

Parents, Teachers and Friends of Barnfields School

Barnfields Primary School
Lansdowne Way, Wildwood, Stafford ST17 4RD
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Headteacher: Mr G Ball BA (Hons)

NOTES OF AGM

Date/Time 23rd January 2019 7pm

Present	Graham Ball	Jo Cooper-Rowley
	Hannah Chadwick	Vickie Murphy
	Emma Haywood	Mayu Reynolds
	Pauline Heath	Fiona Ryan
	Lesley Potts	Sally Hibbert

1. Apologies Stuart Smith

2. Minutes of Last Meeting

The minutes of the last meeting were accepted as an accurate record. The standing down and elections of officers had been carried out appropriately according to the constitution.

3. Matters Arising

There were no matters arising.

4. Chair's Report

Jo gave her thanks to all for a great year. Events have run really smoothly this year. The Christmas Fayre ran really well and raised a great amount (more than last Christmas). Jo said how grateful she was to all of the committee for their hard work and for all the hours spent on PTFA matters. Finally, Jo confirmed that she would be stepping down as Chair this time and wished the new committee all the very best for the new year.

5. Treasurer's Report

Mayu presented a key summary of the PTFA accounts to **Year Ending 31 July 2018**. Income for the year was £16,203. Outgoings were £19,362, this amount taking in to account surplus funds from the previous year. The closing balance at the end of July was £12,205. Figures for Net profit by event and a list of school projects funded were also presented. Mr Ball to communicate to staff that all purchase orders should be approved by Mr Ball before they are sent to the supplier and then given to PTFA to pay.

Fundraising events P&L	£	School projects funded	£
Christmas cards and Baubles	625	School benches	3,000
Christmas Shop	901	Subsidizing school trip	2,287
Christmas Fayre	2,049	Fund for future laptop purchases	1,800
Silver Trail	752	Forest School set up	1,488
Bag2School	196	Year 6 Leavers yearbook and party	1,366
Barnfields Has Talent	488	Watercoolers	1,114
Summer Fayre	2,752	Children's Christmas parties	240
	<u>7,762</u>	Music stands	136
		Mrs Richard's leaving party	46
		Camera replacement pilot	38
		Nursery speakers	14
			<u>11,529</u>

6. Secretary's Report

Hannah gave a summary of the tasks undertaken this year as secretary. This included taking notes of meetings and circulating them to the school, writing and circulating letters about PTFA events, maintaining the Facebook Events page and contacting volunteers as appropriate for events. Hannah also thanked the rest of the committee for their support and the school for all the support it gives especially with regard to sending out our communications.

7. Appointment of an Independent Examiner of Accounts for the year ending 31 August 2018

Despite the PTFA accounts being well below the threshold of requiring an audit, the committee felt that it would be advisable to go through this process in the future. It was suggested that Dave Stocking be approached to carry this out. Mr Ball will make this request on behalf of the committee.

8. Nominations and Election of Officers

Mr Ball took over the meeting to oversee the standing down and election of officers. All committee members stood down from their posts. The following elections took place:

Chair	Sally Hibbert - Nominated by Hannah Chadwick, Seconded by Vickie Murphy
Vice Chair	Lesley Potts - Nominated by Jo Cooper-Rowley, Seconded by Mayu Reynolds
Treasurer	Mayu Reynolds - Nominated by Graham Ball, Seconded by Pauline Heath
Vice Treasurer	VACANT
Secretary	VACANT
Event Promoter	Hannah Chadwick - Nominated by Jo Cooper-Rowley, Seconded by Sally Hibbert
Community Fundraising Administrator	Stuart Smith – Nominated by Sally Hibbert, Seconded by Fiona Ryan

Mr Ball accepted the above elections. Vacant positions need to be filled as soon as possible. Mr Ball will assist with this via the next school newsletter.

On behalf of the whole school, Mr Ball thanked all PTFA members for their invaluable support. Other attendees at the meeting were invited to become Ordinary Committee Members and will be added to committee-specific communication groups.

9. Shadow Positions

The meeting was handed over to Sally in her capacity as Chair. Sally thanked everyone for their offers of support.

The committee would welcome shadow positions for parents who are interested in becoming a committee member in the future. Mr Ball agreed that this would be a good idea. This should be raised in the school newsletter.

10. Any Other Business

- All committee members must have current DBS certificates. Details are available from Mrs Biddle.
- All committee members should join the PTFA's account on Parentkind. Hannah to circulate details.
- All committee members should be part of the PTFA WhatsApp group.
- Mayu thanked Vickie and the rest of the committee for all the support given during her first year as Treasurer.

The next AGM will be held on 15th October 2019. The meeting closed at 8:00pm.

