

**Minutes of** : PTFA AGM 2022

**Held on** : Thursday 17<sup>th</sup> November 2022 at 9am

**Chaired by** : Maddie Arnold- Jones

**Minuted by** : Mandy Braisted



**Present:** Maddie Arnold-Jones (MAJ), Mandy Braisted (MB), Claire Hastilow (CH), Rachelle Taylor (RT), Emma Clisby (EC), Jasmine Humphries (JH) Steve Humphries (SH) Peter Foreman (PF)

**Apologies:** Reka Morley (Trustee) Kirsty Marsden (KM)

Item	Action Staff
<p><b><u>Welcome and apologies for absence</u></b></p> <ul style="list-style-type: none"> <li>Maddie welcomed everyone to the meeting.</li> <li>Introductions were conducted by all present.</li> <li>Apologies from the above listed members were received and accepted.</li> </ul>	N/A
<p><b><u>Matters arising from minutes of previous meeting</u></b></p> <ol style="list-style-type: none"> <li>PTFA Committee Members to meet to sort the wet playtime resources and allocate to each class.</li> <li>PTFA to meet to plan annual events.</li> </ol> <p>It was confirmed that both actions have been completed.</p>	N/A
<p><b><u>Aims and Objectives of the Group</u></b></p> <p>Maddie explained the aims and objectives of the group as detailed below.</p> <p>Events are a mixture of providing fun activities and fundraising opportunities. Any new ideas are gratefully received.</p> <p><b><u>Main Aims</u></b></p> <ul style="list-style-type: none"> <li>Parent Support – Organising and supporting school events for pupils and their families and providing a safe environment.</li> <li>Fundraising</li> <li>Community Links</li> </ul> <p>Ifield School have adopted the standard objective:</p> <p><i>TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL, IN PARTICULAR BY:</i></p> <ol style="list-style-type: none"> <li><i>DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL.</i></li> <li><i>ENGAGING IN OTHER ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.</i></li> </ol>	<p>To increase the number of parents actively involved with the PTFA in different capacities.</p> <p>Different times and venues to meet will be explored.</p>

<p><b><u>Election of Committee Members</u></b></p> <p>If anyone would like to join the PTFA, there are regular meetings at the SMILE Centre usually held on a Friday at 9am.</p> <p><b>Current Committee:</b></p> <p><b>Co-Chairs</b> – Mandy Braisted and Rachelle Taylor  <b>Vice Chair/Secretary</b> – Claire Hastilow  <b>Treasurer</b> – Steve Humphries</p> <p>Committee members/trustees are required to complete a declaration of funds form which will be submitted to the bank.</p> <p>This has been completed by Mandy Braisted, Reka Morley, Steve Humphries and Maddie Arnold-Jones</p> <p>Parents/carers <b>do not</b> have to be a member of the committee/trustee to take part in PTFA events. Trustees are needed to vote on requests for funding.</p> <p>The attendees of the meeting voted as follows:</p> <p><b>Chair Person - Co-Chairs</b> - Rachelle and Mandy nominated by Emma and seconded by Steve.</p> <p><b>Vice Chair</b> - Claire nominated by Mandy and seconded by Jasmine.</p> <p><b>Secretary</b> – Emma nominated by Maddie and seconded by Rachelle.</p> <p><b>Marketing</b> – Peter nominated by Mandy and seconded by Emma.</p> <p><b>Treasurer</b>- Steve nominated by Rachelle and seconded by Claire.</p> <p>A discussion took place regarding how long a member can be the Chair of the PTFA. Once this is confirmed it maybe that Mandy needs to be Co-Vice Chair, as she has been the Chair/Co-Chair for 6 years.</p> <p>Other parents/carers can be named as active members of Ifield PTFA and do not need to complete declaration forms.</p> <p>Maddie 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>To confirm with Parentkind how long a member can hold the post of Chair. (As at 18.11.22 clarification could not be obtained)</p> <p>The password to the Parentkind website will be shared with all committee members (SH/EC) Actioned 18.11.22.</p> <p>MB to share minutes with members and upload onto the school's website.</p>
<p><b><u>Report from Treasurer-</u></b> Steve Humphries.</p> <p>Funds available at end of financial year: 31<sup>st</sup> October 2022</p> <p><b>Unrestricted:</b> £20,325.82  <b>Restricted:</b> £3,838.49  <b>Cash:</b> £167.80  <b>Total:</b> £24,332.11</p>	

<p>A discussion took place about the restricted funds, which includes an amount to support off-site educational visits.</p> <p>Mandy shared that there has been a request from Sixth Form to part-fund a visit to Bluewater Winter Wonderland. This request was agreed.</p> <p>£100 has also been identified for music resources.</p> <p>Donations this year have included donations from MidKent Golf Club from Martin Thomson's charity bike ride, HMRC, the Christmas Card project and from Simon Harrison's daughter who ran the Lake Windermere marathon.</p> <p>Accounts agreed by all attendees.</p>	<p>EC to contact Sixth Form to arrange the transfer of funds.</p> <p>EC to liaise with Hannah Stevens to buy music resources. Actioned 18.11.22.</p> <p>EC to liaise with the school to confirm that the donation made by Mrs Stoddart has been used to purchase books for the Reading Round. There is still money remaining which will be used to buy books to resource the phonics programme, Little Wandle.</p>
<p><b><u>Signatories for bank account</u></b> –</p> <p>Mandy Braisted, Maddie Arnold-Jones and Steve Humphries</p>	<p>N/A</p>
<p><b><u>Report from Chair</u></b></p> <p>Details about the following events and resources organised by the PTFA in 2021-2022 were shared.</p> <ul style="list-style-type: none"> <li>• Class Christmas gifts delivered by Santa and his elf</li> <li>• Christmas Raffle (The Christmas Bazaar was not held due to restrictions on large gatherings and an increase in the number of COVID-19 cases in school).</li> <li>• Valentines Disco for individual classes held during the school day</li> <li>• Easter Egg Hunt</li> <li>• Bluebell Day</li> <li>• Sensory Walkway</li> <li>• School Leavers Hoodies for Year 11 students</li> <li>• Fun Day Term 1 2022.</li> </ul> <p>PTFA members discussed forthcoming events for 2022-2023 and how events could be shared more widely including using Facebook and other platforms such as, the estate agent boards to promote the Christmas Market.</p> <p><b>Date of next AGM to be confirmed and will take place in Term 2 2023-2024.</b></p>	<p>PTFA meeting to take place in term 3 to discuss how to spend the funds and identify fundraising projects to share with all parents.</p> <p>Rebecca Harris to meet with the PTFA about a woodland project.</p> <p>PF to share updates in a PTFA Newsletter.</p>