



Chevening Primary School PTFA

Minutes of the AGM held on 8th November 2022 at 8.00pm via Zoom

Attendees:

Karen Minnis	Headteacher
Emma Parmley	PTFA Secretary
Hannah Bodek	PTFA treasurer
Alan Leaman	Chair of Governors
PTFA members attending: Kirsty Hook, Sophie Burns, Alex S, Elena Lemke, Lucy Fyfe, Anna Donnelly, Marie DeSilva, Lisa McLean, Gemma Wilson, Karien Esterhuysen, Fiona Allison, Jenny Grainger, Olivia Dinning, Tiggy Brown, Tenielle Bevan, Gemma Morris, Lisa Satori, Vicki Graham.	

1. Apologies

Heidi Brooks

2. Minutes of last meeting and matters arising – Minutes agreed

3. Agreement of new PTFA Constitution 2020/21

- As per the draft revised constitution circulated with the AGM papers, Hannah Bodek (HB) updated the attending members on proposed changes to the PTFA constitution.
- The PTFA felt more definition was needed around certain elements of the constitution and so changes were made to define the role of the Trustee, appointment of the Trustee, changes to tenure, conflicts of interest, legal requirements for records and accounts and also more definition around the membership and friends element which makes up the PTFA. This is now defined as anyone over the age of 18, ex parent, carers and guardians or someone who is part of the community.
- The term 'officers' has been changed to 'trustees'
- The length of tenure for the trustees (Treasurer, Secretary and Chair) has been changed from 1 year (but could renew for up to 3 years), to one term of 2 years with re-election eligible for a maximum of 3 terms. This is in line with the membership of the committee which is a 2-year term.
- Constitution as drafted and presented to members proposed as adopted as our new constitution by Hannah Bodek. No questions or comments were forthcoming and a

vote was taken to agree the changes. All attendees voted in favour of the proposed changes.

Action: HB to send the updated constitution to the charity commission for approval and will report back to the committee when finalised.

4. Nominations for PTFA chair & re-election of PTFA secretary

- Karen Minnis (KM) invited nominations for the role of PTFA Chair. KM proposed Laura McTurk for this position, seconded by Emma Parmley – a vote was taken with all attendees in favour. Laura McTurk (LM) was agreed as the new PTFA Chair.
- KM proposed Emma Parmley (EP) for re-election as PTFA Secretary for a second term, seconded by Marie De-Silva and agreed by all attendees.

5. PTFA report 2021/2022

The below is a report from the PTFA for the 2021/2022 academic year:

The PTFA committee would like to firstly extend their huge thanks and gratitude to everyone who has contributed towards our fundraising over the last academic year. Your generous support, whether through donating time, prizes or simply just taking part – the PTFA could not exist without you.

In the academic year 2021-2022 – the PTFA raised an amazing £41,000. This was an increase from the previous year's fundraising (£34,000.)

Once again, the Spring Ball was an outstanding success, raising just under £6,000. We would like thank the outgoing class R reps for organising such a wonderful evening and to all the local businesses and parents who contributed to the raffle prizes & gifts.

Chevening also had a brand-new event which came in the shape of the Colour Run. This was a hugely successful and brilliant new idea which was so well supported by the Chevening families. We would like to thank Claire Bakker and Tiggy Brown for all of their hard work in planning this event and making it such a fun day for everyone.

Some of the events that we have run in the last academic year include:

- The 'back to school' fair
- The Spring Ball
- The Colour Run
- Christmas Story Bus
- Disco
- Easter Fun Day
- Mad Hair Day
- Swimathon
- Panto

Thank you to the outgoing '21/'22 class reps and volunteers who worked so hard planning these events and making it so much fun for the children to take part in. We would like to say a particular thank you to Tienielle Bevan for organising the Back to School Fair in September and creating a fabulous day to bring us all together for the start of the new school year.

We would also like to thank the following people as they complete their two-year term as PTFA Committee members: Emily Thompson, Tracey O'Brien, Rachel Cole, Tess Fox, Marie De-Silva, Heidi Brooks, Tania Williams, Zoe Pemberton, Kirsty Hook & Fran Sanderson. The PTFA Committee is comprised of an elected group of members who are authorised to agree PTFA spending requests over the amount of £1,000. Thank you to the above-mentioned members who have made themselves available, usually at very short notice to enable us to agree and action these payments. We will be requesting nominations for new committee members at this meeting and would also like to invite outgoing members who may wish re-join the committee for a new term.

One of the most important reasons the PTFA work so hard in fundraising is so we can support the school in providing opportunities for the children in their learning and development. Using some of the money raised through our fundraising and together with a grant organised by the school and Governors, we have been able to directly use those donations to contribute towards the refurbishment of the school playground, enabling a comprehensive resurface of both the play area and the football pitch. This is an amazing project that will benefit all years and a fantastic example of what we can achieve through our fundraising.

Going forward we have lots of new and exciting event ideas planned for the 2022/2023 academic year and we look forward to working with the new class reps and volunteers for another successful and fun year ahead!

6. Treasurers report

HB presented the members with an overview of the PTFA accounts – the draft accounts are awaiting an external independent examination which is like a mini audit.

Below is the report presented at the PTFA meeting:

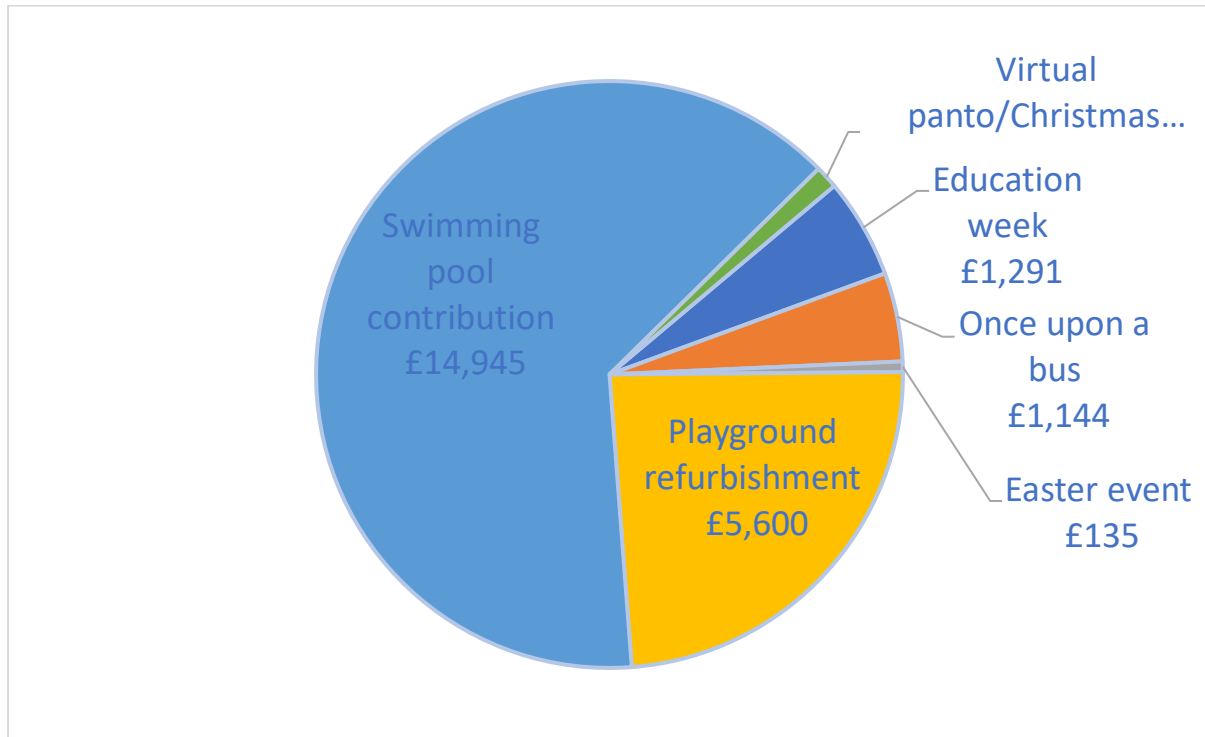
Fundraising activities generated income of £41,000 in the year ending 31 July 2022 (£23,000 in 2021). Total expenditure for the year was £34,000 (£15,000 in 2021), giving a surplus of £7,000 (£8,000 in 2021). The increase in fundraising activities has been possible following the restrictions relating to the covid pandemic being lifted during the year. In 2020/2021 so many of our fundraising plans had to be cancelled or reduced because of the restrictions.

The most successful event of the year was the spring ball which raised net income of just under £6,000. During the year a completely new event took place in the form of a colour run. This event was a great success and raised net income of just over £1,300. The event attracted matched giving funding from the organiser's employers, for which we are very grateful. This provided an additional £1,100.

Our donation income is much higher this year than in the prior year because we trialled having an appeal for donations for the swimming pool rather than asking parents to pay for lessons through the school, which had been the approach in the previous years.

The year closed with reserves of £25,000 (£18,000 in 2021). Of the £25,000 in reserves, £1,000 is restricted for the swimming pool because it arose from fundraising events or appeals that were specifically to raise money for the pool.

The Trustees are content that this level of reserves is appropriate to meet the future plans for the Charity to support the school.



The above chart shows what the PTFA funded in the 2021/2022 academic year:

HB invited questions, no questions were asked and a vote took place to approve the accounts. All attendees voted in favour to approve the accounts. This is subject to the completion of the independent examination.

7. Election of new committee members:

Prior to the meeting, the below names were proposed to join the PTFA committee:

- Anna Donnelly
- Fiona Allison
- Lucy Fyfe
- Heidi Brooks
- Fran Sanderson

- During the meeting, the following names were proposed to join the PTFA committee:

- Kirsty Hook
- Maria DeSilva
- Sophie Burns

- The attendees agreed all nominations and the above 8 names and will now form the new PTFA Committee.
- Post meeting, Tenielle Bevan, Zoe Pemberton and Karly Dummell agreed to join the committee to total 10 members.

8. Calendar of Events & Class Allocation

LM updated the meeting with the below list of agreed events to be managed by the following classes:

- Winter Fest will be taking place on 26th November
 - Class 2 – world cup sweepstake & Christmas cards & raffle – November 2022
 - Christmas drinks – PTFA Committee
 - Class 1 – school disco
 - Class 3 – movie night
 - PTFA Committee – school ball
 - PTFA Committee – comedy night
 - Class 6 – car wash
 - Class 4 – colour run
 - PTFA Committee – school fair / festival
 - Class 5 – All food stalls throughout the year (cakes / hot choc / ice-creams etc)
 - Class R will be allocated an event TBC
 - School Council to set up a competition that the PTFA committee will judge.
- LM invited ideas and suggestions for new events that could take place over the next academic year. All dates around these events will be agreed with KM over the coming weeks and communications sent out confirming.

9. Winter Fest

LM updated members that ticket sales had gone live the morning of the meeting with 100 tickets sold in the first few hours. Alongside the ice-rink will be stalls that have been allocated to classes as follows:

BBQ – Fiona and Chris Allison

Class 4 – cupcakes & cakes

Class 3 – mince pies & Christmas treats

Class R – sweet stall & sweets in the jar competition

Class 1 – tea, coffee & bar and second-hand books & toys

Class 6 – nail painting & bottle stall

Nursery – santa flip and pig races

Class 4 – make your own marshmallow snowman

Class 2- lucky dip & biscuit decorating

Class 5 – Christmas decorations decorating & tombola

- External stalls are also being sourced with a few exciting small-businesses already confirmed.

- LM requested support for qualified first aiders. **Action:** Kirsty Hook (KH) to send LM contact details for a possible first aid volunteer from Class 5.
- LM requested volunteers to decorate the areas inside and outside the school.
- Ice Rink will be positioned in the playground alongside the food & hot drinks, the remaining stalls will be inside. **Action:** LM to send a flat-plan of stall allocations and will share before the event.
- Volunteers will be positioned on the gate to allocate wrist bands per skate sessions to prevent queues forming. Information will be circulated around this before the event.
- HB asked for volunteers to clear the PTFA cupboard to utilise the equipment that might be of use at the Winter Fest. LM and HB to take this offline to agree a date.

10. Approvals

HB requested approval for the following payments:

- Deposit for the ice-rink for Winter Fest: total cost £3360. Approval was requested for the whole amount. – Approval granted.
- Reimbursement to EP for the cost of the license for Winter Fest for £25 – Approved.
- Approval requested to add LM and KM to the bank mandate. At present only HB and EP are eligible to sign cheques – Approved granted.

11. Date for next meeting

The next meeting will be held on Monday 21st November @ 8pm, via Zoom to finalise details for the Winter Fest.

12. AOB

No further business was discussed. LM thanked members for attending and for their ongoing support. The meeting was closed.



Emma Parmley

PTFA Secretary

