

<b>Meeting:</b>	PTFA AGM	<b>Date:</b>	25 <sup>th</sup> February 2021
<b>Venue:</b>	Meeting via Zoom due to lockdown	<b>Time:</b>	7.30pm

Item No.	Item	Owner
1	<p><b>Present:</b>            SG – Chair            NM - Treasurer            FP – Secretary            SJH            SC            CH - Acting Head Teacher            BD            PG            MC            SB            JS            DG (arrived during General Meeting)            JI (arrived during General Meeting)</p>	SG
2	<p><b>Apologies:</b>             Caroline Roncarati</p>	FP
3	<p><b>Approval of Minutes from last AGM meeting held on 14<sup>th</sup> January 2020 and Matters Arising</b>             The minutes were approved as a correct record. Proposed: BD, seconded NM</p>	SG
4	<p><b>Chairperson’s Report for the Trustees</b>             SG gave the report as Chair to the PTFA to those present. It had been a challenging year with traditional fundraising efforts being curtailed due to the pandemic. As a result fundraising income was down on previous years.             In the year ending August 2020 the PTFA had donated £9,251 to the school for items such as a 3-D printer, Head-Set Mics, sports equipment and online access to Encyclopaedia Britannica. £10,046 remained in the bank for funding requests and lottery pay-outs.             SG thanked NM for preparing the accounts and Sue Waters for auditing them. They had been registered with the Charity Commission.             SG welcomed SB as the new PTFA liaison with the school.</p>	SG

	<p>He thanked FP, SJH and ET for support with particular aspects of PTFA work and the wider members of the school community for their support.</p> <p>He noted that moving forward it would be necessary to focus on alternative ways of raising funds, such as direct appeals, match funding, promoting the lottery and other methods such as Amazon Smile.</p> <p>It was noted that means were needed to engage with a wider number of parents/carers and staff members to remain effective.</p> <p>SG was stepping down as Chair and welcomed BD as the Chair of the PTFA going forward. BD thanked SG for the incredible amount of work he had put in over the years in his role as Chair.</p> <p>A copy of the full report can be found on the PTFA section of the school web-site.</p>	
5	<p><b>Approval of Accounts, Year Ending 31<sup>st</sup> August 2020</b></p> <p>NM shared details of the accounts for the period Sept 2019- August 2020. There were losses in some areas as stock had been bought but not used before the pandemic struck.</p> <p>There was a net income of £3369.43 from fundraising for the year, with additional income from ParentPay appeals giving a total income of £5,507.98. This was almost £6,000 less than the previous year due to the effects of the pandemic. Expenditure was £9,580.38, mostly in donations to the school with some being paid out as lottery prizes. The accumulated fund at the end of the period was £10,046.42.</p> <p>The accounts were signed off as a correct record, proposed by SJH, seconded by BD.</p>	NM
6	<p><b>Election of trustees:</b></p> <p>Leann Swaine, Nick Mottershead and Stuart Gates put their names forward for election for school year 2020/2021.. Proposed by FP, seconded by SC</p>	SG
7	<p><b>Elected officials</b></p> <p>Nominations had been received for the positions of Chair, Treasurer and Secretary.</p> <p>BD was elected to the role of Chair, proposed by SG, seconded by PG.  NM agreed to continue as Treasurer. Proposed by JS, seconded by FP.  FP agreed to continue as Secretary. Proposed by SG, seconded by BD.</p> <p>SG wished BD luck in his new role. BD thanked SG for all of his work over many years.</p> <p>It was noted that NM wished to step down after this year so a volunteer should be sought to see that there was a handover period</p> <p>This was the end of the AGM. Mr Hunt left at this point having been thanked for his attendance at the meeting.</p>	SG/BD

<b>General Meeting of the PTFA</b>		
1	<p><b>Approval of Minutes and Items Carried Forward from 1<sup>st</sup> October 2020</b>            The minutes of the previous meeting were approved as a correct record. Proposed: NM, seconded by SC</p>	BD
2	<p><b>Lottery update:</b></p> <p>SJH confirmed that she had sent details of the winners since the previous meeting to Nina to be published in the EBS newsletter.</p> <p>January lottery - post meeting update from SJH:</p> <p>I Pope had won £50</p> <p>B Dervish wished to donate their winnings (£15) back to the school</p> <p>The February winners were as follows:</p> <p><b>£50 - no. 157 no winner</b></p> <p><b>£25 - no. 53 Giles Floyd</b></p> <p><b>£15 - no. 135 Charlotte Newstead-Smith</b></p> <p>SG would hand over the lottery and associated files to BD</p> <p>DG joined the meeting at this point.</p>	<p>SJH</p> <p>SG/BD</p>
3	<p><b>Funding Requests update:</b></p> <p>Only one fundraising request had been received, from Caroline Roncarati in the technology department who had requested funding for a new laser cutter. The PTFA had already promised £7,000 towards the new cutter. The school had used the current cutter to make mask extenders for the NHS and it was now broken. The price had since increased to almost £12,000.</p> <p>NM said that the PTFA could afford to give £10,000. It was agreed that the PTFA could commit to funding it, paying £7,000 now and a further £5,000 within the school year. It was agreed that a time-limited appeal should be set up on ParentPay to raise the £5,000 needed. SB and BD would liaise with Lara to design the appeal and Nina Bains or Sue Donald to set it up on ParentPay.</p>	<p>NM/ BD/ SB</p>
4	<p><b>PTFA outline plan for fundraising 2020/21</b>            JI joined the meeting at this point.</p> <p>Despite difficulties of meeting people at present, BD had met with SB and NB. It was agreed that appeals should be promoted via the newsletter.</p> <p>BD raised the possibility of the PTFA being involved in the virtual musical evening being planned; it was difficult to agree how this would work in practice.</p> <p>The possibility of running the annual fayre in June was discussed but it was decided that it might be better to run an event in the autumn term instead due to difficulties of planning during the pandemic.</p>	<p>BD/ SB/ NB</p>

	<p>Other possible events considered were a quiz, a virtual music evening and an event involving a Cambridge lecturer who had recently attended the school. BD would look into the possibility of raising an event.</p> <p>SB mentioned a drive-through as a possible event. BD said it might be difficult to meet the cost of the screen; JS would ask Nightingale Cancer how they had organised a similar event and the costs involved.</p>	<p>BD</p> <p>JS</p>
5	<p><b>Proposed PTFA Questionnaire</b></p> <p>This had been considered at the previous meeting as a means of gaining feedback from parents as to how they could support the community and ideas for activities. NB had suggested the PTFA had a page on the school intranet to use for promotional purposes. BD would discuss this with NB and SB.</p>	BD/SB
6	<p><b>Recruitment and communication</b></p> <p>BD would pick up how to communicate the achievements of the PTFA and how to make the process for applying for funding clear to staff. It was recognised that there was a need to contact and motivate Y7 and Y8 parents in particular. SB said NB could add something to Twitter and the newsletter and have a flyer in the new Y7 Transfer Pack.</p>	BD
7	<p><b>Social Media update</b></p> <p>BD wondered if it was possible to use Linked In to connect with parents. NM pointed out the difficulty in connecting with parents/carers due to the restrictions of GDPR. It was suggested that he meet with NB to discuss means of connecting via social media. It was acknowledged that it was currently difficult to meet with people in person due to the pandemic.</p> <p>SG suggested the PTFA make a promotional video to advertise and inform about the PTFA.</p> <p>Mario asked if there were any plans to continue to meet via Zoom to encourage more to be involved and suggested it would be a good platform to give people the option to take part.. It was agreed that this was a good idea and it was possible that governors might wish to join via Zoom.. It was suggested that an event be created to enable people to listen in but not necessarily join the meeting.</p> <p>BD expressed the hope that more teachers could be encouraged to join in PTFA meetings</p>	BD
8	<p><b>Key Dates to note at the school</b></p> <p>SB noted that Y7 was the last consultation due to take place in the school year; she would check the calendar for the rest of the year</p>	SB
9	<p><b>AOB</b></p> <p>With regards to the statues on the driveway, all statues had now been completed. it was noted that all plaques had been purchased and that Alan had the remaining ones; BD would follow up on this.</p> <p>NM noted that with regards to Finance for the term, £1,260 had been raised; £34.55 had been spent.</p> <p>BD thanked all those present for their attendance.</p>	BD
10	<p><b>Date of Next Meeting:</b> 6<sup>th</sup> May 7.30pm via Zoom</p>	BD

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

**Approved by:** Bobby Daruwalla - PTFA Chair