

**PTFA of Wittering Primary School Annual General Meeting
Thursday 12th October 2023**

Present – Zoe Quinn, Alayna Moss, Clare Woodley, Charlotte Blake, Laura Allitt, Becky Sharman, Christine Morrison

Apologies – Emma Jarvis, Laura Hanson, Alice Cunningham, Ashley Brittain

ITEM	ACTION
<p>ITEM 1 – opening of AGM</p> <p>1) ZQ welcomes everyone to meeting. 2) Thank you to CM for coming this evening.</p>	
<p>ITEM 2 –Chair Report</p> <p>1) ZQ talks about what the role of the PTFA is and what our goal is each year.</p> <p>2) What we have done over past year to raise money and what the funds were spent on for the school. What went well, what didn't.</p> <p>3) ZQ thanked everyone for their hard work over the year.</p> <p>4) How we got local businesses involved with the school by donating to the summer fete.</p> <p>5) ZQ talked through immediate fundraising plans for the Autumn term – tuck shop, Autumn disco, Christmas fete.</p> <p>6) ZQ asks if anyone has any questions about the chair report</p>	<p>All agreed to put the colouring competitions on the back burner as number dwindled after the Christmas competition.</p> <p>No-one has any questions</p>
<p>ITEM 3 – Treasurer Report</p> <p>1) Clare hands out year report to everyone for all fundraising events and talks through money raised, deductions for costs.</p> <p>2) Clare hands out a copy of the accounts for everyone.</p> <p>3) Opening balance 09/22 £3779.16</p> <p>4) Closing balance 07/23 £2557.45</p> <p>5) Person needed to check the accounts externally to the PTFA on a yearly basis.</p>	<p>All agree that Discos and doughnut sales were our high earners last year.</p> <p>CB will ask Emma Flavill to do this once settled into her job role.</p>
<p>ITEM 4 – Election of committee</p> <p>1) BS asks what the official role of the secretary is. ZQ explains to everyone that it would consist</p>	

<p>of taking minutes in meetings, typing minutes, and sending to the PTFA, social media, poster making, letters.</p> <p>2) Chair – Zoe Quinn Deputy Chair – Alayna Moss Treasurer – Clare Woodley Secretary – Laura Allitt</p>	<p>BS has said she will continue doing the social media and advertisement part of things to take the pressure off the secretary.</p> <p>LA has said she is happy to put herself forward for the secretary role.</p> <p>AM happy to take the role of deputy.</p> <p>All members agree to the committee roles being filled.</p> <p>CW tells the group that from July 2024 she will be stepping down from the PTFA.</p>
<p>ITEM 5 – Requests or spending goals from school.</p> <p>1) ZQ asks CB if the school have any requests for the current school year. Has the pantomime been booked for this year?</p>	<p>CB thinks an educational, science visit to the school would be best and would benefit the entire school. Panto not booked.</p> <p>AM suggests Author visit possibly.</p> <p>ZQ possible for WBD.</p>
<p>ITEM 6 – any other business</p> <p>1) Banking – CW need mandate changes done. Forms to fill out.</p> <p>2) DBS – ZQ has spoken to Emma Flavill who has given all information and pricing for the committee to have their DBS checks done. ZQ gives printed list of what ID EF will need to get these done.</p> <p>3) Disco – ZQ has spoken to Kirsty Fenton to see if she is available on the day to do the music, but she is not. AM suggests an allergy letter to attach to disco letter so we can be aware of any allergies when giving ice lollies and cones out. ZQ asks if teachers will be able to volunteer</p>	<p>ZQ and AM agree to fill out banking forms and get back to CW ASAP.</p> <p>All agree to get 3 forms of I.D To EF in the office as soon as possible.</p> <p>CB agrees to sort music for the 3 discos.</p> <p>CB will ask teachers and let us know.</p>
<p>ITEM 7 – Next meeting</p> <p>1) ZQ lets everyone know that meetings from the end of October until the end of January will need to be on zoom</p> <p>2) date for next meeting Thursday 9th November 2023 at 18.00</p>	<p>All agree.</p> <p>Everyone in agreement</p>

MEETING CLOSED