

Minutes of : PTFA AGM 2025
Held on : Thursday 13th November 2025
Chaired by : Maddie Arnold-Jones
Minuted by : Mandy Braisted



Present: Mandy Braisted (MB), Maddie Arnold-Jones (MA-J), Emma Clisby (EC), Rachelle Taylor (RT), Kirsty Marsden (KM), Lisa Carroll (LC), Lisa Millen (LM), Rose Winton (RW), Hannah Aldred (HA), Soibifaa Wechie (SW)

Apologies: Larisa Hillier (LH), Steve Humphries (SH),

Item	Action
<p><u>Welcome and Apologies for Absence</u></p> <p>MA-J welcomed all attendees to the meeting.</p>	<p>N/A</p>
<p><u>Matters Arising from Minutes of Previous Meeting</u></p> <p>School to promote opportunities for parents/carers, alongside PTFA events to include morning and afternoon sessions. <i>Breakfast Bingo was arranged for parents in the Spring Term.</i></p> <p>An open event for the Sensory Learning Space to be held by the end of Term 4. <i>MA-J explained that the Sensory Learning Space was identified as a space for pupils to self-regulate and the resources initially purchased to enhance the area would be used throughout the school. The Mindfulness Hub has been renovated and is used by pupils. There are also plans for climbing walls in the area to support pupils' sensory needs.</i></p> <p>EC to upload the accounts and AGM minutes on Ifield School's website. <i>Accounts were uploaded onto the website.</i></p> <p>Continue to monitor storage capacity for bikes. <i>The school now have 66 bikes, which have been maintained by an outside company who worked with key students to fix relevant bikes. Storage space is at a premium and the Director of Sport feels that there are now a sufficient number of fully functioning bikes, including accessible bikes.</i></p> <p>EC to advertise purchase of items on Ifield School's Facebook page, so that all parents/carers are aware of how the PTFA supports the school. <i>EC shared that updates regarding purchases are included in the school's monthly newsletters.</i></p> <p>MB and SH to sign the accounts once the cost of the Sensory Garden has been amended from £15,000 to £9,500. <i>This was actioned.</i></p> <p>MB to clarify the process of using a bank card with Suzanne Hayward, Director of Finance and Resources. <i>MB shared that most purchases are now made using the PTFA bank card and only a limited amount of cash is used for transactions.</i></p> <p>Three Discos to be arranged throughout the academic year. <i>Only two Discos were held.</i></p>	<p>PTFA to consider timings of social events especially for working parents/carers. PTFA to plan a meet and greet event for new parents/carers in Term 6 before their children start school.</p> <p>PTFA to create a Facebook group to promote social events.</p> <p>EC to include Discos on the annual school planner.</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>	

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

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:

- DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL.*
- 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 –**Hannah Aldred** nominated by Kirsty Marsden and seconded by Emma Clisby. **Mandy Braisted** nominated by Kirsty Marsden and seconded by Lisa Carroll.

Vice Chair – **Rachelle Taylor** nominated by Maddie Arnold-Jones and seconded by Hannah Aldred.

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

Treasurer- **Steve Humphries** nominated by Mandy Braisted and seconded by Kirsty Marsden.

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.

<p><u>Appointment of an Independent Examiner of Accounts</u></p> <p>An Independent Examiner is not required as the funds are under the qualifying amount.</p>	
<p><u>Report from Treasurer</u></p> <p>Balance of accounts shared by Mandy Braisted, Co-Chair, in Steve Humphries, Treasurer's, absence (See separate document)</p> <p>Accounts as at 31.10.2025</p> <p>NatWest Current: A/C £9,587.64</p> <p>NatWest Reserve: A/C £797.67</p> <p>Petty Cash: £100.00</p> <p>Total Funds: £10,485.31</p> <p>In addition, there is also £374.65 restricted funds to be spent on developing the school's Woodland.</p> <p>A summary of income sources and expenses shared (See separate document)</p> <p>Draft accounts were agreed by all who attended.</p>	<p>EC to share details with staff and parents/carers regarding the 'Easy Fundraising' process.</p> <p>EC to share the approved accounts and minutes of the AGM on the school's website.</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><u>Report from Chairperson(s)</u></p> <p>It has been another fantastic year for Ifield School's Parent Teacher Friends Association (PTFA), filled with vibrant events, community spirit, and successful fundraising.</p> <p>The festive season commenced with a Christmas Market, which featured an amazing Santa's Grotto that brought joy to so many pupils and their families.</p> <p>Throughout the academic year, several school discos have taken place, which pupils absolutely loved, dancing the night away and creating lasting memories with their friends.</p> <p>For our parents and carers, a Breakfast Bingo was held, which was a fun and relaxed opportunity to network and connect with other families in our school community.</p> <p>One of the highlights of the year was our Fun Day, which was not only a wonderful celebration, and also a fantastic fundraising success.</p> <p>The event featured the delightful Hartley Owls, a popular street food provider, and a silent auction that added excitement and generosity to the day.</p> <p>None of these events would be possible without the tireless efforts of our PTFA, who continue to support the school in countless ways.</p>	

This academic year, they even found time to clear the PTFA shed, a task that was long overdue and very much appreciated!

A very special thank you to Emma Clisby, whose coordination and dedication have been instrumental in making these events run smoothly and successfully.

Thank you to everyone who has contributed their time, energy, and enthusiasm. Your support makes a real difference to our school community.

Date of the next AGM to be confirmed and will take place in Term 2 2026

AOB

It was agreed that the Parent Notice Board could be decorated for the festive season.

A meeting was arranged to discuss the Christmas Market on Wednesday 26th November 2025 at 9am.