



Headteacher – Ms L. Swaine BSc, MA, NPQH
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Chairperson: Bobby Daruwalla

Secretary: Fiona Perera

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| Meeting: PTFA | Date: 16 th September 2021 |
| Venue: Meeting via Zoom due to lockdown | Time: 7.30pm |

| Item No. | Item | Owner |
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| 1 | <p>Present: BD - Chair NM - Treasurer FP – Secretary JI JS SJH (joined the meeting) SB CT AC EO DH HB AA FG JT TB AP EV</p> | BD |
| 2 | <p>Apologies: NM, SC, VS, DG, PG</p> | FP |
| 3 | <p>Welcome and Introductions BD welcomed new members to the meeting and introduced existing members to those who had joined.</p> <p>BD gave an introduction to the work of the PTFA and stressed the importance of everyone being involved and supporting events. He explained the various ways members could support the PTFA, helping at events, joining Amazon Smile etc. SG referred to the pack that parents had received on arrival at the school which listed the activities of the PTFA</p> | BD |
| 4 | <p>Approval of Minutes from last meeting held on 15th July 2021 and Matters Arising The Minutes of 15th July were approved as a correct record. BD explained to the new members that copies of the minutes were put on the PTFA section of the website for everyone to view.</p> | BD |
| 5 | <p>Financial Update The Treasurer, NM was not present so SG gave an update. The main role of the PTFA was to raise funds. A 3D cutter had recently been bought for the school at a cost of £10k. Apart from £1500 which was ring-fenced for lottery prizes there was a small balance of £500 available funds as there had been no fundraising events for the past 18 months. More fundraising events were planned and there were other opportunities to raise funds via ParentPay as the PTFA received 98.5p of every pound donated</p> | SG |

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| | <p>September numbers were as follows:</p> <p>1st prize: £50 no. 89 - A Charalambous 2nd prize: £25 no. 125 - no winner 3rd prize: £15 no. 19 - C Chandler</p> | |
| 12 | <p>Questionnaire to Parents BD had met with NB who had been very helpful. She had suggested social media as a means of contacting parents, but volunteers would be needed to manage Tweets etc.</p> <p>BD had forwarded the proposed questionnaire to parents to Nina after the last meeting to encourage them to get more actively involved. She will send a draft for us to approve and will use Microsoft forms. SG advised that the original questionnaire should be trimmed in length to be more effective.</p> <p>BD explained to those present the support the PTFA received from ParentKind, a national body that supports PTFAs, with ideas, seminars, insurance for events etc..</p> | BD/ NB |
| 13 | <p>AGM provisional dates The proposed date for the next AGM was Thursday 20th January 2022 providing the school was available that evening.</p> <p>SG explained to new members that as a registered charity we have a constitution and have to have a formal AGM to elect the Chair, Treasurer and Secretary.</p> <p>The charity has 3 trustees, L Swaine, N Mottershead and S Gates who are re-elected at the AGM. The AGM must take place within 12 or 13 months of the previous meeting and 28 days' notice of the meeting must be given.</p> | BD |
| 14 | <p>AOB There was none</p> | |
| 15 | <p>Date of Next Meeting and Method (e.g. Zoom/Teams)</p> <p>.</p> <p>This would depend on whether planned events were going ahead and what needed to be done.</p> <p>BD thanked all those who had attended the meeting with particular thanks to SG for setting up the meeting and explaining the work of the PTFA, FP for minuting and SB for all her support. BD hoped those present would continue to support the PTFA and said he was happy to be contacted and could be reached via SB.</p> | BD |

Minutes taken by: Fiona Perera, Secretary

Approved by: Bobby Daruwalla - PTFA Chair