



## **PTFA AGM Minutes**

**Date: 28<sup>th</sup> Sept 2023 6pm at The Bridge**

### Attendees

- Mel Thorpe (MT) (Chair)
- Claire Hastings (CH) (Vice Chair)
- Louise Conway (LC) (Secretary)
- Michelle Raybould (MR) (Treasurer)
- Apple (new member)
- Iden (new member)
- Leann (new member)

### Apologies

- Tracey Joines
- Marian Raybould

### Chair's Statement

MT opened the meeting by welcoming the new members and then proceeded with the run-down of the year.

She began with thanking the other members and acknowledging the support of teachers and parents, without whom we could not have had the successful year that we had. It had been hard work, fulfilling and a pleasure to be able to treat the children to things outside of the school's regular budget.

We have certainly learnt a lot over the past 12 months; some unexpected successes were the gift amnesty which brought us some superb items we could add to our tombola at the Long Eaton Carnival; our plan is to put this on people's radars before Christmas this year and then do it again in January.

The Summer Fayre was considered one of our highlights, we had a few setbacks on the day and the day before but we pulled together really well and the amazing support from the parents and staff really showed that people want to support the school.

The money raised has gone into some immediate requests from teachers as follows:

- New glockenspiels
- Bean bags for the nurture cabin
- £100 is being allocated (per year) to each class to spend on their own classrooms (nursery up to Y6)

### Treasurer's Report

MR then took us through the Treasurer's report she has put together (attached). We started the year with just about £290 in the bank account, this had us in quite a difficult position initially and things had to be paid out of members' pockets in advance and repaid. After a superb year of funding we had a much healthier looking bank balance of around £4,500.

MR highlighted some of the more profitable events we have done over the year; the Summer Fayre generated its highest profit in a decade!

MR worked tirelessly in opening up a bank account for us; the previous one we had carried some admin fees but Co-Op don't have any which saves us some structural costs. We are aware that Co-Op also invite charities to apply for funding when there are specific fundraising goals in place so this is something we really want to focus on this year.

Another structural cost we have is the ParentKind membership which has been an invaluable resource for us (especially with updating the constitution). It provides us with insurance as well as advice.

MR reiterated the need to keep a good level in the bank in reserve in order to put events on.

### Constitution Changes

Our previous constitution was signed off in 1994 and was in need of modernising. LC went through the changes we had made to it as follows:

- Slight rewording to the name from *Friends of Longmoor Parent Teacher Association* to *Longmoor Primary Parent Teacher & Friends Association*
- Change in required minimum committee members (reduced to two)
- Insertion of "non-teaching staff" into membership – it was always the case but was not documented
- Powers added in for clarity
- Changes to finance section:
  - Insertion of debit card holders
  - Financial year to start on 10<sup>th</sup> September to have it in line with the start of the school year
  - Not mandatory to get financial records independently reviewed but is easy to get done and always accessible

These changes were unanimously agreed and this was signed off by MT and MR and will be forwarded to the Charity Commission.

### Appointment of Committee Members

MT had advised that she wanted to stepdown as Chair. The following members were nominated into the roles as below:

Louise Conway – Chair

Claire Hastings – Vice Chair

Michelle Raybould – Treasurer

Melanie Thorpe – Secretary

These were seconded and agreed unanimously.

### Plan for the forthcoming year

Ultimately, we want to build on the success of last year. We are focussed on bringing things to the school that benefit as many children as possible. We would love to have a major fundraising goal together with visuals that can be seen so that the children are aware of it and can see their efforts in real time.

We are committed to repeating the success of the Long Eaton Carnival and the Summer Fayre. Our next big event is the school discos which are in full planning stages now.

We are keen to remind people what the PTFA are doing and where we are if they want to join. The focus is moving away from being physically present at meetings as we were all in agreement that having volunteers for events and having a multitude of ideas is more important than being able to make the meetings.

**Next meeting: 25<sup>th</sup> October 6pm at The Bridge**