



PTFA ANNUAL GENERAL MEETING

Date: 10th October 2024, 9.10am

Venue: Cartwright & Kelsey School Hall

Meeting Chair: Ellen Titterton (ET) PTFA Chair

Present: Committee Members ZB, KW, SD, HF, LH,
Fiona Crascall Head Teacher, Teachers and members of staff.
Plus new attendees wanting to join PTFA.
37 Attendees in total.

Item No.	Minutes	Action
1.	<p>APOLOGIES</p> <ul style="list-style-type: none"> Danielle Kemp (DK) Secretary Maria Hanks One attendee was unwell, according to our constitution, they can attend and vote on video call. 	
2.	<p>WELCOME BY THE CHAIR ET</p> <p>About the PTFA:</p> <ul style="list-style-type: none"> All of you here are members of the PTFA; when your child or a child that you care for joins the school you automatically become a member. However, you can also join the PTFA Committee itself or our named helpers group – a list of people that we can approach to help with events, for example, helping to set up an event. Named helpers are not expected to be able to help at each and every event, they are just our first port of call. <p>From our Code of Conduct:</p> <p>PTFA Objective</p> <ul style="list-style-type: none"> Registered as a charity since November 1994, our aim is to raise funds through events that are fun, improve community relations and provide sociable entertainment for the children and parents alike. We do this to enhance the education of all the children at Ash Cartwright & Kelsey Church of England Primary School, now and in the future. 	
3.	<p>MATTERS ARISING FROM PREVIOUS AGM MINUTES (15th September 2023)</p> <ul style="list-style-type: none"> Minutes of last year's AGM have been made available to view at the meeting, are there any Matters Arising from these minutes? Vote to accept the minutes of the last AGM. 	

4.

CHAIRS REPORT 2023-2024

- We began the year with 3 new committee members, this is always so welcome as it keeps things fresh and allows for new ideas and viewpoints to be explored.
- As always, we dove straight into the Monster Mash Disco, always a fun event to kick our calendar off with! The children love dressing up in their spooky costumes and it's especially nice to see the Reception children enjoying their first school disco. This is also the first event in the academic year that our group of Named Helpers get involved in, a group of people we are very grateful for throughout the year, for the many roles they fill at our events.
- This year we also squeezed in a Quiz in November – this was quite a lot to take on between the disco and the Christmas Fair and was definitely more successful when run in the early spring. Huge thanks to John Kirk for crafting and hosting the quiz once again; we would certainly hope to hold another quiz in the next academic year.
- Next up was one of our biggest events, the Christmas Fair. Once again, we were so thrilled to have so much support from the school community, resulting in another very successful Fair – the classroom serving mulled wine, hot chocolate and cakes was very popular! Particular thanks to Mr & Mrs Amos (aka Father Christmas and his Elf), who brought the Christmas magic to Father Christmas' Grotto; this is always so popular with the kids and it's heart-warming to see how much they get out of it.
- I would also like to thank the Sandwich Co-op for allowing us to set up a tinsel-strewn table to sell our raffle tickets in the store, and the residents of Sandwich for supporting our efforts.
- In February, we introduced a brand new event to celebrate the leap year – the Choccy Woccy Raffle! This was a huge success and we have had so much positive feedback about it; it seems that everyone enjoyed the anticipation of unwrapping their chocolate bars to see if they would find a winning golden ticket!
- In March we held our second disco of the year, the Bunny Hop Disco, which was once again well attended. And a month later we put on a Film Afternoon; an event that hadn't been done for a few years but seemed to go down well with the children.
- The biggest event in our calendar is the Summer Fair, held in June this year. A lot of blood, sweat and tears went into making this massive event a success – even more impressive when you consider that we had to change a fair few plans on the day because of the extremely windy weather we had! We were lucky to be able to draft in help from our school community, as well as a few members of the wider community – those of you that attended will no doubt have noticed that we had Kent Police there with a car and kit for the kids to check out and, once again, we drafted in the ever popular Deano's Ice Cream Van!
- Last, but not least, we had our Summer Disco – more affectionately known as the Leavers' Disco. This is something that the Year 6s in particular really look forward to, and we are more than happy to report that we gave them a good send off – we hope they are all enjoying 'big school' so far.
- Another fundraising initiative that we take part in is the Bread Bag recycling scheme run via Terra Cycle. This is managed by one of the parents at the school, Kristina Massey. Thank you for taking that on and for stuffing many, many, bread bags into enormous boxes and shipping them off – good for the planet and good for our fundraising pot!
- I would also like to thank the staff for their involvement in our events across the year – particularly at the Christmas and Summer Fairs – your help really does make such a difference to what we are able to achieve!

	<ul style="list-style-type: none"> • The events that the PTFA organise each year would not come together the way they do if it weren't for the incredible team that I have around me. This small (but mighty) group of people rally each and every time and come up with the goods. I cannot tell you how proud I am of the team that I have been lucky enough to lead this year and I want to take this small – but mighty! - moment to thank them all, from the bottom of my heart. You work tirelessly and ceaselessly to make our events as successful as possible, for the benefit of all that attend our school and for that – and you – I am incredibly grateful. • Hopefully, that has given you all an idea about what we do and who we are. We know PTFAs get a bit of a bad rap for pestering people to come along to all our events, but we're happy to take that on the chin if it means that we can continue to improve the school experience of all those children that we're fundraising for. 	
5.	<p>TREASURERS REPORT</p> <ul style="list-style-type: none"> • This year PTFA activity has generated an income of just under £14,000! Due to the creativity and dedication of the committee, along with support from named helpers and the school community we have been able to run a wide range of events and fundraising opportunities. This past year has included: <ul style="list-style-type: none"> - Regular Discos, - Tag Days, - Tuck Shop /Special bake sales, - Seasonal Fairs, - Quiz Night, - Pre-loved Uniform Sales, - Return of Film Night, - Hugely popular Choccy Woccy Raffle. • A sizable profit of £9,300 was achieved even though the costs involved with putting on the events increases year by year. This total is just under £3,000 less than last year. • The closure of the Amazon Smile scheme has had an impact on profits along with only being able to cover half the number of tuck shop sessions and the Quiz night not being as well attended as before. However, the most noticeable reason for this difference is the absence of any Individual fundraising. • In previous years people have undertaken personal challenges such as running marathons, trekking mountains, wing walks and sky diving to contribute to PTFA funds. If anyone would like to take on a sponsored personal challenge on behalf of PTFA please speak to a member of the committee about how PTFA can offer support. • The regular events generated similar profit to last year and the reintroduced film night (on a giant screen) and Choccy Woccy Raffle helped to fill in for the losses. • The Choccy Woccy Raffle was a new event for this year to mark 2024 being a leap year. It was hugely popular and a tremendous success. The wrappers and Golden tickets, created by the artistic members of the committee, looked very professional. As well as gift vouchers, other prizes were a mixture of special school activities which helped to keep costs down. 	

- Following requests from School PTFA funds have contributed towards:
 - 6 iPads,
 - Interactive Board and Laptop for Yr1,
 - Class Rug for Yr1,
 - Breaktime Equipment,
 - Tyres for the Minibus,
 - Christmas Cracker Day,
 - Class Christmas Craft,
 - Teamwork run mats,
 - Easter Egg Hunt,
 - Diversity Week Food.
 - PTFA have also repaired and gifted the GoKarts to School.
- The above totals to approximately £6,100 which is £4,275 less than last year. Agreed funding requests that PTFA have not yet been invoiced for amount to £2,250 and regular requests such as Diversity week workshops and Year 6 residential transport were not requested this year (last year these were £450 and £800 respectfully) which accounts for some of the difference.
- Thanks again go to Kristina Massey for continuing to collate and send away bread bags in return for funds towards the PTFA. If anyone ever has a large/washing machine sized cardboard box spare please check with Kristina or PTFA if it would be of any use to send the bags away in.
- This years Summer Fair was held on a Friday afternoon, at the request of school. Takings were lower than the previous year. However, as fewer running costs were incurred a healthy profit (similar to the previous year) was still achieved. The profit was boosted further by Match Funding from Barclays Bank. Enormous thanks go to Michelle Stanley (again!) for supporting the PTFA, manning the raffle stall at the fair and for securing an unexpected bonus £1,000 Match Funding. Many corporations run a company scheme for employees, where they pledge to match a sum of money relating to the amount the employee has raised for charity. If anyone thinks this is available through their employer and would be happy to do so, please find out more. The committee will be able to assist with confirming monies raised.
- Banks and building societies, insurance companies, supermarkets, utilities providers, phone companies and car manufacturers are known to offer match funding schemes.
- We are an independent charity committed to raising money to enhance and enrich the lives of the children at Ash Cartwright and Kelsey School throughout their school journey. As a committee of volunteers we can only do so much. So, we are extremely grateful to all our named helpers, friends and staff for giving up their time to help run events, individuals and companies for donating prizes or raffle items and the wider school community for supporting PTFA.
- A big thank you goes to the children that participate in and embrace the events. Seeing the excitement and fun the discos bring is really heartwarming. Thank you to the parents and guardians for sending the children to the events and contributing to the funds. We look forward to welcoming you to future fundraising opportunities.

6.	<p>QUESTIONS TAKEN - From Adam Hart, Amanda Burchell-Trent, Ryan Hayes and Sam Dunn</p> <p>Q: <i>How much is currently in the bank account</i> – KW confirmed roughly 18.5K in the account now, encouraged all teachers to put in funding requests as no one should be paying out of their own pockets.</p> <p>Q: <i>Regarding how long between the submission of the funding requests and the money availability</i>; ET explained that in adherence with the charity commission, a decision making process is followed so the time to approve requests does vary. Down to having the meeting and following our constitution in terms of a process. ET confirmed we get together whenever we can and doing due diligence, as trustees of the charity.</p> <p>Q: <i>Whether there are outstanding requests</i>, ET confirmed that the first meeting will be held once the new committee has been voted in which can deal with new requests, but yes and there is one for over £4k.</p> <p>Q: <i>How often the committee should meet</i>, according to the constitution; ET confirmed there is a minimum requirement of 3 meetings per academic year.</p> <p>Q: <i>How do the funding request work</i>, ET confirmed that requests go via the Headteacher then to the committee, and back again via the Headteacher.</p> <p>Q: <i>In relation to earlier question about funding requests which haven't been granted; requests are made on behalf of the children rather than any other reason.</i> ET replied that the PTFA understands this and that the committee has to confirm under a vote whether it falls within the remit of the PTFA. KW confirmed we have only said no to one request. ET explained that the PTFA is not bound to give money just because it is requested. Must do due diligence that it falls within our remit.</p> <p>Q: <i>What is the remit of the PTFA?</i> This is available in our constitution, enriching and enhancing the experience of the children, rather than what would or should be in the school budget. We do try and say yes, if it falls within the constitution which can be provided by email or the Headteacher.</p>	
7.	<p>WELCOME FROM HEADTEACHER & HEADTEACHER'S STATEMENT</p> <ul style="list-style-type: none"> • FC stated the lack of funds the school has. Everything has been bought by charities, all the extra equipment has come from charities. Zero in the budget. • Feelings of “Professional scrounger” were expressed by FC, the children deserve the best and they get one shot at their education. • FC stated that the school is lucky to have a PTFA, it is an opportunity to raise money and to give the children the best education. This supports the school to meet those items on the school improvement plan. School's remit is that we don't want anyone to miss out. Everyone to have a chance to take part in extra curricular, outdoor learning, running, playtime equipment and these things get broken. Examples of this are playground markers and the mugga, as break time has 170 children outside together, and having good equipment means they are kept busy and not bored, and arguing with one another. • Mr Hayes is passionate about outdoor play equipment. • Julie Wilkinson would like Sensory circuits for KS1 and KS2, • Mr Hart would like a wigwam. • There will be a requirement to upgrade the computers to windows 11 computers, but the school have £50 in their IT budget. Jack Foat trust will help with this, but the school does need iPads. Windows 11 headache hopefully won't become a nightmare. 	

	<ul style="list-style-type: none"> • Raising the profile of the school positively, as there is a falling birth rate. Schools round here are having falling intake, and we have bucked the trend with nursery. • Due ofsted imminently. Want this to be a school people want to come to. Means more money but also enhances our community. The nursery is a big part of this. • There has hopefully been a good change, the school is currently inclusive, has great teachers, parents and PTFA. The headache isn't the children, it is always money. • If a school has a good reputation, it is very good for the community. Also to mention that we are a Church school, and blessed to have Rev. Caroline as a breath of fresh air. There are lots of things in the school plan and the staff have regular meetings. Building on what we have as we are a wonderful school. 	
8.	<p>ELECTION OF OFFICERS AND COMMITTEE MEMBERS</p> <ul style="list-style-type: none"> • Explanation of voting process by ET. <ul style="list-style-type: none"> - Officers elected, first. And then general committee. - Officers have to be nominated, accept the nomination and seconded to be accepted. We have 2 people who can't attend but will be included as per requests submitted prior to the meeting. - If more than one person applies for an officer position, the decision will go to a vote. Keep hands raised to vote and we will count twice. - Then final committee is agreed. Thanks to committee from Ellen and we look forward to the future. • <u>PTFA Chair</u> 2 people who would like to be considered for Chair. <ul style="list-style-type: none"> - Ellen Titterton - ___Sam Dunn. <p>Nominations:</p> <ul style="list-style-type: none"> - Beth Barber nominates SD - Katy Wachter nominates ET <p>Both accept their nominations</p> <p>Seconding:</p> <ul style="list-style-type: none"> - Amanda Burchell-Trent seconds SD - Julia Scarlett seconds ET <p>Count of hands in support of SD: 20 In support of ET: 13</p> • Chair for PTFA 2024 -2025 will be Sam Dunn. • <u>Officer Roles</u> <ul style="list-style-type: none"> - Secretary (Dani Kemp – in absentia, as per her request) – Nominated by ET, seconded by Lisa Hellings. No opposition, motion Carried. - Treasurer (Hannah Fitzgerald) - Nominated by KW, seconded by Zoe Brooks. No opposition, motion Carried. - Vice Chair (Zoe Brooks) Nominated by ET, seconded by Sam Dunn. No opposition, motion Carried. 	

	<ul style="list-style-type: none"> ● Show of hands for members who would like to Join the Committee: <ul style="list-style-type: none"> - Sarah Beaumont - Claire Farbrace - Katie Clark - Beth Barber - Lisa Hellings - Annabel Marchetti - Jazmin Dowling - Steevi Henderson - Ellen Titterton - Maria Hanks – in absentia, as per her request. ● Request from FC to have some meetings in school. ET confirmed that it is possible with the committee meetings, if enough can attend then that is fine. ● Teachers given the opportunity to join the committee, they declined this but a proposal was made, to have a staff representative at meetings, where possible, in a rotation if necessary. 	
9.	<p>AOB</p> <p>None stated. Close of meeting – 10am.</p>	