



Manor Church of England Infant School

PTFA

Minutes of Annual General Meeting held on the Tuesday 12th July 2021 at 9.10am At Manor Church of England School

(Covid rules and social distancing were adhered to)

Present Committee Officers: Katie Charge – Chair (KC), Claire McEwen – Secretary (CM)

Present Staff Members: Mrs Hale (MH)

Present Committee Members: Rachael Sones (RS), Tracie Burroughs (TB), Samantha Gough (SG)

Apologies: Rachel Sanger, Nikki Page

AGM Meeting

- I. Chair KC led the meeting. Explained that due to the current situation only staff and pupils are allowed in the school and therefore the PTFA will have to meet virtually or outside of the school. KC explained that the past school year we have not been able to carry out much fundraising due to the restrictions and the time the children had off school.
- II. Apologies – Rachel Sanger and Nikki Page were unable to attend but would still like to be part of the PTFA.
- III. Constitution – MH advised that Parentkind has a constitution that as members we can use. MH provided a copy of the previous document we used to all present. MH to check if this has been updated and then provide the Chair with a new copy to be filed in the PTFA folder. This is a very comprehensive constitution. MH, KC and CM explained who Parentkind are and that we use their insurance. Parentkind are a very useful resource for all PTFA information. It was agreed that this would still be used.
- IV. Chair's report - KC gave an overview of the last year. KC advised that she and CM would be leaving at the end of the school year. KC advised that new committee officers had been found and will be taking over as of 2nd September 2021.
- V. Treasurer's report - given by CM. A copy of the finance spreadsheet was given out to all present to have a look at. Starting balance for the year was £1827.50 and the current balance is £1090.95. A copy of the full finance report including the sports day raffle will be included within these minutes. CM advised that there was no Pantomime this year, but we had a bicycle workshop costing £300. It was discussed that maybe an idea for next year would be to do a theatre visit instead of having the Pantomime visit the school. CM advised that the annual cost of Parentkind membership is a set fee to all schools no matter their size and this was £68 this year. The PTFA also purchased stage lighting for the school at a cost of £325.34. The current total for fundraising this school year excluding the raffle coming up is £194.50. CM advised that we only had just over half the school pay for the father's day event. This is most probably due to the current situation. The expenditure for the year so far is £931.05.
- VI. Election of Committee members
All committee members stood down with the resignations from Katie Charge (Chair) and Claire McEwen (Treasurer and Secretary) ready for new elections.

Position	Proposed Member	1 st	2 nd
Chair	Tracie Burroughs	Claire McEwen	Samantha Gough
Treasurer	Samantha Gough	Katie Charge	Tracie Burroughs
Secretary & Vice Chair	Rachael Sones	Tracie Burroughs	Katie Charge

The new committee officers will come into effect as of 2nd September 2021.

- VII. Bank signatories - CM advised that TB, SG and RS have all been set up as full signatories for the PTFA account. A brief run through of where the banking resources are located and the current process we use was given. KC has been removed completely from the account. CM will be removed in

September. CM is looking into getting TB, SG and RS online banking access as electronic banking is being looked into.

- VIII. Preceding and future fundraising - TB advised that they are thinking of doing a welcome letter introducing the new PTFA members to the school's parents/carers. This will also give a run down of the events for the coming year. TB requested a meeting with MH in September to sort out dates for the diary. Again the possibility of doing a theatre trip was mentioned. MH advised that every 3 years they do a visit to a Hindu Temple (schools second religion) and a theatre trip. This trip would have usually happened this year for the whole school, but due to Covid this could not take place, so it is possible it may occur next year.
- IX. Date of next meeting, location and time - a date for the next meeting has not been scheduled. This will be done between MH and TB

Meeting closed at 10.20am by Katie Charge (Chair of PTFA).

Minutes to be given via email to Mrs Hale (Head Teacher) and Daniel Reeve (Chair of Governors).

Minutes submitted by Claire McEwen (Secretary)

Minutes to be signed off at the next meeting. Sign

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Minutes to be sent via email to all PTFA members and a copy to be filed.