



Parents Teachers & Friends Association

Minutes of the Annual General Meeting and the Operational Meeting

Wednesday 19th June 2024

Present: Mr G Peat (Headteacher) **GP**, Ms T Hall (Chair) **TH**, Ms K Darlow (Treasurer) **KD**, Ms J Morgan **JM**, Ms PJ Miller **PJM**, Ms J Snell **JS**, Mr R Hildebrand **RH**, Ms C Richman **CR.**, Mr B McKeown **BM**

Apologies: Ms J Brocklebank **JB**; Ms J Pickworth (Vice-Chair)**JP**, Ms L Daniels, **LD**

		Action
Minutes of meetings	Minutes of the AGM meeting held on 15 th March 2023 were agreed as a true record.	
Election of Officers	<p>The Committee agreed to the election of the following officers:</p> <p>Chair: Ms Tracey Hall Vice-Chair: Ms Josephine Pickworth Treasurer: Ms Peri-Jane Miller Secretary: Ms Jane Morgan & Ms Claire Richman to share role Car Boot Sale Co-ordinator: Mr B McKeown</p> <p>Thanks were given to KD for the excellent service she has provided to monitor and report on the finances over the past 5 years, particularly with her support during the pandemic. KD had also offered to provide on-going support to PJM where needed which is very much appreciated.</p>	
Financial Report	<p>KD presented the accounts for the year ending 31st August 2023 detailing the income and expenditure for the year. A copy is attached:</p> <p>The current balance on the PTFA Nat West account is £10,751. It was agreed to transfer £10,000 to the school for the new shelter. Quotes had been received and a supplier had been selected. This would be completed during the summer break</p> <p>The bank mandate needs updating to include the new PTFA committee members</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 2024.</p> <p>A PayPal account had been set up for the Uniformly account, which is a platform for parents/carers to buy and sell second hand uniform.</p> <p>JS confirmed that the details for this new initiative are now on the school's website and have been included in the new Y7s admission packs.</p>	<p>KD</p> <p>PJM</p> <p>KD/JSL</p>
Chair's Update	<p>TH reported on the year's events.</p> <p>The year had started with the talent competition. This took a lot of organisation and the night itself was a real success. During subsequent discussions, it was</p>	

	<p>decided not to pursue this in future years due to the limited interest from students and that the funds raised for the night were just over £500.</p> <p>We have provided refreshments for all of the music concerts and for the 3 nights of the drama production which have proved to be very popular. These events do make a profit and they are fun to be part of.</p> <p>We have completed 3 car boot sales with another one planned for 30th June. Unfortunately, the weather has impacted these events resulting in very few customers. One event had to be cancelled and the lack of customers attending the 12th May sale resulted in very little profit (£230).</p> <p>The first quiz night was held on 10th June at the Medway Centre which was a very enjoyable evening but unfortunately was not well attended. The night was sponsored by Richard Hildebrand which is greatly appreciated and made £232 which included the winning team donating back their winnings as they had had such a great time.</p> <p>One of the highlights is that we have agreed to donate £10,000 to fund a new wooden shelter for the school, which was voted for by the students, as part of the school council discussions. This will be installed in the summer holidays and will be ready for the start of the new term in September</p> <p>We have also been in contact with Uniformerly which is an on-line platform for parents to sell / pass on unwanted school uniform with proceeds being donated to the PTFA. We intend to promote this as soon as the account has been set up.</p> <p>I would like to thank all of our active committee members for their valuable contribution and hard work in organising and running these events. Thanks also to the school staff Sue Bagnall, Jane Orley and, Janet Snell.</p> <p>If anyone is willing to join our small but happy band please get in touch with us at parentsassociationlms@gmail.com</p>	
<p>Headteacher's Report</p>	<p>Mr Peat thanked everyone involved for their remarkable support and tireless fundraising efforts over the past year. With such a small number of committee members, it is a huge credit to the members that you have managed to achieve so much with so few people. We are delighted that new parents have stepped forward over this past year to drive things forward.</p> <p>In particular I would like to thank Tracey Hall for taking on the role of Chair with such energy and enthusiasm. It is through your generosity and commitment that you have been able to achieve so much.</p> <p>I would also like to thank the car boot team whose dedication and hard work to support these events has been very much appreciated. Thanks to the quiz masters, BM and RH, who hosted the PTFA's first quiz at the Medway Centre last week. Of particular note this past year was the highly entertaining Talent Show, held in July 2023, and the success of providing refreshments for several events.</p> <p>Whether organising or supporting these events, your contributions have made a significant and positive impact on our school community. The funds raised have allowed us to enhance our facilities, support extra-curricular activities, and provide valuable resources that enrich our students' educational experience. As we know, funding in education is always a challenge and this next year is no</p>	

	<p>different. The support of the PTFA is important in helping us to provide extra facilities and resources for our students. This is appreciated by all members of our school community.</p> <p>Thank you again for all your support in whatever capacity. You do make a huge difference to our students and play a vital role in parental engagement. I look forward to collaborating with you and hearing about your enthusiastic and innovative ways to support our school in the future.</p>	
	The AGM was closed. Discussions on operational matters followed	
Minutes of last meeting	The minutes of the meeting held 1 st May 2024 were agreed as an accurate record	
Car Boot Sales 2024	<p>The car boot sale on 30th June was discussed. Ms S Bagnall, RE, BM, JB, CR and JH had all offered to help and the task allocations and times were agreed.</p> <p>For the following year, there would be 3 car boot sales on the following dates: Sunday 11th May 2025 Sunday 15th June 2025 Sunday 13th July 2025</p> <p>JS to check if these dates clash with any school events. (checked and all ok)</p> <p>Agreed that we need to improve the promotion of these sales with the following ideas discussed</p> <ul style="list-style-type: none"> • Advertise the dates on the specialist car boot websites. RH • More prominent signs such as A boards, to attract passing traffic. • Highlight the food on offer – which may attract footballers using the 3G or casual passers by. <p>RH to post the dates on the Bakewell & Surrounding Villages Facebook page and to share this with the PTFA car boot page.</p>	<p>ALL</p> <p>JS</p> <p>BM</p> <p>RH</p>
Lottery Promotion	<p>The winners are drawn by a member of staff in the Business Services Team at school, and the draw is witnessed by at least 1 other member of staff. Winners of the lottery were as listed below</p> <p>1st Ms C Surridge 2nd Ms G Woolley 3rd Mr S Loughray 4th Mr R Osborn2</p> <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>	ALL
Raffle	<p>JB had drafted a letter requesting raffle prizes which is to be sent before the end of term. A copy to be sent to BM to review. The live draw would be 1st December 2024. PJM to check our lottery licence covers this raffle. There are various software programmes which can be used to draw the raffle electronically.</p>	TH/BM/ PJM
Refreshments	Refreshments will be provided by the PTFA for the concert 26 th June 24	TH/PJM
AOB	There were no other items raised. The meeting was closed.	
Date of next meeting	25th September 2024; All meetings to be held at 6pm in Meeting Room 3 with a remote connection via Teams	