**PTFA AGM 15th January 2025:** Meeting chaired by Lucy at 3.30 pm at Harbertonford School.

**Present:** Anne P, Lucy, Joey, Rose, Jess, Kate W, Kate O, Kim and Mr Pemberton

**Apologies:** Kieley, Lucy R, Georgina, Emily and Charlotte.

* Copies of the constitution were shared, it was agreed no changes will be made unless anyone flags anything following the meeting (copy of the constitution beneath these minutes for reference.)
* It was agreed the minutes from the last AGM would be sent around - again these are beneath these minutes.
* Chair’s report - Lucy thanked everyone who has come forward to help at PTFA events and said parent feedback was positive. She stated that fundraising has been going well and that things the PTFA are providing are of real benefit to the staff and children.
* Treasurer’s report - Anne P gave an overview of the PTFA’s fundraising, costs and spending and confirmed the accounts have been externally audited. She confirmed the PTFA had a starting balance of: £5643.35, income of £4893.36,expenditure of £5837.75 and a final balance of £4699.96 as of 31/9/24.
* Election of committee and officers - Lucy confirmed that Charlotte, Georgina, Gemma, Kate S, Daisy, Jemma and Catherine are standing back from the committee.

Several new members chose to join the committee, leaving the composition as follows:

Chair - Lucy

Vice Chair - Kate W

Secretary - Vacant

Treasurer - Anne P (with support from Kate O)

General committee members

Emily Cotton

Kate O

Kieley

Nat

Helen

Rose

Jess

Kim

Joey

Time and date of next AGM - TBC

Summary of Harbertonford PTFA Constitution to be adopted at the Annual General Meeting on 01/02/22

1. Name of the Association

Harbertonford CE Primary School and Nursery Parents Teachers and Friends Association

2.Aims

To aid school in advancing the children’s education by providing extra facilities and activities which support them.

To foster relationships between parents staff and the wider community.

3.Membership

Open to all parents and wider family and friends of the children attending the school.

4.Management

The officers of the association – Chair, Vice Chair, Treasure and Secretary shall be elected at the AGM.

The committee shall consist of the officers and at least 5 others. 3 members attending a meeting will make it quorate.

5. Meetings

Held at least once a term. AGM to be held in January. The committee can call an Extraordinary General meeting with 7 days notice.

6. Finances

The association will be self supporting, funds held in bank or building society and require 2 of 3 officers to be signatories to cheque payments. An auditor to be elected at the AGM

7. Alterations to Constitution

This needs prior permission of the Charity Commission and a two-thirds agreement of members present at the AGM

8. Dissolution

At a Special General meeting it can be resolved to close the association with a two-thirds agreement of members. All assets to be given to the school or other charity if this is not possible

PTFA MEETING AGM 16 January 2024

Present – Anne P, Nat, Kieley, Kate O & Kate S

Apologies – Charlotte, Emily, George, Daisy, Janie,

Kieley & Ann chaired the meeting

* Minutes from last AGM read

* Constitution read and agreed

* Chair/ Treasurer report

We discussed the events from the year and the achievements. Thank you to everyone who has supported the PTFA over the year.

Treasurer’s report – Ann summarised.

Start balance

£5462

Income

£6219

Expenses

£6038

Balance

£5643 (Oct 23)

Emergency national savings account - £1,000

Expenses

School science days, leaver book, books at Christmas, Christmas crackers, panto, school bus for swimming, forest school items…

Fundraising

Greg Ramsden, PTFA time and gifting, Melvin & Angela @ Bingo, commission school photo, amazon, easyfundraising

Expenses to date this year: Drumming, swimming bus, books for library.

Approx £4,300 in the account with some money ring fenced for art £215/ gardening £150.

Election of Officers

Chair & Vice Chair – no one elected (to be allocated at each meeting)

Treasurer – Anne Potter/ Charlotte Ramsden and Kate Owen

Secretary – Emily C

Committee members confired: Kieley, Ann P, Nat, George, Gemma, Helen, Emily, Kate O, Kate S, Charlotte R, Janie, Daisy, Jemma S, Catherine

PLEASE CAN WE ASK ALL COMMITTEE MEMBERS TO READ THE MINUTES TO SEE IF YOU ARE ABLE TO SUPPORT AND COMMENT ON ANY POINTS

Meeting Minutes

Minutes from last meeting read

* Thank you to Kate Owen who has offered to support Ann P and Charlotte as she is an accountant.

AP & KW & CR – please can liaise to get Kate as a signatory and remove Cat Radford.

* Kieley still happy to be the liaison with the school.
* We will need a lead for each event/ can discuss at each meeting.
* Who is the Fundraiser person at the Link?

Ask Anne Burns

* Would there be any teachers that would like to join the PTFA as we do not have a representative

Ask Anne Burns

* Nat has created a new flyer to encourage new member of the PTFA

KR emailed to Anne Burns to post on FB/ Insta/Newsletter/ asked to hand out on paper to Little Owls & Owls.

* Catherine W requested support from PTFA for membership of the Scrapshed. £40. To obtain items for the children to use and play with.

We have agreed to the paying the fee but we would need Cat to get approval from Anne Burns that she is happy with this, will then provide a list of items required to share on Whats App groups and to control the items and liise with AB.

* Daisy will be standing down as lead on the Green Team.

Next meeting we will plan a date, ask for a list from AB and then put a list together for the team to work on that volunteer.

* Art Project

Would anyone be able to take on liaising with AB about this – mural wall?

* Music – Drumming workshop organised.

To discuss at next meeting – music ideas/ ask Charlotte what has already been carried out.

NEXT EVENTS

* Nat has kindly organised the Bingo at Morleigh on 23rd February 2024.

We will need lots of help/ donations etc… Nat and Kieley to lead on this.

We will need sandwiches/ cakes/ help on the night and to organize raffle. Please do give feedback on Whats app message to say how you can help.

Gemma F would you be able to prepare a post for us next week for the Bingo night on 23rd.

* Ask AB s we can have a mufti day on 9th February in exchange for raffle prizes for bingo.

AB is this OK?

* Hot Choc/ Cake on 9th February in Roost to raise money. Will only be about 30 minutes. Will be gone 4pm.

Gemma F will lead.

AB is this ok? Can we have some other helpers and cake donations please.

Gemma F can you also prepare a poster for the MUFTI DAY/ HOT CHOC/ RAFFLE DONATION On 9th February?

* Does the school need more volunteers for reading etc..

AB would you would like KR to put a message on Whats app?

IDEAS TO DICUSS AT NEXT MEETING:

* Colour fun run

KO is going to ask if village hall/ field available to run event.

* Easter service/ fair/ egg hunt? 26/3/24
* Look at Science week/ Art week

Next meeting Tuesday 27th February 2024 @ 8pm, The Durrant Arms, Ashprington.

Pilly would this be OK?

SPENDING 2022-23

|   |   |
| --- | --- |
| Swim Buses  | 780.00  |
| C’mas books and crackers  | 220.88  |
| Pantomime and Nursery treat  | 1150.00  |
| Gofundme for nursery  | 383.63  |
| Forest School shed  | 60.00  |
| Thankyou gifts staff and bingo etc  | 70,89  |
| Coronation book marks  | 45.50  |
| Card reader  | 46.80  |
| Leavers books  | 129.87  |
| School trips subsidy  | 157.34  |
| Teachers spend Science days  | 900.00  |
| Parentkind membership  | 140.00  |

FUNDRAISING 2022-23

| C’mas cards  | 52.80  |
| --- | --- |
| Harvest teas  | 40.00  |
| Tempest commission  | 97.03  |
| Amazon smile  | 42.26  |
| Christmas Lotto  | 437.00  |
| Christmas Fair  |  343.16  |
| Hot Choc and biscuits  | 108.20  |
| Melvyn’s Bingo  | 1337.45  |
| easyfundraising  | 44.62  |
| Charlotte art donation  | 215.00  |
| Other donations  | 70.00  |
| Easter teas and egg hunt  | 185.30  |
|   |   |
| Coronation teas and penny crown  | 110.55  |
| Cake sale  | 44.50  |
|   |   |
| Council meeting catering  | 313.40  |
| 2 x Sports day lollies /teas  | 80.29  |
| Summer Disco  | 290.41  |