

Brooke PTFA
Annual General Meeting Minutes
Monday 18 September 2017

AGENDA

- 1) **Introduction & Apologies:** Kirsty Thornton; Louise Hamilton; Bernadette Fowler; Donna Franklin; Carol Hannah; Meg Sanders; Louise Banning; Kate Barmby; Katharine Danks; Anna Ward.

Apologies: Clair Lowe; Rebecca Cole.

- 2) **Minutes of AGM 2016 – to be noted, approved and signed:** Last AGM on 20 September 2017 – approved by the meeting as true and accurate record.
- 3) **Chair's Report on Events:** despite all of the PFTA working and it being our second, we've had a really successful year with events such as Build a Guy Competition; bake sales; Halloween disco; hanging baskets; summer spectacular; Christmas Fayre. We focussed on not only raising funds but also making enjoyable events for the children. With no funding for the new school it will be important to focus on making this school as good as possible, e.g. Robins' canopy and the aim of improving the woodland classroom. The PFTA has also funded whiteboards; mini bus (in past years); gardening club; school trips; new starters' book bags and books. The outgoing Committee has also considered the possibility of asking School if they would consider a suitable school project/investment in memory of Max to aid the educational needs of the children recognising the need to use the money within the remit of the constitution. Thanking everyone for turning up tonight to support the PTFA.
- 4) **Treasurer's Report:** Finances: opening balance 1 Sept 16 is £7,315.00 – spending on Robins' canopy (£2,750), whiteboards (£3000). Key events: Christmas Fayre (opened for extra hour) £1,784.96; Cake sales: roughly £40-£50 each; Penny for the Guy: £28; Summer Spectacular: £1,159.93; Halloween party stall: £78.45 (stock of glow sticks remains). Total outgoings: £8,232.04 and total ingoings: £4,325.27. Closing net balance: £3,408.94.
- 5) **The Head's Report:** Head absent on sick leave; interim head not present. Awaiting report.
- 6) **Nomination and election of Committee Members:** LB; CH and KB retiring; MS nominated to be Chair by KHD and seconded by CH and duly elected – KT will assist as vice-chair; AW nominated DF to be secretary and KB seconded – DF duly elected as secretary; CH nominates LH as treasurer and LB seconded – LH duly elected. Treasurer to inform Charities Commission of changes in trustees.
- 7) **Date of next annual general meeting to be set by new Chair:** Monday 17 September 2017
- 8) **Close: 19:22**