

Brooke PTFA  
Annual General Meeting  
Tuesday 18<sup>th</sup> September 2018 at 7pm at Brooke Primary School

1. **Introduction and Apologies:** Meg Sanders, Alex Griffiths, Bernadette Fowler, Clare Angell, Nicola Albertworman, Kirsty Thornton, Anna Ward, Donna Franklin, Louise Banning and Louise Hamilton.  
No apologies.

2. **Minutes of AGM 2017** were noted, approved and signed; Last AGM on 18<sup>th</sup> September 2018, - approved by the meeting as true and accurate record.

3. **Chair's report on events;** We had a very successful year, with some fun enjoyable events; Pumpkin Café, Christmas Story Night, Christmas Fayre,, Christmas cards, hanging baskets, summer spectacular and the class cake sales. The PTFA funded the cost of the mini bus, equipment and toilet facilities for the outside toilet, book bags for the new reception children and a gift to each class. We also enjoyed a beautiful sports day in memory of Max, and the first student was named on the Max cup.

Events for the following school year are to be discussed on the next PTFA meeting – current plan is to include Pumpkin Café at the school on Tuesday 30<sup>th</sup> October 3:30-5:30, Christmas cards (arts and crafts day at school to be held on Friday 5<sup>th</sup> October,) Christmas Fayre, 1<sup>st</sup> December. Funds from the PTFA this school year will be for the mini bus again, more equipment for the woodland classroom, a science dome day, possibly a online spelling resource, plus other items/events.

4. **Treasurers report:** Finances; opening balance September 2017; £3,408.94 Income from key events; cake sales £270.50, Pumpkin Café £255.00, Story Night £73.08, Christmas Fayre £1,320.00, Hanging Baskets £33.50, Christmas cards £197.00, Summer Spectacular £820.00, Sports day lollies £62.00 Total income for this school year was £3,041.08. Outgoings; Mini Bus £844.61, outdoor classroom toilets £295.00, outdoor classroom equipment £270.00, book bags £60.00, school money £500, books and lotteries £137.99, Max's sports day cup £100.00; (cash in hand £62.00) Balance brought forward as of September 2018; £4,180.42
5. **Heads Report;** Alex Griffiths joined as Head Teacher in May 2018. Confirmed that all classes had been awarded the £125 per class from the PTFA. Robins were considering some equipment for the outdoor area, Owl were looking at purchasing something for their Kings and Queens topic, Jays were looking at some fun maths equipment and Year 6 were looking at some outside learning equipment.

Mr Griffiths discussed the woodland classroom and explained that Goldcrest would be training staff to carry out woodland classroom days.

6. **Nomination and election of Committee Members;** Donna Franklin retiring as secretary.  
Nicola Albertworman was nominated to be the new Secretary by Meg Sanders and Louise Hamilton and duly elected.  
Meg Sanders was re-elected as Chairperson and Louise Hamilton was re-elected as Treasurer by Donna Franklin and Clare Angell.  
Treasurer to inform charities commission of changes in trustees.
7. **Date of next Annual General Meeting:** 16<sup>th</sup> September 2019
8. **Date of next PTFA meeting:** 1<sup>st</sup> October 2018 at 7pm at the school.
9. **Close** 8pm