

**Broadway East  
PTFA AGM  
19<sup>th</sup> September 2019**

**Minutes**



**Chair:** Sarah Baylis & Judith Devlin

**Minutes:** Sarah Peace

**Attendees:** Helen McKenna, Sarah Hughes, Judith Devlin, Sarah Baylis, Jessica Berg Quinn, Victoria McLannahan, Claire Jones, Fahina Khan, Carrie Young, Asami Reed, Claire Heslop, Jamie Brooks, Caz Onions, Joy Yong, Gemma Loeland, Kate Saint, Hollie Atkinson, Jean Audsley, Imma Mobbs, Priya Sikha, Katherine Winter, Laura Bull.

**Apologies:** Nicola Harper, Claire Percival, Rachel Dickie

**1. Minutes of last meeting & matters arising**

Chair and Treasurer will be stepping down in this AGM.

**2. Chair's Report**

The Chairs gave thanks to all members, staff and students, who have helped so generously with both their time and money this year, making this year a success. SB spoke of the challenging start, securing vital committee members. But the support of fantastic, dedicated key volunteers got them through the year successfully.

A special thanks was made to:

- Lisa Grieg, for organising the school discos, and continuing with this role.
- Jen Scott, whose children have now left BEFS, for her immense contribution over the years.
- Mr Brown, for his invaluable help with events, especially the summer fair.

Chair commented that unfortunately no new fundraising activities or social nights had taken place this year. However, she feels the new, full committee have lots of exciting ideas for this forthcoming year. And she's hoping some new volunteers could get involved in the fun, to support more events.

And to conclude, the chair expressed how proud she is of the donations the PTFA has made to the school. As well as the move towards more eco-friendly aspects to the events.

**3. Treasurer's Report**

The Treasurer provided a written report stating:

- The total profit for this year is £7203.03
- Equipment purchased for the reception garden.
- All the children experienced the 'Circus Skills' end of summer term treat.

- All the children enjoyed an ice cream on the last day of term.
- Approximate closing balance of the PTFA account is £5733.12.

Treasurer explained that an independent auditor is still being sought out to audit the accounts. However the account report is there for everyone to see and to aid transparency, a copy of the report was handed out at the meeting.

#### **4. Head Teacher's Report**

Mrs McKenna expressed how lovely it is to see so many new faces at the meeting, wanting to get involved.

She echoed the sentiments of the treasurer on equipment and activities that were purchased from the PTFA funds. And explained how this money is really important to the school, with school budgets being so tight. She conveyed how appreciative class teachers are of the class contributions made by the PTFA to purchase items for their rooms. Without this, items could not be purchased.

She explained that everyone automatically becomes a member of the PTFA when their child/ children start at school. But then we have this dedicated group of committee members and class representatives who give up so much of their free time to offer events. Which creates traditions, like ice creams at the end of the school year for the pupils. All these activities provide a sense of occasion that is important to the school and makes a community.

Mrs McKenna concluded with a huge thanks to the outgoing committee for all their hard work for the school.

#### **5. Committee nominations**

Thanks were made to the outgoing chairs, who are stepping down, for their hard work over the past year. And new committee members were nominated and seconded.

Chair- Victoria McLannahan & Jessica Berg Quinn

Secretary- Sarah Peace

Treasurer- Sarah Baylis & Rachel Dickie

#### **6. Dates of next meeting**

Thursday 10<sup>th</sup> October at 1.30pm