

## **Halam School PTFA AGM**

**3/11/21**

### **Present:**

Sarah Kinsella, Hannah Lambert, Nick Farrar, Linda Robson, Chris Bevans, Sam Davies, Claire Wright, Andrew Station, Gemma Bust, Erica McGinley

### **Apologies:**

Louise Foster, Jo Harver-Morley

### **Minutes of last meeting**

No actions or activities have happened since the last meeting due to Covid restrictions.

### **Chair's report**

Chris Bevans- Vice-Chair on behalf of chair, there have been no events or fundraising since the last meeting due to Covid restrictions. The Vice Chair thanked everyone for what they had done this year.

### **Treasurer's report**

Nick Farrar- Treasurer gave his report.

Actions around mandates from the last meeting have not been actioned, will action once elected new committee.

The Treasurer explained that this had been a low input year due to Covid, income included;

- Sale of Christmas cards
- Bags to school collections
- Online shopping through Amazon and Smile.

The PTFA had made some donations to the school during the year

- Repair of the Playdale
- Ice creams
- Y6 leavers books

The Treasurer explained that any monies held must cover yearly outgoings such as ParentKind membership and Lottery registration. The committee had previously agreed that £1,000 should be held in reserve for commitments that it makes to the school each year such as DARE and leavers books.

Just under this amount is presently held in the account, any request from the school must be met by new fundraising activities.

Questions in response to the treasures report were asked-

- Are grants available to raise funds? this was unknown.
- Did the PTFA consider remote fundraising during lockdown? This did not happen

### **Election of Officers**

The Vice Chair explained that he had received many offers of help for running events through the PTFA Whats App group. The PTFA meet 3 or 4 times a year.

The following members were elected to the PTFA committee

- Chair- Chris Bevans
- Secretary- Hannah Lambert
- Treasurer- Nick Farrar
- 100 club- Sam Davies and Gemma Bust
- General members-  
Sarah Kinsella, Linda Robson, Claire Wright, Andrew Station

A discussion on banking signatories and responsibilities followed the election of the committee, all agreed that

- Nick will check and remove/update the legacy names.
- Chris and Nick will remain signatories.
- Both Nick and Chris have access to online banking, Chris has a bank card for PTFA payments.

### **Questions in response to the election of committee were asked-**

- 100 club
  - A discussion on how to sell and draw tickets was held, Sam and Gemma will research the possibility of digitizing the process through Paypal and social media.
  - Nick will check if the balance in the 100 club account still needs to be drawn from last year.
- Website, publicity
  - The school agreed to host a page on their website for PTFA
  - The school offered to send any articles or reminders home to parents in the newsletter
  - The school are happy to send letters home for the PTFA
- Alumni
  - A question was asked about how we engage with the schools Alumni to raise funds

### **Fundraising activities for 2021/22**

- The committee was asked if it had a target for this year?
- The school was asked if they had any requests? Erica McGinley replied that the school would like to build an outside classroom to replace the old one that has just been removed. School

has already received a donation towards it but need more money to complete the classroom.

- Erica McGinley will get school council to write to the PTFA making a request including cost.
- It was suggested that we ask parents what events they wanted, there was a feeling that the school community wanted social events as well as fundraising events. A form will be put together through the WhatsApp group and can be sent out with the newsletter.

The committee agreed to plan the following activities

- Film night and school disco this term- school will confirm dates and availability of staff with Chris.
- A Christmas hamper raffle at the Nativity Concerts- school will send out a letter asking for hamper items, Sam will organise the hampers.
- A valentines disco in the spring term.
- Sarah will be able to help with applications for grant funding.

The next meeting will be arranged through the PTFA WhatsApp group.