

# West Borough Parents, teachers and Friends Association (PTFA) AGM 2019

24<sup>th</sup> September 2019 (19:00 – 20:40)

**In attendance:** Ashley Crittenden, Lisa Roddam, Faye Philips, Chloe Goodchild, Jennifer Hopkins, Claire Langridge, Lucy Langridge, Emily Lawrence, Henna Leone, Danielle Hewitt, Julia Chambers, Kremena Tetzieva, Svetlin Mihaylov, Nikolay Terzier, Maria Ivascv, Zoe Burland, Adam Jowitt, Dilip Rai, Fumiyo Shirota

**Apologies:** Abbi Vallance, Kim Littleboy, Michelle Brown, Nadine Huntley

- 1) **Welcome and Introductions**
- 2) **Went over minutes from last year's AGM**
- 3) **Chair's Report**

I'd like to start by thanking all the people who helped support us over the year, including all of those who attended our events as well as those staff and parents who gave their time to help organise and run our events. I'd especially like to thank the regular committee members who have given hours upon hours of their time, juggling that with their day jobs as well as families and other demands on their time. They have been committed and passionate in helping to do the best we could for the school and the children.

This has been my second year as PTFA Chair, and I think it has been a pretty bumper year, not just in terms of the monies we have raised, which Faye will talk more about in a minute, but in terms of the members who have joined us for the first time this year, both from our new intake of reception parents but also further up the school. Having this input of help has made a huge difference to what we have been able to do, both with the number of events we have been able to run, but also how well those individual events have been organised. I feel that we have worked well together as a team, with everyone having an active role to play.

In terms of events, we had our Christmas fair in December which was very well attended and received lots of positive feedback, with several people saying it was the best they had been to, but we still have a few ideas to improve things even further. The Christmas pop-up shop was popular as always with the children, and we took the decision to not limit the number of gifts this year, which meant a huge amount of work leading up to it, but did mean a record amount raised.

We continued with the bake sales this year, which again proved successful, though we struggled at times with people available to help on the day. We also went ahead with the pamper evening that we had taken the decision to cancel the previous year, and whilst it wasn't as well attended as perhaps we'd hoped, everyone that came, including the therapists, gave good feedback and seemed to enjoy themselves. Our last big event of the year was the summer fair, which was

popular as always, and we enjoyed running some different stalls to what we have had in previous years.

This year is my final year as a parent at West Borough, and so I have decided not to stand for Chair again, instead choosing to use this year to be able to support someone else in taking over. I'd therefore like to finish by thanking everyone for all of their support in my time as Chair, and hope we can continue to build on the good work we have done over the past year.

I'd now like to hand over to Faye, our Treasurer, for her financial report.

Lisa Roddam, PTFA Chair 2018/19.

#### **4) Treasurer's report:**

The Year 2018/2019 was very successful year in terms of fundraising.

Christmas Fair made three times more amount of money than previous year. Barclays match fund, which Barclays pays out the same amount of money we raised at the stall, was a good additional fund for the fair. We did match fund with our tombola stall.

We also had a very successful Summer Fair, which made a £4000+ surplus and it was the highest in the last 8 years. We believe that how raffle tickets were sold this year contributed a big surplus.

We also had the following events and all made a surplus; Tea towels, Pamper evening, Ladies gift shop (mother's day), Discos.

#### **2018/19 report in total**

Income: £8,455

Expenditure: £2,040

Balance of Income over Expenditure (Surplus): £6,415

Current total balance of PTFA fund: 20,306.51

ALL Money in the PTFA account is ONLY used for the school equipment, support for the school trips, and resources within the school community, ultimately for our children.

Wish list for next year from the school:

- Yr 1 outside play area (cost estimation at around £5,000)
- Technology (visualizers)- *Jenifer Hopkins* will set up *Go Fund Me* site for this
- New Sound system
- Outside area (including forest school)

## 5) Resignations

From this year, all the committee members resign and re-elect for the position if one would like to continue to be the position.

## 6) Election of Committee Members for 2019/20:

**Chair-** Chloe Goodchild (Nominated by Kim Littleboy, Seconded by Abbi Vallance)

### Vice Chairs

Abbi Vallance (Nominated by Faye Philips, Seconded by Lisa Roddam)

Kim Littleboy (Nominated by Chloe Goodchild, Seconded by Faye Philips)

**Secretary-** Nadine Huntley (Nominated by Fumiyo Shirota, Seconded by Lisa Roddam)

**Treasurer-** Faye Philips (Nominated by Jennifer Hopkins, Seconded by Fumiyo Shirota)

## 7) Communication

We ask the current e-mailing list people to opt in, and also people who would like to be in the group to leave the e-mail address at the AGM.

End of Year Parent Survey- We had 6 individuals responded and the following were the suggestion made.

- One would like West Borough Got Talent for the Summer Fair (we couldn't do this year due to the teacher availability)
- One would like more craft for Christmas Fair
- Some would like more outside Agency for the Fair
- Majority prefers to be contacted via Parent Mail
- All prefers to have family events rather than adults only events
- Ideas for events: additional discos, quiz night, chocolate bingo, craft evening, second hand book sale, ice-cream sale

## 8) Ideas of Events over the coming year

There are already planned Event (date confirmed) such as **Christmas Fair (Sun 1<sup>st</sup> Dec: 1200-1500hours), Pop-up Gift Shop (Friday 13<sup>th</sup> Dec), Summer Fair (Saturday 13<sup>th</sup> June:1200-1500hours).**

**Bake sale:** as we will have combined year groups, we plan it after Christmas Fair or just one before that with conjunction of TLC in November (TBC)

**Quiz Night:** [Jenifer Hopkins](#) is working on it.

We will discuss further for the upcoming events from next meetings on.

### **9) Any other business**

**School Open Day** we need volunteers to serve refreshments to prospective parents.

Dates are:

- Wednesday 13<sup>th</sup> November 9:30-
- Thursday 14<sup>th</sup> November 14:00 ([Fumiyo Shirota](#) can help)& 19:00 ([Claire & Lucy Langridge](#) can help)

### **10)Next Meeting Date**

Wednesday 16<sup>th</sup> October 19:00 at Meeting Room