

PTFA AGM

Friday 18th October 2024

Copythorne Infant School 1:30pm

Chaired by: Jo Ogden

Minutes by: Becky Hyde

Attendees: Jo Ogden, Becky Hyde, Hayley Young, Bobbi Parker, Gemma Rogers, Mary Flynn

Apologies: Zoe Lawrence, San Devi Clark

Minutes of Meeting

1. Welcome

Jo welcomed all persons to the meeting and welcomed new faces.

2. Apologies

Apologies from Zoe and San that they are unable to attend. Hayley will be arriving at 2pm due to work commitments.

3. Minutes of last AGM

The minutes from Nov 2023 PTFA meeting were read out highlighting key information.

4. Chairs Report

Unfortunately Zoe didn't provide a chairs report for the last year however Jo noted that she knew Zoe would have mentioned the replacement of the fence around the allotment area. It was discussed that this area needs to be looked after to allow the children to use it. Becky to action.

5. Treasurers Report

Last year we started with £1000, current balance £1700 with £140 waiting to be banked.

Last years total income was £2782. The main outgoing was the new fence around the allotment area which cost £1980. The children were given an Easter Egg at Easter and an ice lolly on the last day of term as gifts from the PTFA.

Current income to date this year is £86 Fund Raisin Challenge, £34 Uniform Sale, £30 Bags2School and £180 Asda Cashpot for Schools.

Expected outgoings this year are £550 for the Christmas Panto, £100 (TBC) for Insurance, £TBC Lottery Licence, £TBC Christmas Crackers and £5 per child for the Year 2 Leavers Party.

6. Committee Future

Chair – position currently held by Zoe Lawrence

Proposed Chair – Becky Hyde

Secretary – position currently held by Hayley Young and Becky Hyde

Proposed Secretary – Hayley Young

Treasurer – position currently held by Joanna Ogden and Lisa Lewis

Proposed Treasurer – Joanna Ogden

It was unanimously agreed or those positions to be filled by those standing. Paperwork to be updated by Becky and Jo.

7. Future Fundraising Events

School tea towel where all children draw their own face and it gets populated on one tea towel. The more that sale, the lower the price. Agreed to sale at £5 each. Mrs Flynn has agreed teachers can organise the children to do the drawings in class. Hayley to provide the school with templates.

8th Nov – Crazy hair day in exchange for chocolate donations for Christmas Fair.

22nd Nov – Dress down day in exchange for bottle donations for Christmas Fair.

29th Dec at 2pm – Christmas Fair

Stalls suggested: Bottle hoopla, chocolate tombola, raffle, tattoos, colouring, hook a bag, knock a ball down.

Christmas raffle discussed. Hayley to send Becky the letter template and a list of who donated last year. A Parentmail to be sent out to ask if anyone's employers would like to donate to the PTFA or have a raffle prize they'd be willing to give away.

Suggestion of asking for small toys / left over party bag fillers to be donated and used for hook bag. Jo to action.

5th Dec – Christmas Panto, Christmas Dinner and Christmas Jumper Day. The PTFA normally (except last year due to funds) provide the Christmas Crackers. Jo to action.

6th Dec PM – Christmas Shopping Room. Becky to arrange helpers to shop, wrap and help on the day. Cost of gift to remain at £3.

17th Dec at 2.30pm TBC – Father Christmas visit. Idea for children to do one last performance of their nativity songs and Father Christmas go in and listen. Father Christmas to give out a present to each child. Jo suggested books. Becky to try and find a Father Christmas.

8. What are we raising funds for?

Mrs Flynn asked that as a long term plan if we would raise money to enhance the outdoor area so they can increase outdoor learning. Year R required a new mud kitchen and Year 1 and 2 TBC. Mrs Flynn to get a list from teachers as to equipment they would like and where.

It was also recently seen by Mrs Flynn that we are running low on topic related books. Hayley to send emails to see if we can get any donations from suppliers or discounts.

9. AOB

Dobbies are giving away a couple of Christmas Trees. Jo to investigate and apply. If we are able to get one then put up in the hall the day before the Christmas Fair.

Discussed potential future events of Happy Circus, Quiz Night, Movie Afternoon and Summer Water Fight.

10. Actions

PTFA paperwork to be updated (Parentkind, Charity Commission etc) – Becky and Jo

Find a volunteer(s) to look after the allotment area – Becky

Buy Christmas Crackers – Jo

Tea Towels – Hayley

Christmas Dates Poster – Becky

Christmas Raffle – Becky

Christmas Shopping Room – Becky

Hook a Bag Contents - Jo

Books as Present from Father Christmas – Jo

Find a Father Christmas – Becky

Dobbies Christmas Tree Application - Jo

Wish List of Outdoor Equipment – Mrs Flynn

Book Enquiry – Hayley