



PTFA AGM Minutes

DATE/TIME	4.30pm, 5 th June 2025
MEMBERS PRESENT	Committee members: Harriet Hurdley-Lees, Shaun Whiting and Kim Garcha. 5 other members.

AGENDA ITEM		ACTION	PERSON RESPONSIBLE	DEADLINE
1	Welcome	HVH welcomed all present to our second AGM.	HVH	
2	Election of Officers and Trustees of the Committee: Chair Treasurer Secretary	Chair: Harriet Hurdley-Lees Treasurer: Shaun Whiting Secretary: Kim Garcha All agree to election of committee members for year 2025-6, positions are staying static.	HVH KKG SW	
3	Financial report 2024-5	<ul style="list-style-type: none"> Expenses: Sum up machine, banking charges and insurance have been purchased this year. Fund raising: Teas and coffees at the weekend/ non-uniform days / easyfundraising/ justgiving / tuck shop £788.59 is net amount. Final audited financial report on website soon. 	SW	End of school year for report and within 6 months for the charity commission.
4	Fund raising ideas, including upcoming opportunities	<ul style="list-style-type: none"> Sports day – tuck shop Community day 28/6 – pending Non-uniform day (end of term) Fundraising and rewards tied in together Incentives for those forms that raise the most money College to be more ambitious Speak to FLW – tuck shop during ‘Matilda’ production Café sales Non-uniform sale (KG to organise) Parental donations 	SW/KG	
5	Grant allocation ideas	<ul style="list-style-type: none"> Minibus as big goal? Performing arts equipment Bidding system to be arranged once we have more money. Meeting with SLT to talk about process. 	SW/KG/HVH	

AGENDA ITEM		ACTION	PERSON RESPONSIBLE	DEADLINE
6	Progress on adult education aim.	<ul style="list-style-type: none"> 4 events in the year (revision skills / Sustainable transport / online safety and collaborative event with Coop/WEA) These were not very well attended but positive with key members and word of mouth is growing. Coop and The WEA to sponsor awards evening and do another parental session in September. 	HVH	
7	Any Other business	None declared.		
8	Date and focus for next meeting	<p>3rd September 2025</p> <p>Parental support and education (with the WEA and the Coop)</p>		