

# Threemilestone School PTFA

## Annual General Meeting

### Minutes

<b>Date:</b>	3 <sup>rd</sup> October 2022
<b>Time:</b>	3.15pm
<b>Place:</b>	Threemilestone Primary School

<b>Attendees:</b>	Yvonne Powell (via zoom), Anna Buzzard, Dawn Hawken, Claire Ewart (Acting Deputy head/ SENCo TMS), Suzannah Teagle (Head Teacher TMS), Alicia Mckeown, Rachel Jay, Joanne Reed, Stacey Parr.
<b>Apologies:</b>	Claire Conisbee, Sharon Adams.

Item	Description
1	Welcome and introductions by Chair.
	Matters for order of meeting: <ul style="list-style-type: none"><li>• Chairs report</li><li>• Treasurers report</li><li>• Appointment of committee</li><li>• AOB</li><li>• Date of next meeting.</li></ul>
	<p>Chair's Report</p> <ul style="list-style-type: none"><li>• The Chair set out the objective of the PTFA: to provide and assist in the provision of facilities for education through organising fundraising and events to support the school and its children.</li><li>• The PTFA is a registered Charity.</li><li>• Chair proposes that we call a special General meeting to review and update the PTFA constitution in line with the school values and those of the PTFA. Date TBC.</li><li>• Any parent/guardian whose child attends the school, or a member of staff are eligible to be a member.</li><li>• The requirements for the quorum of the committee have been met (at least 4 members shall be parents).</li></ul> <p>Key successes</p> <ul style="list-style-type: none"><li>• Regular PTFA meetings, school discos, bingo (special thanks to Charlotte Moyle for being bingo caller), bake sales and the Summer Fayre. They have been successful to run once set up.</li><li>• There is now a blueprint for the Summer Fayre that we can build upon.</li></ul> <p>How we have benefited the children.</p> <ul style="list-style-type: none"><li>• All children have been given access to socialise with the community and peers through discos/ bingo.</li><li>• All children have had the opportunity to perform/sing in front of the community at the school fayre.</li><li>• Special note should be given to last years YR6s for hosting the Year 6 stalls at the Summer Fayre. Special thanks to Katie Webb and the Year 6 team for helping to organise this.</li></ul>

	<ul style="list-style-type: none"> <li>All children had access to attend a beach day out funded by the PTFA.</li> </ul> <p>Plans for this year 2022/23</p> <ul style="list-style-type: none"> <li>A yearly event calendar is being finalised, giving all access to and forewarning of events for planning required. This should help with marketing and advertising of the PTFA events better for the upcoming year.</li> <li>Continue to raise the profile of PTFA within the community and improve its social media presence.</li> <li>Update school website with photos and blurb on committee members including their roles and responsibilities.</li> <li>Update the constitution.</li> <li>Enlist help of classroom representatives and raise their profile on the website/ newsletter. A list of who / year group/ child ( if they are happy to share this information).</li> <li>Toy sale, bake sales, uniform sale, carol singing, Christmas prize draw/silent auction.</li> <li>TMS walking advent calendar, discos, community bingo, scarecrow trail, Sow – Grow – Show event (everyone receives a sunflower).</li> <li>Summer Fayre with competitions for tallest sunflower, TMS Bake Off, Funny Veg People, Garden on a Plate, Portraits of the King (?) are suggestions.</li> </ul>
	<p>Treasurers report</p> <ul style="list-style-type: none"> <li>All accounts have been checked and signed off</li> <li>Opening balance in 2021 was £3835.67.</li> <li>Current balance is £4775.72.</li> </ul>
	<p>Committee Election</p> <p>The following members of the committee were proposed by S Teagle and seconded by Jo Reed/ D Hawken/ S Parr. There were no other nominations.</p> <ul style="list-style-type: none"> <li>Chair – Yvonne Powell</li> <li>Vice Chair – Anna Buzzard</li> <li>Honorary Treasurer – Dawn Hawken</li> <li>Honorary Secretary – Alicia Mckeown</li> </ul>
	<p>AOB:</p> <ul style="list-style-type: none"> <li>2<sup>nd</sup> hand toy sale/ uniform sale Friday 14<sup>th</sup> October</li> <li>Parents can donate on the morning of the day.</li> <li>DH/ AB to advertise via Poster/ newsletter/ school website</li> <li>Hall is busy every day at 3pm – Use Year 3 classrooms/ cloakrooms at the front of school instead.</li> <li>Bake sales to take place in Yr 3 classrooms/ cloakroom</li> <li>Friday 4<sup>th</sup> Nov EYFS/ YR1</li> <li>Friday 11<sup>th</sup> Nov YR2/YR3</li> <li>Friday 25<sup>th</sup> Nov YR4/5&amp;6</li> <li>DH/AB to advertise as above.</li> <li>TMS PTFA have won the ASDA Green token competition of £500</li> </ul> <p>To be discussed at next meeting – Children in Need/ Date for TMS carols in town is 30<sup>th</sup> Nov 5.30- 6.15pm/Christmas Prize Draw/ Silent Auction/ Walking Advent Calendar. Suggestions for whole school activities – Rogue Theatre/ Outdoor Cinema/ Local theatre group/ Arts festival week.</p>
7	<p>The next meeting will be:</p> <p>Time: 7pm Date: Wed 2<sup>nd</sup> Nov 2022 Venue: Victoria Inn TMS</p>

8	Meeting called to close at 4pm by Chair.
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<b>Minute taker:</b>	Alicia Mckeown
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<b>Signed:</b>	
<b>Name:</b>	Alicia Mckeown
<b>Date:</b>	3 <sup>rd</sup> October 2022