

AGENDA FOR CHADSMEAD PRIMARY PTFA - 9 October 2023

Item	Agenda Point
1	Welcome
2	Review of previous AGM Minutes
3	Review of PTFA accounts - breakdown of profit and events during the school year 22/23
4	Review of the Constitution
5	Elections of Committee officers – The following roles to be voted in: Chair Vice Chair Treasurer Secretary Officers
6	Voting/Agreement of Constitution
7	PTFA Facebook page
8	Charity Status
9	Review of upcoming PTFA events: 26 Oct - Halloween Disco 31 Oct - Halloween Trail 8 Dec - Festive Family Fun Night 22 Dec - Christmas Fair (school day/children only)Festive Family Fun Night 7 Feb - Valentines Disco 13 Mar - Easter Bingo wec 8 Jul - Summer Fair
10	Review of fundraising requests from school
11	Date of Next Meeting - Proposed 23 January 2024
12	Any Other Business

Records of Decisions

Item	Agenda Point
1	<p>Welcome address from the Chair. Apologies sent from Katie Wallis, Vicki Day, Lydia Stockdale</p>
2	<p>Review of previous AGM Minutes - Previous minutes were shared, reviewed and agreed.</p>
3	<p>Review of PTFA accounts - a breakdown of profit and events during the school year 22/23 was provided.</p>
4	<p>Review of the Constitution - amendment for social media policy to be added to constitution</p>
5	<p>Elections of Committee officers – The following roles were voted in: Chair - Zoe Heathcote Vice Chair - Gavin McAndrew Treasurer - Hannah Reilly Secretary - Jenny Bytheway Officers - Sarah Cutland and Debs Birchall</p>
6	<p>Voting/Agreement of Constitution - Constitution was agreed</p>
7	<p>PTFA Facebook page - Chair to review best ways of setting up and running the FB page. Head had some concerns and considered consulting school legal team which would be at a cost. Chair explained controls that could be put in place to reduce any negative comments that could occur. Facebook page go live and will be reviewed in January 2024 PTFA meeting.</p>
8	<p>Charity Status - It was agreed that the PTFA are making enough profit to change to charity status. Charity status was put to the vote and agreed.</p>

9	<p>The following events were agreed for the year:</p> <p>26 Oct - Refreshments for Harvest Festival</p> <p>26 Oct - Halloween Disco</p> <p>31 Oct - Halloween Trail</p> <p>1st Dec - Christmas Fair (after school)</p> <p>13th, 14th, 15th Dec - Refreshments/ Raffle at Xmas Performances</p> <p>15th Dec - Festive Family Fun Night</p> <p>19th Jan - New Years Quiz</p> <p>7th Feb - Valentine's Disco</p> <p>13th Mar - Easter Bingo</p> <p>21st Jun - Circus</p> <p>TBC - Summer Fair</p>
10	<p>Fundraising requests from school:</p> <p>9 Lunch benches/tables</p> <p>6 Games Tables (3 for each playground)</p>
11	<p>Date of Next Meeting - agreed 15 January 2024, 8pm, The Hedgehog</p>

Any Other Business

- Insurance Forms for Third party vendors. Chair explained the new policy under Parentkind Zurich insurance and provided examples of the forms that needed to be completed by future companies running /helping at PTFA events going forward.
- Round Table Father Christmas - Application are open.
- Wet Play Games Requests - Teachers and classes have created a list of all games they would like in their classrooms for wet play days. PTFA will begin to source these.
 - Tuck shop will be run on Fridays after school
 - Christmas Quiz Packs will be sold in December
- Raffle - due to the rules surrounding raffle tickets for school events, the school will no longer run raffles - this can be taken on by the PTFA going forward.

Lead
Zoe Heathcote
Jenny Bytheway
Hannah Reilly
Gavin McAndrew
Gavin McAndrew
Zoe Heathcote
Zoe Heathcote
Zoe Heathcote
Debs Birchall
Gavin McAndrew
Sarah Cutland
Zoe Heathcote

Action
No action
Secretary to email to school office to be shared under PTFA tab on school website
Treasurer to email to school office to be shared under PTFA tab on school website
Chair to add Social Media Policy
No action
No action
Chair to set up Facebook page Sec to add as an agenda point in January 2024 meeting
Chair and Treasurer to begin charity status changeover

All - Individual planning groups will happen throughout the year to plan individual events as required and as they occur.

Vice Chair to contact Tesco community lead to instigate "Blue Token" funding option

Sec to share agenda 1 week prior to the meeting.

Chair to manage Insurance Forms going forward for
PTFA events

Vice Chair to submit Round Table application for Dec
2023

All to initiate wet play games requests from school.

All - decision on Christmas raffle will need to be made
during next PTFA planning meeting to allow time to
advertise.