

Item No	Item	Owner
1	Those Present: AB - Chair LM - Deputy Chair HB - Secretary PM - Treasurer EC, JM, CC, HG, CH	
2	Apologies for absence: None	
3	Welcome: AB welcomed everyone and introduced the key PTFA Trustees. A presentation was shown noting that this is still a relatively new committee and therefore some information from the previous PTFA Committee had not been handed over.	AB
4	Chairperson's report: AB reported on the activities and fundraising carried out during the past year by the PTFA. AB noted that the accounts for 22/23 would be lodged with the Charity Commission when Trustee details had been updated to reflect the new Trustees of the PTFA	AB
5	Election of Officials: LM agreed to stand down as Deputy Chair and assume the role of Secretary proposed by AB. HB stood down as Secretary. JM was nominated as Deputy Chair by AB and seconded by PM. This will be updated in the next newsletter	
6	Any other business: Meetings: AB proposed that in addition to the regular Committee meetings, there would be 4 Open Meetings (incl. AGM) for interested parties to attend. These would be Zoom meetings to try and maximise attendance. Dates to be published. Constitution: The PTFA follow the Parentkind Constitution. This will be signed by AB, witnessed by LM and uploaded to the PTFA page on the school website. Communications: The feedback around communications had been positive so we will continue with the Whats App groups, School Communications and the PTFA Facebook page. The AGM closed at this point.	CC AB & LM
	General Business	
1	Outstanding business: None	
2	Events: Discussion around event ideas for 2023. Summer fete – discussion around stall allocation Bouncy Castle Costs and availability TENS License application Woolaston/Alvington Carnival. We have previously run an Pimms stall successfully . Discuss Pimms donation	AB LM LM EC/JM/LM

	<p>Speak to Tesco re donations of fruit for sports day</p> <p>Send list of all proposed events to school and to all parents/carers highlighting the need for volunteers</p>	<p>EC</p> <p>AB/LM</p>
3	<p>Parent Engagement Survey:</p> <p>LM shared slides on the results of the Parent Engagement Survey which will also be published on PTFA page on the School Website.</p> <p>Feedback on levels of communication and accessibility to the PTFA were good and suggestions of events to consider were plentiful and have given great food for thought.</p>	<p>AB/LM</p> <p>LM</p>
4	<p>Upcoming purchases</p> <p>The committee have agreed to the request from the school for new parent bags – to confirm with EG</p>	<p>AB/LM/JM/PM</p>
6	Any other business: None	
7	Next Committee meeting: July 2024 tbc	AB/CC

Approval of minutes
Chair: Abbey Blayney
Deputy Chair: Jo Manship