

**Broadway East
PTFA AGM
28th September 2018**

Minutes



Chair: Sarah Hughes

Minutes: Sarah Baylis

Attendees: Helen McKenna, Sarah Hughes, Judith Devlin, Sarah Baylis.

Apologies Jen Scott, Carrie Young, Jess Quinn, Fiona Padgett, Priyanka Surdhi, Claire Jones, Jo Shewring.

1. Minutes of last meeting & matters arising

The Chair and Treasurer will be stepping down in this AGM.

2. Chair's Report

Chair thanked all members, staff and students who have helped through the year. This year has been reasonably successful and parents have been very generous once again with their time and money. A special thanks was also made to Victoria Shilling for all her hard work over the years organising the school discos and Lisa Grieg for taking over the organisation.

Chair commented that unfortunately no social night was arranged this year with volunteers but one will need to be arranged for this year. New volunteers are needed to put into practice fundraising ideas.

3. Head Teacher's Report

Helen McKenna gave a massive thank you for the work of the committee and parents over the last year. She also expressed her amazement that people have the time and commitment to make it work and that she really relies on this.

Money raised is helpful when planning the budget for the school as the school budget is so tight. Next year she is hoping to buy more iPads as these will be portable for the future school move. The outdoor reception area also needs attention and prices have been researched for raised beds.

4. Treasurer's Report

The Treasurer provided a written report stating:

- The total profit for this year is £6,376.03
- Donation of £5,170.97 was made to the school for new iPads.
- Thanks to HSBC Banking Group for £230 matched funding.
- All the children experienced the 'Cool Science Party' 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 £10,252.17.

5. Events Review

Mother's and Father's Day lunches to be changed to 'Let's Do Lunch'. Every class will have a designated week where parents will come for first sitting. This will be easier for the kitchen and will be on the calendar of the website.

Hallowe'en disco changed to a 'Winter Disco' and potentially booked for 14th November, but will be confirmed with Lisa.

Potential was discussed of a Dog Show at the Summer Fair. Also mention of comments regarding the cleanliness of the bouncy castle last year.

6. Committee nominations

Thanks were made to the outgoing chair, who is stepping down, for her hard work over the past year. Due to poor attendance at AGM, no committee nominations were possible.

Further meetings were arranged – one in daytime and one in evening - and letter to be written to parents stressing the importance of PTFA and asking for volunteers to fill committee roles. Also need to stress that roles can be shared and that all are welcome.

7. Any Other Business

Outgoing Chair to send a survey to parents asking for their comments on PTFA events.

8. Dates of next meeting

2 meetings arranged – Tuesday 16th October at 7pm and Friday 19th October at 9am at Broadway East.

9. Date and time of next meeting: TBC