



Waynflete Infants' School PTFA

Annual General Meeting 1/10/2020

Minutes

Present: Hannah Freeman, Vic Hedges, Heather Green, Claire Reynolds, Lianne Lever, Tara Smith, Francoise Vaslin, Gemma Clocherty, Olivia Crawley, Peter Wardle, Ada Wardle, Luke Szczygiel, Agata Szczygiel, Jen Planas, Lucinda Jackson-Patching, Emma Wilcox, Adrian Eames.

Apologies: None

Welcome to all and introductions.

Minutes of last AGM meeting

Agreed.

Matters Arising

Adoption of Parentkind Model Constitution – see below.

Chair Report 2019-2020

We hold an AGM each year to report on the year's events and for elections to take place. It's an opportunity for the PTFA to show it's accountable for the decisions taken and that we have acted in the best interests of the PTFA. We are a charity and registered with the Charity Commission. Working alongside school, we aim to raise funds for items on the teachers' wish list each year.

Looking back over last year, we had a great start with some fantastic events organised and wonderful enthusiasm from a great team. The termly newsletters looked great (thanks, Gemma) and it's always important to keep everyone informed about forthcoming events, money raised and purchases made.

Highlights from last year included a very successful Christmas Bazaar: a real team effort, and Christmas Play raffles, the Christmas cards organised by Francoise, Round Table Santa Run (which was a wet one last year but nonetheless profitable), 2 discos for the children and Book Bingo. Gemma organised a new event last year which was the wreath making workshop in December which was well attended by staff and parents and great fun. We continued to sell second hand uniform online (thanks to Lisa) and at events and the two Bag2School collections we managed to get in in October and February were great fundraisers. Sadly, from mid-March, the events we had planned were cancelled one by one: Mother's Day Tea, Pub Quiz, Easter activities and then of course schools closed and with lockdown and social distancing, fundraising ceased so we missed out on our Summer Term events. This also included the opportunities we had to reach out to potential new members through events like the transition day.

Aaron the Entertainer has promised to carry forward the 2 discos that were not able to take place but we have already paid for (12th June & 17th July Leaver's Party).

Money raised last year was spent on Christmas presents for the classes, subsidising the Panto back in January, Year 2 leavers' mugs, 12 new tablets and cases so whole classes can access reading activities online and over £1,300 spent on new non-fiction books for the Library. Of course, we had the money set aside to pay for every child to attend the Spring Evenley Wood Garden trips to promote outdoor learning and these trips will hopefully be able to be rescheduled during this academic year.

Despite these uncertain times, with so many restrictions imposed, it's encouraging that the PTFA and School are all willing to work with current guidelines in order to organise events for the children and think of new ideas to fundraise safely. Watch this space as we have already pencilled in a week of fundraising events for the children to replace the traditional and profitable annual Christmas Bazaar that obviously won't be able to go ahead this year in its normal format.

I would like to thank the PTFA team members for their positivity and enthusiasm along with all those who have supported the events over the past year. We've got a great team and it's been really enjoyable.

Treasurer's Report & Accounts 2019-2020

Francoise circulated the accounts to PTFA members ahead of the meeting. These have been examined by Sue Parry and Tina Lagdon and will be uploaded to the Charity Commission website.

This past academic year has been a challenging year but despite all the difficulties we had to face from March onwards, I am pleased to report that we managed to raise a total of £3,978 (2019: £4,882).

As always, the main fundraiser is our Christmas Bazaar with £1,972 (2019: £1,990), raising 54% of this year's fundraising income. This is also a big event in terms of preparation, a great team effort with help from parents, teachers and the community. This year we had Pug1Off covering the cost of printing the programme and a great donation from Rob Hedges & Landscapes. So a big thank you to everyone involved. The Christmas Round Table collection raised an amazing £718 (2019: £620), making this our second best fundraiser at 20%. We were also lucky to receive a school donation of £250. The Christmas card sale raised £255. Around Christmas time, we also managed to organise a successful parent event, a wreath workshop, with lots of positive feedback, which raised £162.

We had two discos instead of three this year, raising £172. They were not as successful as last year despite reducing the expenses by only offering squash to the children. However, it seemed to be the right decision to keep Aaron Williams as entertainer since the discos were better organised with dancing activities for the children. Having not been able to do the third disco and the Year 2 leavers' party, we have £200 prepaid to Aaron Williams available for future discos.

At the beginning of the year, we decided to plan three Bag2School collections and with only two of them happening, we managed to raise £186. To add to our fundraising income, the second-hand uniform sale raised £54 (2019: £218, with a stand at the School Open Day, which didn't happen this year). Finally, Easyfundraising gave us £39.

This year, we missed the following events: Change Challenge, Mother's Day, Easter Hats, Easter Colouring and the Carnival. Those events raised a total amount of £574 in 2018/2019.

However, we are pleased to report that we have contributed £4,280 (2019: £5,691) to the school. As last year, this amount is greater than the total amount raised but we were carrying forward unused funds raised the previous year and decided to spend them on two major items on the school wish list: tablets for £1,897 to enhance children's learning and books for £1,346 to renew the school library stock. This year, the PTFA has contributed to the school Pantomime production, Christmas presents for all children in each class, a present for the Year 2 leavers and outside toys for a total of £1,037 (2019: £1,099).

We decided to keep Great Ormond Street Hospital as our nominated charity this year but there was a discussion about changing the charity to a local one.

Despite the circumstances, this year was a successful one. We came into the year with a balance of £4,227 and we are finishing with a balance of £3,926 having helped the school with £4,280 and having had to stop our fundraising activities at the end of March.

It has been a pleasure to be the Treasurer of Waynflete Infants' School this year and I wish the PTFA committee members, staff, parents and carers well for good cooperation and ideas to raise funds for WIS in this coming challenging academic year.

Dissolution of Present PTFA

The current PTFA was dissolved.

Francoise is leaving WIS PTFA – she joined in 2017 when Florence started and took on the role of Treasurer last year. Thanks for all her hard work, she has taken the lead on many activities over the years and is always willing to get involved and support events. We have a small gift to show our appreciation which we will drop round to her!

Election of New PTFA

Members are elected to serve for the year until our next AGM.

Chair – Hannah Freeman nominated by Vic Hedges and seconded by Olivia Crawley.

Vice Chair – Vic Hedges nominated by Hannah Freeman and seconded by Heather Green.

Treasurer – Heather Green nominated by Heather Green and seconded by Hannah Freeman.

Secretary – Olivia Crawley nominated by Olivia Crawley and seconded by Hannah Freeman.

Purchasing Officer – Tara Smith nominated by Tara Smith and seconded by Vic Hedges.

Communications Officer – Gemma Clocherty nominated by Hannah Freeman and seconded by Vic Hedges.

General PTFA Members – Lucinda Jackson-Patching, Ada Wardle, Claire Reynolds.

All officers act as Trustees. As a Trustee of Waynflete Infants' School PTFA, we need to collect your personal details for the Charity Commission. By passing on your personal details, you are giving your consent for this to happen. We will not share your details with anyone else and should you step down from the PTFA, your details will be removed and the Charity Commission website will be updated. Trustees also complete the Trustee Eligibility Declaration.

Proposal and Adoption of Parentkind Model Constitution (February 18)

A copy has been circulated in advance and approval sought by Charity Commission to change the key elements (received 16.9.20).

The current constitution we discovered was adopted in 1994, is very brief and outdated. It has clearly been lost over time, not handed down by successive PTFAs and is no longer relevant. We are members of Parentkind (we pay an annual fee) which provides lots of great resources, advice and insurance for the PTFA and also a Model Constitution which we propose to adopt as our governing document. This was originally proposed at a meeting on 1st July 2019.

No objections have been recorded, everyone was in agreement and it was adopted. The document will be signed and witnessed.

Hannah to inform the Charity Commission.

Gemma to attach document to the PTFA page of the website.

AOB

None.

Date for 2021 AGM

Thursday 23rd September 2021.