



## **Minutes for PTFA AGM – 25/09/2024**

### **Battling Brook Primary School PTFA**

**Wednesday 25<sup>th</sup> September 2024 at 6pm**

**Committee Present** – Claire Masterman, Aimee Williams, Kate Wood, Laura Thornber, Verity Wykes, Amber Munnik, Hannah Simpson, Amber Nixon, Lyni Sargent, Kate Cumbley

**Apologies** – Lindsay Holdgate, Rachel Walsh, Cassie Morgan, Victoria Ridgway

**Welcome** - KC welcomed everyone to the AGM.

**Chairperson's Report** – KC introduced herself and started the chair's report. Had some amazing events and have learnt a lot. All excited for the next academic year for more funding raising. The Christmas and Summer fayres were both amazing events with the intention of people to come along and have fun. We made a profit on both, and they seemed to be enjoyed by all. Introduced some new events such as the mother's and Father's Day pop up shops and Chocolate Bingo. The raffles didn't do as well as previous years, so we are looking to change the format of these this year. We were able to provide treats for the children after their SATs and sports days as well as movie night. KC then discussed the events planned for the next academic year 24/25 and advised that Mrs Mathie has asked if all fundraising could be geared towards Jades Gym. We have also been asked to subsidise the young voices choir trip to Birmingham and are awaiting costs of this. The summer fayre 2025 will be a colour run. Finally, we are going to look for feedback on the events the PTFA runs by sending out a google form to parents with a few questions on.

**Treasurer's Report** – VW introduced herself and explained the reason for the treasurer's report is to ensure transparency. The treasurer is responsible for managing the PTFA's funds in line with the committee's decision and the charity law. The opening balance was £14,079.25. Income (total funds received into the bank account as of 31/8/24) was £27,344.28. The amount of fund paid out of the bank account as of 31/8/24 was £31,716.51. This includes fees for events, expenses, cost of running events, administrative costs, insurance, licenses, and money paid to the school for resources. The closing balance at the end of this period was £9,707.02. Purchases for the 23/24 academic year included class gifts from Santa £440, Religious Roadshow £1250, My Happy Mind 50% contribution £3564, Books for classes £1100 and bus for area sports £190.

Due to the £25k+ threshold, the accounts needed to be examined by a professional body for the 2022-2023 academic year. We will need to do this again for the 2023-2024 academic year.

**Committee Nominations/Elections** – All committee members stepped down from their roles. KC advised she wanted to take on the role of Chair for the PTFA and was voted in by the other committee members. VW advised she wanted to take on the role of Treasurer for the PTFA and was voted in by the other committee members. CM advised she wanted to take on the role of Vice Chair and was voted in by the other committee members. SB advised she wanted to take on the role of

Secretary and was voted in by the other committee members. KC discussed any other roles that could be created within the committee.

**AOB** – Question was raised about Jades Gym and all fundraising to go towards it. KC confirmed the £10k in the bank from the previous academic year is for other resources and events.

KC agreed to discuss with the school office the need for everyone to have a right to work and if in school alone a DBS check.

KC thanked everyone for attending and welcomed the new committee members.

**Meeting concluded at 7:00pm**