

Bolshaw PTFA AGM Minutes 30/11/2023		
Item	Notes	Actions
1	<p>Welcome and Instructions: Those in attendance were: Louise Scanlon – LS Jessica Dawson – JD Nicola Oakley – NO Nigel Oakley – NWO Emer McIntyre – EM Polly Harris – PH Aline Rowley – AR Lynda Brown – LB Cath Vernon – CV Stuart Marshall – SM</p> <p>LS to chair and take the meeting through the agenda.</p>	
2	<p>Apologies: No apologies given. SM confirmed no others were expected to attend, as no-one apart from the above had responded to the notice of the AGM. LS welcomed AR as a potential new member of the committee.</p>	
3	<p>Approval of previous minutes/previous matters arising: Due to Covid, the previous AGM took place in 2019 and no minutes could be located.</p>	
4	<p>Chair's report: Chair produced a written report that will be uploaded to the PTFA page on the school website.</p> <p>In summary – previous events had gone well, money has been raised and put back into school, specifically for forest school supplies, event shelters and a donation to the previous Y6 leavers. Events planned for 2023-24 school year have been published on the PTFA FB group and by school.</p> <p>Sum-Up machine has proved useful. SM liaising with SMBC IT to connect it to school's wifi. Potential work around might be to Bluetooth it to a school ipad.</p> <p>Amazon closed their Smile donation programme which has had an impact on PTFA income. JA has set Bolshaw up on Easyfundraising, but take up has been limited. It has been advertised on FB. LB suggested setting up an information stall at the Christmas Fair on 8th Dec, explaining/demonstrating how to use the site. LB also requested information to include in the school newsletter.</p>	<p>SM to upload minutes, Chair's report & Treasurer's report to website.</p> <p>SM to confirm when IT solution found for Sum Up card machine.</p> <p>NO preparing PTFA information for Xmas fair. JA printing Easyfundraising info. NO sent LB the link after the AGM, and details were included in the school newsletter on 01/12/23.</p>
5	<p>Treasurer's report: Treasurer produced a written report that will be uploaded to the PTFA page on the school website.</p> <p>In summary, the starting balance of the PTFA account was £2,268.96, and the closing balance prior to the meeting was £4,389.06. JD ran through income from the previous school year events including curry night, raffle, summer fair and miscellaneous income such as lolly sales/sports day (see the full report on the website).</p> <p>JD reported that the PTFA account is quite healthy.</p> <p>LS invited suggestions from the school for ideas of items the PTFA can fund. LB & CV agreed to discuss and put forward a wish list.</p>	<p>LB/CV to liaise with LS re wish list of items for consideration by the committee.</p>

	<p>It was agreed that information would be made available at the Xmas fair on 08/12 on recent income & outgoings, including photos of events to celebrate what the PTFA have achieved to date, also inviting suggestions from children and their parents on future expenditure.</p>	<p>NO to organise posters etc for the fair.</p>
6	<p>Committee Election: LS volunteered to be officially elected as chair. LS had stood in as chair in recent months after limited PTFA activity following Covid. The nomination was seconded, votes taken, and LS appointed.</p> <p>JD volunteered to be officially elected as treasurer. JD had stood in as treasurer in recent months, taking over from LS to allow her to act as chair. The nomination was seconded, votes taken, and JD appointed.</p> <p>LS noted the committee was not required to elect a secretary as the above roles were filled, but members could nominate themselves if they wished to do so. The role of secretary was discussed, and NO volunteered for the post. The nomination was seconded, votes taken and NO appointed.</p> <p>AR agreed to officially join the committee.</p>	
7	<p>Adoption of Constitution: LS suggested the committee adopt the model constitution provided by ParentKind. This needs to be agreed and officially uploaded to the Charity Commission website as the Bolshaw PTFA constitution.</p> <p>LS confirmed the PTFA funded ParentKind membership that provides various benefits such as insurance and other support.</p>	<p>LS to circulate ParentKind login details.</p> <p>NO to review model constitution and circulate comments on any problematic clauses.</p>
8	<p>AOB: The naming of events as 'PTFA' or otherwise was discussed. Every parent, teacher or friend was automatically a member of the PTFA, so were able to organise or volunteer at events, but that it was more cohesive and coordinated to communicate events as 'PTFA' through the core committee.</p> <p>It was noted that the core committee cannot possibly commit to every event or activity, so ideas and assistance in organising events was welcomed from any parent volunteers.</p> <p>It was agreed that funds from any PTFA event would be paid into the PTFA account. School could then request items from the PTFA as at item 5. It was agreed that 'best practice' was for PTFA funds to benefit the school and/or every child, rather than selected year groups, and that the PTFA should not fund curriculum activities, e.g. coaches to swimming lessons.</p> <p>PH raised whether the PTFA could obtain support from big supermarkets who fund local charities, but noted that to be selected, the PTFA had to fundraise for a specific reason or item.</p> <p>Y4 & Y6 residentials were discussed and the school community supporting class events to fundraise for these trips, hopefully reducing overall cost to parents. LB noted activities such as these helped children develop financial awareness.</p> <p>NWO asked whether it would be possible to organise a Bolshaw bonfire; having spoken to the local scout group, they raise around £10,000 at their event. SM and LB noted SMBC had stopped Stockport schools from hosting such events for H&S reasons, but that Cheshire schools can.</p>	<p>JD to look into fundraising at Tesco Handforth Dean.</p> <p>LB/SM to enquire whether Bolshaw can host a bonfire event.</p>

	<p>Elfridges was taking place in school on 7th Dec. LS had contacted Mrs Gleaves about any families that might benefit from PTFA support in situations where school receive a pupil premium.</p> <p>PH mentioned that some parents would like to help with 'behind the scenes' activities such as wrapping gifts, making up gift bags, washing clothes for school productions etc. Teachers should be encouraged to ask the PTFA for help where needed, and the committee can then ask for volunteers through the FB page or by Mrs Loxam posting on Dojo.</p> <p>SM agreed that the agenda, minutes and reports from the AGM would be uploaded to the school website. JA suggested the PTFA page is reviewed for updates and ideas to make it more engaging.</p>	<p>LB/SM to determine whether anyone on pupil premium list would benefit from PTFA support at Elfridges, and notify LS to add those individuals to the pre-paid list.</p> <p>JA to review the PTFA page and request amendments through SM.</p>
9	<p>Next meeting: TBC but likely to be in November 2024 unless the committee is notified/requested to hold a meeting before then.</p>	<p>LS to diarise in 2024.</p>