



PTFA Meeting Minutes - AGM

Date: 13th February 2023

Location: The Swan Inn, Kettlethulme

Attendees: Rachel E, Colette, Claire W, Suzanne, Katie, Helen C, Sarah, Claire F, Jane, Simon.

Next Meeting: Monday 20th March 2023 – Summer Fair Planning

1. AGM

Resignations:

Katie, Helen C, Anne-Marie resign as committee members.

Remaining committee members: Lucy, Audrey, Helen G, Rachel E, Hazel H.

Lucy to resign as Chair, Audrey to resign as Treasurer, Helen G to resign as Secretary.

Nominations:

<i>Position</i>	<i>Nominee</i>	<i>1st Nom.</i>	<i>2nd Nom.</i>
Chair	Rachel E	Helen C	Claire F
Treasurer	Colette	Suzanne	Sarah
Secretary	Claire W	Sarah	Katie

Action

Transfer bank account access from Audrey and Helen G to Colette, Rachel E and Claire W

2. Finance & Reserves

Current accounts shared among attendees. Current account total **£5759**.

<i>Wishlist</i>	<i>Est. Cost</i>	<i>Agree to fund?</i>
Outdoor Shelter	£3200	Yes
KS2 Book Vouchers	£5 per child £225 total	Yes
£100 per term new books	£100	Yes
Shed & outdoor storage	£500	Yes
Year 6 visit & hoodies	£50 per child £500 total	Yes
Coronation gift – bookmark	48p per head	Yes
School trip transport fees*	£600	Yes

* PTFA to provide annual travel fund for school trip as the cost of transport has been highlighted as problematic for some families.

Fundraising target from now until July - £800.

Fundraising target from now until Christmas 2023 – £2200.

Action

Set reserve amount based on specific expenses (e.g. transport, Yr 6 hoodies). To be reviewed annually as pupil intake changes.

3. Upcoming Events

All future PTFA events will be free to attend with an optional donation bucket.

Action Update school newsletter

Improve communication with families around events and fundraising. E.g. What are we fundraising for? What we have raised for. visual thermometer.

Action Speak to Alicia about Years 5/6 creating a funding visual.

Next Event: Family Quiz Night 10th March 2023

Meat chilli	Jane
Veg chilli	Rachel E
Rice	
Serving food & drink	
Shopping	
Write quiz questions	
Organise bags of Lego for each table	
Move tables/chairs from Comm Hall	
Quizmaster	Keith

*Alcohol to be served and priced with food so no licence needed.

Ask Rachel B about using tables/chairs from Community Hall.

Actions Update newsletter on costings & ask people to sign-up on Spider

Ask Rachel B to update Spider to attendance only

Summer Fair Saturday 17th June 2023

Planning meeting for Summer Fair Monday 20th March at 5.30 at the Swan Inn.

Action Claire W to book the Copper Room for next meeting.
Colette to get details on finances from Xmas Fair stalls.

4. Other

Deep clean of school kitchen.

Create an Amazon Wishlist.

Update Whatsapp group to active members only.

PTFA to hold monthly meetings.

