



PTFA EGM meeting

Monday 17th March 2025

Apologies:

Laura Joynes
Kelly Middleton
Bex Jones

Attendees:

Heidi Clarke
Robyn Hemmings
Rachel Mold
Rebecca Schofield
Siân Jones
Sam Welsby
Sarah Briody
Karen Jeffries
Anna Symonds

Financial update

- £4,678.13 balance
- Rachel informed us she is holding £40 approx in cash from uniform sales, as hasn't had time to bank this, asking whether or not this is ok to bank after Easter. Members all agreed Rachel would hand the money to Sam to keep in the school safe as may be useful to hold as an events float.
- Sam reminded the group that the books need auditing, Sarah agreed to ask her contact

Mother's Day surprise room

- £98.48 expenditure, £180.79 made through ticket source, giving a profit of £82.31. 49 tickets sold in total.
- Sam mentioned the lower sales this year were greatly reflected from 50% of the school being on pupil premium and possibly around another 25% on top of this struggling financially.

- Siân and Anna mentioned that they would like to see a different variety of gifts for next year and to consider the value of the gifts. A suggestion was made to show parents what they were getting or an idea of it but Sam and others agreed to keep the surprise element as children love to choose the gifts and keeping it a surprise is a must.
- It was agreed next year the spending needs to be stripped right back to make a better profit, perhaps considering donations from companies or handmade items.
- Heidi then showed all the options of the gifts to the group and showed the white paper bags to be used to have the plant in.
- Rebecca said plant tags are done and agreed to pass to Anna on the gate Thursday. Heidi agreed to pass the bags to Anna also. Anna has agreed to wrap the plants in cellophane at her cost so the bags don't go damp and break from the plants.

Mother's Day event- 28th March 4.30-5.30

- 35 people in total (16x adults, 19x kids) for the Mother's Day tea
- Heidi is currently in the process of obtaining all the quotes from the children and will type these up ready for the tea, agreed by all on A4 paper on the tables. Sarah offered to help at Tredington and Rachel offered help at Newbold.
- There is currently X5 raffle prizes already in the cupboard as Heidi has checked.
- Sam confirmed she has x4 teachers ready to help serve teas at the event, so Pfta parents can enjoy the event. Sam asked for any cake stands, Anna, Siân and Karen said they would drop these off at school ready. It was agreed we would set out x5 tables, Anna would sort the table cloths out for free and Sam agreed to lay out some flowers.
- We have; napkins, tea, coffee, cups
- We need; squash, sugar, milk, platters, cake, GF option x1. At this point in the meeting Robyn went online and looked at Morrisons food ordering and it was agreed we would get the 'party platter', French fancies Morrisons own brand, cream Victoria sponge,, GF chocolate brownies, crisps. Ideally looking at x70 slices of cake and ordering x2 platters of sandwiches (£11 a platter) and a GF option but will email this person direct to ask what they would like. Sarah has ordered the frozen sausage rolls and Sam agreed to cook these ready. Heidi confirmed she would order the food and collect on 28/3.
- Sam reiterated that deadlines need to be adhered to as helps with catering and avoids negative feedback.

Reason for EGM

- Robyn handed in her resignation with immediate effect. Due to her child no longer attending the school Robyn feels it's time to step down. Robyn took the opportunity to thank her Co chair Heidi for being a sounding board and her support throughout the nearly 2 years in the role. She has loved co chairing and fundraising for the school, saying it's been worth the stress and the worry. Robyn said moving forward she hopes the private chats and negative attitude leaves and people enjoy their voluntary work on the PTFA, respecting the elected roles decision making, the rules are in place for a reason. Robyn also stated we need to listen and respect that of the staff voice from the school whether it's Sarah, Sam or Rachel. Sam thanked Robyn for all her hard work and Heidi presented Robyn with some flowers. Letter added to the folder.

- Heidi then handed in her resignation, leaving at the end of the next term (11/4/25). Heidi said she simply needed to be more present at home and her child needs her more currently. Other factors included stresses personally. Heidi is happy to lend a hand when needed. Letter added to folder.
- Rebecca then verbally gave her resignation date at the end of the term (11/4/25), letter to follow for the folder. Rebecca said she is awaiting an urgent operation date for her knee and due to personal situations she is struggling and needs to pull back on anything outside of family commitments. Letter added to folder after meeting.
- Robyn and Heidi are happy to give support to the new elected positions so a smooth handover is given and not leaving anyone in the dark on how to use ticket source etc.
- Sam then confirmed a new meeting date would need to be made before the end of term to elect new roles. Sam also wanted to make it clear that what is decided in meetings needs to be adhered to so everything is consistent and so she knows what's going ahead as she doesn't always access the PTFA messenger chat.
- Sarah said she would be happy to step in as chair if needed, Rachel is happy to remain until the AGM in September and will then make a decision. Siân was unsure whether to take on the secretary role fully and will need time to think about it.
- Sam mentioned the email access will need looking at and will remove off Heidi and Robyn as well as the social media side.

Any other business

- Karen informed the group that the work she's done to secure £500 towards the Defibrillator has been potentially agreed but a signatory needs to attend a presentation on Thursday 27th March 7.30pm at Shipston Catholic Church. Heidi agreed to attend.
- Heidi to order off Amazon the 5L tea and coffee flasks for PTFA use only for events.
- Tesco token scheme has agreed to be looked into again as Tesco in Shipston is seeking new candidates for fundraising.
- World book day prizes are needed, Heidi agreed to buy these and send receipt to Rachel.
- It was agreed to leave Gaynor to order the leavers hoodies as she did last year as time is too short to organise this.

Our next meeting will be Wednesday 9th April, the carriage room in the George in Shipston (Rebecca has booked) 7.30pm start. This is to hold the voting for new positions (chair, vice chair and secretary).

Easy fundraising;

www.easyfundraising.org.uk/causes/ntsptfa