

Woolaston Primary PTFA
Annual General Meeting
28th February 2023

Item No	Item	Owner
1	Those Present: AB - Chair LM - Deputy Chair HB - Secretary PM - Treasurer EC, JM, CC	
2	Apologies for absence: None	
3	Welcome: AB welcomed everyone and introduced the key PTFA Trustees. A presentation was given by LM explaining the responsibilities of PTFA members noting that this is a new committee and therefore some information from the previous PTFA Committee had not been handed over	AB/LM
4	Chairperson's report: AB reported on the activities and fundraising carried out during the past year by the PTFA – again noting that part of that was by the previous PTFA committee. 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: AB agreed to stand as Chair, proposed by LM and seconded by HB. LM was nominated as Deputy Chair by AB and seconded by HB. HB was nominated as Secretary by AB and seconded by LM. PM was nominated as Treasurer by HB and seconded by AB This will be updated in the next newsletter	HB
6	Any other business: n/a The AGM was officially closed at this point	
	General Business	
1	Outstanding business: None	
2	Events: Discussion around event ideas for 2023. Suggestion of 50p Friday during the Summer Term. Requirement for an event that will include the local community. Check with community centre re rental costs Woolaston/Alvington Carnival. We have previously run a Pimms stall successfully . Suggestion of including a seating area plus an activity that children can do. Check alcohol license	JM HB EC/JM/LM EC

	<p>Speak to Tesco re donations to cakes sales and fruit for sports day</p> <p>Speak to school around requirement to have at least one member of staff at each event</p> <p>Easter egg hunt – speak to Sohal re donation and source vegan alternatives</p> <p>Send list of all proposed events to school and to all parents/carers highlighting the need for volunteers</p> <p>Look into possibility of using card payments for events</p>	<p>AB</p> <p>HB</p> <p>AB</p> <p>PM/LM</p>
3	<p>Communication Plan:</p> <p>LM shared slides on a communication plan that has been shared and agreed with the school and office staff. Discussion around the use of social media and the need for an individual to take responsibility of social media posts</p> <p>A poster will be sent out to all parents/carers asking for specific skills/qualifications that people may want to volunteer</p>	<p>AB/LM</p> <p>LM</p>
4	<p>Safe guarding:</p> <p>Safeguarding policy to be obtained from the school and a separate meeting between PTFA and school will be arranged to discuss this</p>	<p>AB/LM</p>
5	<p>Upcoming purchases</p> <p>The committee have agreed to the request from the school for new benches and parasols</p> <p>Storage is required for PTFA collections and it has been agreed that a shed can be procured and placed outside the main office</p>	<p>AB/LM/HB/PM</p> <p>AB/PM</p>
6	Any other business: None	
7	Next meeting: Tuesday 18th April	