

# Holy Family Catholic Primary School PTFA

## AGM Minutes

Friday 26<sup>th</sup> January 2024, 12:30

Venue: Holy Family Catholic Primary School and Virtual (Teams)

### Committee Members and School Representatives

**Chair:** Beth Sharratt, **Treasurer:** Neil Tillett, **Secretary:** Andrea Glancey, **Headteacher:** Helen Rooney, **Deputy Headteacher:** Stephanie Quigley

### Attendees

Beth Sharratt (BS), Neil Tillett (NT), Andrea Glancey (AG), Stephanie Quigley (SQ), Helen Rooney (HR), Louise Tillett (LT), John Sharratt (JS), Liz McDonald (LM), Michael Byrne (MB)

Item	Details	Owner
<b>Welcome and apologies</b>	<ul style="list-style-type: none"> <li>BS explained that this is the Annual General Meeting (AGM) and as such will not follow the usual meeting format. There is a requirement to hold an AGM under the PTFA constitution and to attend to statutory business as part of this. There will be a short period allocated at the end of the meeting for a discussion of upcoming events.</li> </ul>	BS
<b>Statutory Business - Minutes from the last AGM and matters arising</b>	<ul style="list-style-type: none"> <li>No matters arising.</li> <li>Comments were received on the minutes of the last AGM in January 2023 and amendments made where appropriate. No further comments received.</li> </ul>	AG
<b>Statutory Business – Chair’s Report for academic year 2022/23</b>	<ul style="list-style-type: none"> <li>Chair’s Report for the academic year 2022/23 prepared by BS and circulated with the agenda to all committee members and usual meeting attendees.</li> <li>BS presented the Chair’s Report (Paper 1).</li> <li>SQ agreed to share the report in the school newsletter as well as uploading it to the school website.</li> <li>BS highlighted the importance of increasing the number of PTFA volunteers and succession planning.</li> </ul>	BS
<b>Statutory Business – Treasurer’s Report for the academic year 01/09/2022 – 31/08/2023</b>	<ul style="list-style-type: none"> <li>NT presented the Treasurer’s Report (Paper 2).</li> <li>It was agreed that the PTFA will continue to hold £500 in petty cash.</li> </ul>	NT
<b>Statutory Business - Election of Officers and Trustees of the Committee: Chair,</b>	<ul style="list-style-type: none"> <li>All members of the committee to resign as per the requirements for the AGM under the constitution.</li> <li>BS, NT, and AG all resigned their offices.</li> <li>NT agreed to re-stand as Treasurer, BS proposed and SQ seconded.</li> </ul>	BS, NT, AG

<b>Secretary and Treasurer</b>	<ul style="list-style-type: none"> <li>AG agreed to re-stand as Secretary, BS proposed and SQ seconded.</li> <li>BS agreed to re-stand as Chair, NT proposed and SQ seconded.</li> <li>The committee is re-elected, and all formal statutory business is complete.</li> </ul>	
<b>Appointment of an Independent Examiner of Accounts</b>	<ul style="list-style-type: none"> <li>It is a statutory requirement to appoint an Independent Examiner of Accounts only if the annual turnover is greater than £25 000.</li> <li>The PTFA has not reached that threshold, but BS suggested it would be good practice to appoint someone to examine the accounts for transparency.</li> <li>LM's husband could undertake this role for no cost if required.</li> <li>All attendees agreed that this was not required for this financial year.</li> <li>It was agreed that this process could be built into future accounting cycles.</li> <li>Attendees discussed sharing the Treasurer's Report and it was confirmed that anything shared in relation to the PTFA bank account would not include any names of children/families.</li> </ul>	All
<b>Grant Applications</b>	<ul style="list-style-type: none"> <li>BS highlighted the potential for grants as a source of significant funding opportunities.</li> <li>All agreed that this would be an area of focus for this academic year.</li> <li>SQ/HR: The school would like to focus on funding improvements to the EYFS outdoor area.</li> </ul>	All
<b>Fundraising Events - Brainstorm</b>	<ul style="list-style-type: none"> <li>LM requested the PTFA run the "Pots of Love" plant sale for Mother's Day again this year.</li> <li>LM suggested an auction event where children's art could be sold. HR suggested this could also be run as a gallery rather than an auction.</li> <li>LM also suggested selling "Movie Night" boxes containing snacks, pre-ordered for delivery on a Friday.</li> <li>MB discussed options for additional stalls at a summer fair event, including a "Joke Machine". BS has seen other schools set up live fruit machines.</li> <li>HR suggested a family quiz night to build on the success of the bingo night held last term. The group discussed the merits of offering in-person or virtual events. Opinions differed, BS agreed a Whatsapp poll sent to parent groups could be used to understand what the general consensus would be on this.</li> <li>SQ suggested running a race night.</li> </ul>	All
<b>School Lottery</b>	<ul style="list-style-type: none"> <li>BS suggested the PTFA set up a school lottery or "100 club".</li> <li>This can be set up internally or an external company can be used.</li> <li>Weekly draws, some profit remaining with PTFA.</li> <li>BS will look into this further.</li> </ul>	BS
<b>Recurring Events</b>	<ul style="list-style-type: none"> <li>NT asked which events should be repeated this year.</li> <li>The group discussed which events raised the most funds. It was agreed these were: the summer/Christmas fairs, raffles and discos.</li> </ul>	

	<ul style="list-style-type: none"> <li>AG asked what the group thought about hosting another big event like the circus. It was agreed that this should be during the 2024/25 academic year. A laser light show to coincide with bonfire night is a possibility.</li> <li>HR agreed that the colour run will be an annual event held on the last day of the summer term.</li> </ul>	
<b>Date and time of the next meeting</b>	<ul style="list-style-type: none"> <li>TBC</li> </ul>	All
<b>AOB</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	All