**PTFA AGM**

**Wednesday 10th January 2024**

**Copythorne School 2.30pm**

**Chaired by Zoe Lawrence**

**Attendees**: Lisa Lewis, Zoe Lawrence, Jo Ogden and Hayley Young

**Apologies:** Becky Hyde

**Minutes of meeting - 1st November 2023**

Following a plea for volunteers a number of new members have stepped forward to take on member roles. The following changes are proposed for the member roles.

* Chair – position currently held by Zoe Lawrence

**Proposed Chair Sarah Roberts & Zoe Lawrence**

* Secretary – position currently held by Lisa Lewis

**Proposed Secretary Hayley Young & Becky Hyde**

* Treasurer – position currently held by Kirsty Merrick

**Proposed Treasurer Joanna Ogden & Lisa Lewis (non signatory)**

It was unanimously agreed for those positions to be filled by those standing.

Zoe Lawrence to contact the bank to change the Mandate to reflect the changes, Zoe & Jo will be joint signatories on the account and Lisa will support Jo with financial logging and money management. It was also agreed to investigate changing the bank from Barclays to Lloyds for ease as the high street branch is in Totton. Once the mandate information has been changed and confirmed Jo & Zoe will start the process.

**Financial**

Following some successful fundraising events before Christmas we currently have £2161.53 on account. We need to produce an annual return to the Charity Commission and this requires completing by the end of January**. Jo & Lisa to action.**

**Events**

It was agreed to hold a Valentine cake and pre-loved uniform sale on Thursday 8th February. A parent mail will be sent out requesting donations for cakes and uniform. We will require a minimum of 4 helpers to run the two stalls.

We will also hold a Mothers Day Shopping room on Friday 8th March, the usual message will be sent. We will require shoppers and wrappers in advance of the event and a minimum of 4 helping on the day. It was agreed to ask Becky Hyde to recruit shoppers, Zoe confirming that we do have a bank card we can use if it is easier for people to shop.

The Copythorne Council ran an Easter Egg-travaganza last year, Zoe to find out if this is happening again this year so we can take a table at the event. Last year Lucy Baker attended and ran a chocolate tombola and raffle which if possible we will run again this year. We have an Easter cuddly donated by the Friendly Forestry Commission and will ask for Easter themed chocolate donations from parents.

The PTA’s across the Federation have set up a Whatsapp group for all 3 committees and a meeting is being planned to get together and share ideas and discuss how we can run some Federation events.

**Date of Next meeting**

A date for the next meeting to be confirmed.

**ACTION**

* **Zoe Lawrence to change mandate information at the bank**
* **Zoe & Jo to investigate changing bank to Lloyds**
* **Lisa to look at Charity Commission to submit our return**
* **Bake & pre-loved uniform poster and parent mail – Lisa & Hayley**
* **Mothers day shopping – Becky to recruit shoppers Lisa to send parent mail.**

Minutes taken by Lisa Lewis