



## Parents Teachers & Friends Association

### Minutes of the Annual General Meeting and the Operational Meeting held on Wednesday 15<sup>th</sup> March 2023

**Present:** Mr G Peat (Headteacher) **GP**, Ms T Hall (Chair) **TH**, Ms K Darlow (Treasurer) **KD**, Ms J Pickworth (Vice-Chair) **JP**, Ms J Morgan **JM**, Ms PJ Miller **PJM**, Ms J Snell **JS**, Mr R Hildebrand **RH**, Ms C Richman **CR**. Ms L Daniels, **LD**

**Apologies:** Mr B McKeown **BM**, Ms S Bagnall (Secretary) **SB**

		<b>Action</b>
<b>Minutes of meetings</b>	Minutes of the AGM and operational meeting which were both held on 11 <sup>th</sup> May 2022 were agreed as a true record.	
<b>Election of Officers</b>	The Committee agreed to the election of the following officers:  Chair: Ms Tracey Hall Vice-Chair: Ms Josephine Pickworth Treasurer: Ms Kerry Darlow Secretary: Ms Sue Bagnall	
<b>Financial Report</b>	<p>KD presented the accounts for 21-22. It was noted that the £1 plus club was the biggest fundraiser, followed by the lottery and car boot sales. Expenses for the year included donations made to the school for an outside shelter (£10,000), lottery prizes (£500) &amp; speech day prizes (£240) and the annual payment of the Parentkind membership. Fundraising will continue into 22-23 to contribute towards a second outdoor shelter for the students to use, due to the success of the first.</p> <p>The bank mandate needs updating to include TH and KD and to take off the previous Treasurer, Ms D Jones. It was recognised that this has been a lengthy process due to the complexity of the banking regulations and the fact that the existing signatories were no longer members of the PTFA.</p> <p>The balance on the PTFA accounts at the end of 21-22 was £3,082.59</p> <p>"The accounts do not require a mandatory independent examination as they fall below the threshold set by The Charity Commission. KD will submit the summary income and expenditure to the Charity Commission by the deadline of 30th June 2023.</p>	<p><b>KD</b></p> <p><b>KD/JP</b></p> <p><b>KD</b></p>
<b>Chair's Update</b>	TH thanked everyone for their support and was looking forward to forthcoming events during the next year.	
<b>HT Report</b>	<p>Mr Peat thanked everyone involved for their time and support, and especially for their commitment during the pandemic which had been a difficult time for all.</p> <p>In particular thanks were given to JP for taking on the role of Chair during the past 3 years to ensure that the committee continued to operate and for staying on in the role of vice chair to support TH. Thank you to KD for keeping the finances up</p>	

	<p>to date and the clear reports provided. Thank you to TH for taking on the role of Chair to take things forward. Lastly thank you to all the members who have been involved and continue to offer their support to the school. and a special mention to B McKeown for his conscientiousness at the car boot sales.</p> <p>GP expressed his appreciation for the donations made to school which really do make such a difference to the students. The new shelter has been a great addition to the site and is well utilised by the students. Other donations made for school prizes and to support extra-curricular clubs and activities really do enhance the experience that students have whilst at school.</p> <p>We are now looking forward to the exciting events planned for this coming year</p>	
	<b>The AGM was closed. Discussions on operational matters followed</b>	
<b>Talent Show</b>	<p>Ms L Daniels joined the meeting.</p> <p>The entry form and consent forms had been updated to comply with safeguarding and data protection regulations. The forms would be made available on Wisepay so that parents could complete them on-line in the usual way. <b>JS</b> would check with the IT Team as to the most appropriate way for the students to send in their videos and include this on the entry and consent forms</p> <p>The Drama Team were promoting the competition to the students and it was being advertised on internal bulletins, the TV screens and posters around school</p> <p>Due to logistics and anticipated numbers, the event was now planned to take place in the Main Hall. The outside area next to the Main Hall would be used for the catering which would be provided by Ginger Butchers.</p> <p>A meeting would be held after Easter, when we know the numbers of entrants. Once this was known then further arrangements can be made with regards to the equipment, facilities and helpers needed. The ticket prices would also need to be decided and advertised</p> <p>There was discussion about who could be asked to be the third judge and all agreed that it is preferred that the judges should not be a parent of a student at LMS, in order to retain impartiality. It was agreed to approach Emma Hopkins to see if she was available and would be willing to support this event.</p> <p>LD will also enquire to find out if the Perfect Pitch Choir might be able to perform at this event</p> <p>Mr Peat left the meeting.</p>	<p><b>TH/JS</b></p> <p><b>Drama</b></p>
<b>Car Boot Sales 2023</b>	<p>It was agreed that we need to promote and advertise the PTFA Car Boot Sales dates on the specialist car boot websites.</p> <p><b>RH</b> to post the dates on the Bakewell &amp; Surrounding Villages Facebook page and to share this with the PTFA car boot page.</p> <p>Arrangements for the next car boot sale on 21<sup>st</sup> May would be discussed at the next meeting</p>	<p><b>RH</b></p> <p><b>RH/SB</b></p> <p><b>ALL</b></p>
<b>Lottery Promotion</b>	<p>It was agreed that we need to do more to promote the lottery to parents as many are unaware of it. Agree to promote it at the next Music Concert on 30<sup>th</sup> March. <b>JS</b> will ask Ms H Jackson, a member of staff, to redesign the leaflets and will share these with the PTFA to review.</p>	<p><b>JS</b></p> <p><b>ALL</b></p>

<b>Refreshments</b>	<p>More promotional literature is needed to let parents know about the PTFA and to encourage participation in events or to join the £1 club or lottery. It was recognised that this had been difficult during the pandemic as there had been so few opportunities for parents to come into school. Following the pandemic, there has been a move towards more events being held remotely so a re-launch of the PTFA is needed.</p> <p>Refreshments would be provided by the PTFA for the concert</p>	
<b>AOB</b>	There were no other items raised	
<b>Date of next meeting</b>	Wednesday 19 April 2022 at 7pm in Meeting Room 3 and remotely via Google Meet	