

PARENT, TEACHER FRIENDS ASSOCIATION (PTFA)

ANNUAL GENERAL MEETING (AGM)

FRIDAY 22ND OCTOBER 2021

HELD AT HOLY TRINITY & ST JOHN'S CEP SCHOOL.

PRESENT: Mr R Garratt (Headteacher), Mrs L Sands (Family Liaison Officer), Mrs J Dransfield (Office Manager),

PARENTS: Ms K Hardy, Mr D Thomson, Ms H Leask, Ms A Tagg-McGill, Mrs H Morris, Ms C Hayton

Mr Garratt opened the meeting and thanked everyone for attending. Everyone present introduced themselves. Ms Hayton and Mrs Morris are previous committee members, but are no longer able to commit their time and are stepping down.

Mr Garratt outlined the current situation with regards to the PTFA and how they were very active pre Covid. Unfortunately, due to Covid everything had to stop and now it is time to move forward and reform the PTFA committee.

SUMMARY OF ACCOUNTS

Ms Hayton, previous Treasurer, had provided a summary of the PTFA accounts. Mr Garratt thanked her for preparing the summary. The current PTFA bank account is HSBC, but due to the local branch no being accessible is it intended to close this account. The balance of money in this account to be transferred to the school bank account. New PTFA to open a bank account closer to school and then the funds will be transferred back into the new PTFA bank account. The bank account will be the role of the Treasurer with the Chair, Secretary and Mr Garratt being signatories. It was suggested that the PTFA use the Nat West bank in Margate as this is the bank that the school use. Ms Hayton recommended that all the signatories go to the bank at the same time when setting up the account, with their ID.

There is £2,750.49 in the account.

All the information regarding PTFA and the accounts will be held in school until the committee are ready to move forward.

NOMINATIONS FOR COMMITTEE MEMBERS

Mr Garratt had all the nomination forms that had been returned to the school. As there was only one person nominated for the role of Chair and Secretary, Ms Tagg-McGill was elected as Chair and Ms Hardy was elected as Secretary. There were no nominations received for Treasurer. Mr Thomson, Ms Leask would be committee members.

There was general discussion on how to move forward. The school office would be willing to help with admin, letters, etc.

Mrs Sands would promote the PTFA at her coffee mornings to try and get parents from other year groups.

PTFA equipment/stock is currently stored in the school 'tunnel' Ms Hayton and Mrs Morris agreed to show the new members the 'tunnel' at a later date. Mr Thomson thought that not all parents receive messages via the Parentmail app. This can be looked into and offer more than one parent to be a primary contact on the system.

The office to arrange a message to be sent to all parents about registering for the Parentmail app.

Mr Garratt would like the members to focus on an event or activity for Christmas, but did not expect a Christmas Fayre to be organised.

There is a lot of information about fundraising and how to operate a PTFA on the internet, ie such as the website <https://www.parentkind.org.uk/>

SUMMARY

It was agreed to share emails of the committee members so that they could form a group and share any ideas they have. The office to arrange this.

Mr Garratt to arrange a meeting for term two.