

The Trinity PTFA Annual General Meeting 16th September 2024

Minutes

Minutes recorded by Kim Herbing

Attendees:

Katie Rake
Helen Stacey
Sami Webb
Lauren Poulston
Kim Herbing
Tania Elder
Claire Smale
Beverley Cadogan
Antony Johnson
Polly Maslen
Sally Bevan
Helen Shanklin
Melanie Campbell
Alison Cook
Heidi Ridgeway

Apologies:

Stacy Holman
Gemma Kingsbury
Hayley Williams
Leanne Earle
Beverley Hillier
Sarah Teixeira
Karen Smith

Welcome and Apologies For Absence (KR)

KR Introduced herself to the attendees who had not met her before. She explained the agenda for the meeting and gave apologies on behalf of the members who could not attend.

Thanked everyone for their help in raising the most ever raised - £8627.40

1. Minutes of the Previous AGM – 11th September 2023 (KR)

KR Read through the minutes of the previous AGM and explained the keys points regarding the fundraising events of that year.

2. Chairs Report 2023-2024 (KR)

TERM 1.

Non uniform day for bring a bottle for Christmas Fayre

Bedtime stories - really well received and the children had a great time (may look to evolve into KS2 – maybe as a film night)

TERM 2.

Spooky Disco – Great event and good profit. Parents need to be reminded that due to safeguarding they are to drop children off and leave. No photographs of children at the school to be permitted.

Christmas Fayre - well attended and great profit made. Lauren (treasurer) broke down each stall to see profit made. However a huge amount of work and helpers needed – this year we will not host a fayre but have replaced this with Breakfast with Santa. (FC already booked in).

Could we change FC gifts?

Christmas Cards – Online Class fundraising makes it really easy for parents. (This is already registered again for Christmas 2024)

Non Uniform & Crazy Hair Day – This was the last event of 2023 and the children all loved coming in with funky hair.

TERM 3.

A quieter term with KS1 bake sale and another non uniform day.

KS1 Bake Sale - was well received with lots of parents/carers providing treats to sell.

Valentines Disco - It was very warm and even though stock numbers were matched to the Spooky Disco, we ran out of all drinks, snacks and toys with around 30 mins to go. We decided that the best way to go would be to always have extra stock in the cupboard to have if needed.

Year 6 Leavers Hoodies – This year we used a new company called All Sewn Up who were offering 10% commission back to the PTFA on all orders. Great online system that makes the process much simpler than in previous years, and the PTFA get a little profit for the school.

Last year two children did not have hoodies ordered (which was due to financial costs) so the PTFA (in agreement with Mrs Allender) bought these two children a hoodie (with some of the profit gained from the orders) so they also had something to remember primary school and not feel left out. (Claire Smale in charge of Y6 Leavers Hoodies 2025)

Leap Year Bounce – Biggest fundraiser of the year bringing in £1572.87

TERM 4.

Easter Bingo – First family event of the year and everyone had a great time. This year we sold flashing bunny ears which went down really well, and also the inclusion of a children's bingo round where everyone one a prize.

There were 2 non uniform days, 1 in return for chocolate for the Easter Bingo hamper prizes and the other just in return for £1 as normal.

There are some flashing bunny ears left over for the next event.

TERM 5.

KS2 Bake Sale - Term 5 started with KS2 parent's turn to provide the goods for a bake sale. The main note from this one was there wasn't much option for allergen children. This was covered well in the KS1 but not KS2 so to be taken into consideration for next year (keep separate from the other cakes and do not allow others who don't have allergens to buy them).

Family BBQ and Rounders Evening – Our biggest event of the term. Everyone had a great evening with lots of outdoor activities such as giant jenga and connect four, quots and football target game to name a few. We had a BBQ and sold snacks alongside soft and alcoholic drinks. Due to having to purchase the garden games and stock being bought in bulk to cover the next events, the profits don't reflect the success of the event. Was this because of the pre-ticket sales?

Sports Day Breakfast – We sold bacon and sausage baps and hot and cold drinks, and the queue was huge! We sold out apart from one bap left! – Maybe look at a pre-order system for next one.

Break The Rules Day - this was changed last minute to a normal non-uniform day as Mr. Brereton felt that due to current behavior issues, this wasn't appropriate.

TERM 6.

Term 6 is always chaotic with two of the year's biggest events.

Inflatables and Colour Run - Unfortunately due to torrential rain, we had to make the decision to cancel the inflatable side of the event as well as the BBQ.

The inflatables company were kind enough to offer us a new date later on in the year (booked for 20th September) and Walter Rose cancelled our order at no charge. We had a decent turn out of just over 50 runners despite the bad weather. Had we been luckier with the weather then the attendees and revenue would have been much higher. As we had based our colour run paint order on around 180 runners (similar to the previous year's numbers) we had a surplus amount of paint. This was sold on to another PTFA to recoup some costs. The same went for the burger rolls, some of the cakes and wine. All documented in the event round up sheet.

Summer Party – We used this event as test run for the proposed new Cohort Committee.

Selected committee members took the lead on certain aspects of the organization and planning. This seemed to work very well and will be rolled out to every event next year. The children loved having Leanne from Face It And Dance lead the entertainment. We served hot dogs, pizza and ice cream and finished off with a water fight.

5p Challenge – This came to an end in Term 6 and YR collected the most 5ps and won an ice creams in their classroom. PTFA have decided that due to people not having 5ps, we will not do this again. (Maybe look at bag packing in supermarket instead)

3. Treasurers Report for Academic Year 2023-2024 (LP)

As per Treasurers Report

Bank

Opening 1/9/23 £8145.29

Closing 31/8/24 £12,275.94

4. Funding and Expenditure

PTFA now have a form that the school need to complete to request funds needed from school; This worked well last year so will be continued forwards.

5. Appointment of the 2024-2025 Committee

Katie Rake is to step down from chair of the PTFA following a hugely successful year.

Election of new committee and cohort team

Chair:	Sami Webb
Treasurer:	Lauren Poulston
Secretary:	Kim Herbing
Legal administrator:	Helen Stacey
Social media administrator:	Tania Elder
Purchasing team:	Beverley Cadogan and Melanie Campbell
Events team coordinator:	Sally Bevan
Year 6 event coordinators:	Claire Smale and Alison Cook

6. Amendments to the Constitution

We follow ParentKind PTA model – no change needed

7. Appointment of Auditor

Alison Cook audited the PTFA accounts for many years now but has requested that we find another accountant going forwards.

Tania Elder to post on socials and Sami Webb to create letter to go out to parents to see if any parents are accountants and could possibly help.

8. Events Planned For The Next Year 2024-2025

Breakfast with Santa – Elfridges stall where children can buy a gift for their parents/carers etc.

Choose gift – wrap it – pay for it (£2/£3)

Pastries for children

Bacon rolls for adults (if staying)

Film in corner

Story with Santa

TBC

Christmas Carols and Rainbow Raffle Draw – Each class will be given a colour of items to donate to the raffle.

Children to sing carols

UV Disco – Instead of spooky disco and valentines disco (could maybe book Leanne as she has flashing equipment)

Easter Bingo

Easter Trail – Over Easter holidays. Around school / Quakers / Estate – numbered posters in windows and walk round to find a word.

Inflatables

Summer Disco

9. School Wish List 2024-2025 Any Other Business

Arthe to design and create a website for the PTFA and very kindly cover the cost of the domain and hosting.

Wish List – Mr Brereton to give the PTFA his and the teachers wish list

New playground equipment

Library forest area needs to be discussed

Could each class have a donation to choose to 'buy' something with, ie board games for indoor play

Talked to Mrs Farmer about the allocation of the funding for the class trips. The teachers were not aware/not told the amount (£200 each) so this needs to be discussed with the teachers.

Need to re-assess how the money is given out, as in 23/24 some classes were given more and some less.

10. Continuation of new initiatives brought in last year

SumUp Store

Recycling bin

EasyFundraising – To be sent out to parents (and added to new PTFA website)

Funding request forms

11. Closing Statements

KR – Thanked everyone for coming, and officially stepped down as chair.