

Headteacher – Ms L. Swaine BSc, MA, NPQH  
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Chairperson: **Stuart Gates**

Secretary: **Fiona Perera**

<b>Meeting:</b>	PTFA Meeting	<b>Date:</b>	Tuesday 14 <sup>th</sup> January 2020
<b>Venue:</b>	School Library	<b>Time:</b>	7.30pm

Item No.	Item	Owner
1	<p><b>Present:</b></p> <p>SG – Chair            NM - Treasurer            FP – Secretary            BD            ET            JI            SS            VS            IP            SJH            JGR            FS            JS</p>	SG
2	<p><b>Apologies for Absence:</b></p> <p>SC            GL            KS            IZ</p>	SJH
3	<p><b>Welcome:</b> SG welcomed those present to the meeting and explained that one AGM had to be held each year as the PTFA is a charity and to comply with its constitution.</p>	SG
4	<p><b>Approval of minutes from meeting held on 24<sup>th</sup> September 2019 and Matters Arising:</b></p> <p>The minutes of the previous AGM were approved. Proposed by JI, seconded by SJH.</p> <p>SG gave a statement to those present for the school year ending August 2019. This included the change to PTFA status after the previous AGM. The Chair gave an outline of the PTFA's activities throughout the year; 2 quizzes, a BBQ and support given to various school musical events.</p> <p>NM had stepped in as Treasurer in February following the resignation of the Treasurer. The Chair thanked him for his great support.</p> <p>He also thanked the Secretary, FP, also ET for her continued hard work and SJH who had played a vital role as school liaison until June. He expressed thanks also to all those who had volunteered help at events, to the quiz masters, JK and SS and thanked LS for her support of the PTFA.</p>	All

	<p>The Chair spoke of the frustration that the PTFA was still unable to get support from many parents and staff. New ways of raising funds, through grant applications and targeted appeals via ParentPay were being looked at.</p> <p><b>Post meeting note:</b> Three ParentPay appeals would be held on rotation; Well Being, Computers and Sports/ performing arts. These had been agreed with LS.</p> <p>Nominations for the position of Chair and Treasurer had been sought to replace the current postholders. The current postholders would remain to support whoever took on the role to ensure a smooth handover. Nominations would be discussed and voted on.</p> <p>NM, SG and LS would remain as trustees and signatories to the PTFA.</p> <p>SJH expressed thanks to SG and NM on behalf of those present for all their work.</p>	
5	<p><b>Financial Update:</b>  NM gave an update on PTFA finances. He noted that gift aid was not being widely used. LS suggested we use the Y7 pack to advertise it but it was pointed out that less than 20 people had signed up this year. LS and SG would discuss this further.</p> <p>Income last academic year was £11,460, of which £9,419 had been raised through fundraising, the rest coming through gifts and ParentPay appeals. Total expenditure had been £6,391 of which £5,985 had been donations to the school. Other items had been promised (£2,650 for a 3-D printer, £5000 towards the main server, £1,350 for trampoline repairs and £3,500 for a multi-printing press.). Invoices for these items had not been received to date. LS would look into this.</p> <p>NM reported that the accounts had been independently signed off and submitted to the Charity Commission.</p>	SG/All
6	<p><b>Re-Election of Trustees:</b> LS, SG and NM put themselves forward for re-election. This was proposed by JI, seconded by ET.</p>	
7	<p><b>Elected Officials:</b> One person had put themselves forward for the role of Treasurer. SG would follow up on this; NM would remain in post for the time being.</p> <p>BD had put himself forward for the post of chair. He was the parent of a year 7 student. He had previous experience of school governorship in 2 schools, had also been secretary for the Lions Club International, as well as having experience in fundraising and acting as chair. He enjoyed building rapport with parents and would look to get the commitment of the school to back the work of the PTFA. SG thanked BD for volunteering to take on the role. It was proposed that Bobby be voted as Chair designate and have a hand-over period followed by an EGM in May at which time he would take on the role of Chair. Bank signatories would remain as they are for now as all had recently been changed. SG proposed BD as Chair Designate; ET seconded. SJH proposed SG as Chair in the meantime; seconded by FP. SJH nominated FP to remain as Secretary.</p> <p>IZ had offered to take on the role of Treasurer. NM and IZ would meet and discuss what was involved. NM said he was happy to carry on as Treasurer for the time being doing accounting, providing floats and doing banking, but would not be involved in the planning or running of events. ET proposed that NM continue in the role for now, seconded by FP.</p> <p>LS thanked everyone for attending and thanked SG, NM and others who volunteered their time. She stressed the importance of the community spirit generated by the PTFA, not simply the raising of funds. It was a challenging time financially for all schools; the funds raised</p>	NM

	<p>facilitated learning greatly and she was very thankful. She stressed the need also to think outside the box to benefit students and also to enhance the sense of community.</p> <p>LS said a new liaison person would be found and suggested a rota for a staff person to attend meetings. House leaders could be encouraged to attend. It was acknowledged that more buy-in from parents was needed.</p> <p>SJH asked those present to recognise the huge amount of energy put in by SG.</p> <p>End of AGM</p>	
8	<p><b>PTA Meeting</b></p> <p><b>Approval of Minutes from 28<sup>th</sup> November:</b> Proposed by JI, seconded by ET.</p> <p>It was noted that not all contacts were receiving correspondence. There was some confusion over PTA/PTFA email addresses. Also, the system used to circulate emails to parents was not necessarily up-to-date. Sue Donalds was looking into this.</p>	
9	<p><b>Review of activities:</b> It was noted that the recent quiz had raised £1,600, slightly less than originally thought as the float had not been taken into consideration. There had been no matched funding as it was near the year end, but promises had been given for the BBQ already.</p> <p>The Christmas event had been very low key and raised approximately £50.</p> <p>The Y7 pastoral care evening had seen a reasonable sale of raffle tickets, good atmosphere, and it had been good to have a presence there</p> <p>The Cabaret night had taken £420 on drinks (before costs).</p>	
10	<p><b>Amazon Smile:</b> £11.52 had been raised in the first 3 months but it was noted that there was a three month lapse between items being purchased and the donation being added to the EBS account. It was noted also that the PTFA newsletter had only gone to new Y7 students. SG would ask Nina to send newsletter to the whole school to help publicise Amazon smile. LS would write to every parent to ask them to support the PTFA.</p> <p>Post meeting note: It was confirmed that all school purchases via Amazon were being made through Amazon Smile.</p>	All
11	<p><b>Funding Requests received:</b> It was proposed to buy 8 new microphones for the upcoming school show at £150 per microphone. Those present agreed that up to £1,500 could be spent.</p> <p>The PTFA would run the bar at the school production. At least 3 volunteers were needed each night from 6pm on Thursday and Friday, and 1pm on Saturday. VS offered to buy donuts for the Thursday show. VS could also help set up on the Thursday and help in the interval. SG and SS could help. BD and SJH could help on either Thursday or Friday. SG, JG and SC could help on Friday. SJH might be able to help. ET, SG and FS could help on Saturday. NM would provide the float and give some technical support</p>	All
12	<p><b>BBQ:</b> SG had spoken to LS and suggested to her that a lot of school teams should be involved. She would put together a committee to spread the workload. The date was in the school diary.</p> <p>Helpers would be needed for the BBQ. Lara would be asked to do a poster, A new Estate Agent would need to be found to support the BBQ. Vicky would ask a parent from the Property Studio to support the BBQ and would contact a parent at Chas Lowe who had a</p>	SJH/All

	<p>student at EBS. Parents would be asked to add their name to the list. SJH would go over the list to check parents were still current.</p> <p>SG and Bobby would meet before the Easter Holidays to discuss the stalls etc. for the BBQ.</p> <p>It was agreed to hold another quiz. Sean Sweeney was asked and the date set for Friday 13<sup>th</sup> March. ET, JG BD and SG would help with the bar; VS would help set up. SG would apply for a TEN</p>	
13	<p><b>PTFA Social:</b> Thursday 23<sup>rd</sup> January at Chez TonTon at 7.30pm</p> <p>Post meeting note: following the meeting the venue was changed to the Prince of Wales</p>	SG/SJH
14	<p><b>PTFA Lottery draw</b></p> <p><b>December draw:</b>  £50 No 73, Sally Gentle  £25 No 233, no name  £15 No 141, no name</p> <p><b>January:</b>  £50 No 187 no name  £25 No 215 no name  £15 No 84 Josette Makowski</p>	SG/SJH/All
15	<p><b>Any Other Business:</b> VS queried whether help was still needed to monitor the Facebook account. GL had also offered to do Social Media for the PTFA, however, LS was keen for it to all come under the school web page and Nina was happy to take it on. VS was thanked for her offer of help.</p> <p>It was noted that someone would be needed to take on the PTFA Web page as the person who currently maintained it would leave after next year.</p>	All
16	<p><b>Date of Next Meeting:</b> Thursday 27<sup>th</sup> February at 7.30pm in the school library</p>	

**Minutes taken by:** Fiona Perera, Secretary

**Approved by:** Stuart Gates - PTFA Chair