and life commitments.</i></p> <p>EC to send out a ParentMail to notify parents when the minutes of the AGM are saved on the Ifield School website. <i>Actioned by EC.</i></p> <p>The Sensory Garden working party to meet to share ideas with the PTFA. <i>Paul White and Cathy Fidgett both met with the PTFA to share plans and seek views. Plants have been planted and the Wellbeing Hub has been developed.</i></p> <p>EC to upload the PTFA accounts onto the Ifield School website. <i>This has not been actioned in previous years.</i></p> <p>Accessible bike to be purchased by the school <i>The bike was not purchased due to storage challenges although a request may be submitted in the future now that there is greater capacity for storage.</i></p>	<p>School to promote opportunities for parents, alongside PTFA events to include morning and afternoon sessions.</p> <p>An open event for the Sensory Learning Space to be held by the end of Term 4.</p> <p>EC to upload the accounts and AGM minutes on Ifield School's website.</p> <p>Continue to monitor storage capacity for bikes.</p>
<p><u>Aims and Objectives of the Group</u></p> <p>MB explained the aims and objectives of the group as detailed below.</p> <p>Events are a combination of providing fun activities and fundraising opportunities. Any new ideas are gratefully received.</p> <p><u>Main Aims</u></p>	

- 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.*

Election of Committee Members

There are regular meetings at the SMILE Centre usually held at 9am.

Parents/carers **do not** have to be a member of the committee or a Trustee to take part in PTFA events. Trustees are required to vote on requests for funding.

Current Committee:

Co-Chairs – Mandy Braisted and Rachelle Taylor

Secretary – Emma Clisby

Treasurer – Steve Humphries

Committee members and trustees are required to complete a declaration of funds form which will be submitted to the bank.

This has been completed by Mandy Braisted, Maddie Arnold-Jones, Steve Humphries and Emma Clisby.

The attendees at the meeting voted as follows:

Co-Chairs – Mandy Braisted and Rachelle Taylor nominated by Kirsty and seconded by Lisa.

Secretary – Emma Clisby nominated by Lisa Carroll and seconded by Rachelle Taylor.

Treasurer- Steve Humphries nominated by Maddie Arnold-Jones and seconded by Mandy Braisted.

MA-J 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.

Appointment of an Independent Examiner of Accounts

An Independent Examiner is not required as the funds are under the qualifying amount.

<p><u>Report from Treasurer</u></p> <p>Attendees thanked SH for his hard work in managing the accounts. SH shared that some of the £28,179.02, carried-forward money, had been used to purchase several large projects including a stage, resources to develop the new Sensory Learning Space and secondary playground.</p> <p>Smaller items were also purchased for the school including Christmas crackers for Christmas lunches, Easter gifts and 'hooded sweatshirts' for Year 11 and Year 14 leavers.</p> <p>This leaves a balance of £5721.02.</p> <p>Attendees discussed that events had been very well supported this last academic year and that more money than previously had been raised, for example, £3,300.00 at the Annual Fun Day and £622.09 at the discos.</p> <p>SH asked attendees to accept the accounts subject to the adjustments regarding the amount spent on the Sensory Learning Space, the total amount raised at the Christmas Market and the monies raised from the Christmas trees. The two latter incomes have now been combined and equal £1815.29.</p>	<p>EC to upload accounts onto Ifield School's website.</p> <p>EC to advertise purchase of items on Ifield School's Facebook page, so that all parents are aware of how the PTFA supports the school.</p> <p>MB and SH to sign the accounts once the cost of the Sensory Learning Space has been adjusted from £15,000 to £9,500.</p>
<p><u>Signatories for Bank Account</u></p> <p>Mandy Braisted, Maddie Arnold-Jones and Steve Humphries are signatories, although not many cheques are written.</p> <p>It was confirmed that Mandy Braisted is the cardholder.</p>	<p>MB to clarify the process of using a bank card with Suzanne Hayward, Director of Finance and Resources.</p>
<p><u>Report from Chairperson(s)</u></p> <p>MB reported that the PTFA have had another active year hosting events for pupils and their families. Since the last AGM, the PTFA have organised a Christmas Market, Family Discos, Bluebell Day and Fun Day.</p> <p>It was agreed that the Discos are particularly well received by families.</p> <p>The PTFA are in the process of arranging a Christmas Market which will be held on Friday 13th December 2024, between 3.30pm to 5.30pm.</p> <p>The PTFA have purchased a gift for each class from Father Christmas to the value of £20.00. Christmas crackers have been purchased for pupils and staff for the Christmas lunches. Each pupil was provided with an Easter Egg or Sensory Toy, delivered by the Easter bunny. The PTFA provided ice poles for Sports Day and sweatshirts for Year 11 and Year 14 leavers.</p> <p>The PTFA are currently fundraising for a new minibus which is a bigger project. The PTFA have also been asked to donate to the Rainbow Room Project.</p> <p>It was agreed that the PTFA are very good at reflecting on the success of events and how they can be improved.</p> <p>Date of next AGM to be confirmed and will take place in Term 2 2025.</p>	<p>Three discos to be arranged throughout the academic year.</p>