



**Minutes of the Annual General Meeting for the  
Parents, Friends and Family (PFF) of  
Chantry Community Primary School  
23.09.19**

**Apologies for absence**

Gemma Crabtree (Secretary)  
Jan Brooks  
Emma Powell  
Jessica Butler

**Present**

Mrs Reed (Head)  
Mrs Jackson (Deputy Head)  
Mrs Vaughan  
Amanda Shaw (Chair)  
Jenny Baldwin (Vice-chair)  
Kerri Worsford (Treasurer)  
Sarah Blackman  
Anita Lock  
Liz Green  
Joanne Thomas  
Jenny Davis  
Tammy Goldspink-Saunders  
Jo Scott  
Katie Thompson  
Jill Cramp

**Welcome**

Amanda welcomed everyone to the meeting.

**Apologies**

Apologies for absence were taken.

**Minutes of last AGM**

The minutes were read out.

**Matters arising**

The PFF did not participate further in the parking issues mentioned in last year's meeting but due to signage and successful monitoring by the school staff, these issues were deemed to have been resolved.

## **Chairs Report**

Amanda talked about the various successful efforts of the PFF over the last year, mentioning fund-raising tea-towels, funding of 'The Snow Queen' visiting drama production, discos and funding towards the year 6 leavers hoodies.

She expressed disappointment that our Summer Inflatables event was cancelled due to poor weather but noted that despite this, the PFF currently holds a very substantial amount of £8359 in the bank account. This total has several payments scheduled to be deducted such as the coaches for the panto trip and the employment of a gardener for forthcoming projects around the school.

Amanda also described how the PFF has managed to achieve these successes with the help of just a small but consistent group of members and that the need for encouraging new members to join and help is always necessary.

## **Treasurers report**

Kerri handed out a breakdown showing expenditure, income and profit for the previous year. A query was raised re the format of the current accounts which were in the past submitted to an accountant, but which have for recent years been collated by the PFF Treasurer. It was recalled that the previous Treasurer had taken advice that the accountant's report was not legally required due to the PFF having a turnover below the amount necessary threshold for such services.

## **Election of committee**

Mrs Reed thanked the current committee, who are all stepping down from their roles this year, and acknowledged how valuable the funds raised by the PFF are to the school.

**Chair - Tammy Goldspink-Saunders** was nominated for this role, this was seconded by members and she kindly accepted.

**Vice-Chair - Liz Green** was nominated for this role, this was seconded by members and she kindly accepted.

**Treasurer - Nikki Vaughan** was nominated for this role, this was seconded by members and she kindly accepted.

**Secretary – Jill Cramp** was nominated for this role, this was seconded by members and she kindly accepted.

**Minutes Secretary – Joanne Thomas** was nominated for this role, this was seconded by members and she kindly accepted.

## **Any other business**

Tammy requested a list of members from outgoing Secretary Gemma. It was discussed if we have current PFF members with children in each year group who could become PFF class representatives. If you would like to be the class rep for your child's year group please let Tammy know. These names will be finalised at the next meeting.

On the subject of encouraging new members, PFF sign-up forms will be available at the upcoming coffee afternoon, with reception parents particularly to be encouraged as they might not be aware of the PFF.

To make sure parents are kept up to date on the good works of the PFF it was suggested that we send out regular newsletters, post up information on the school noticeboards and post on the school facebook page, especially highlighting when the PFF have funded activities e.g. workshops.

The importance of having a fundraising goal to work towards was discussed. It was felt that having a clear goal makes donation requests easier and enables parents to see how their support and attendance at events leads to benefits for the school.

Tammy listed recent purchases for the rainbow room such as Bop-it, a rubiks cube, spirograph, build your own den kit, marbles, and many other items, that have been funded by the PFF. These are all proving really popular with the children and helping to ensure fun for everyone at break times.

### **Forthcoming events**

#### **Halloween disco Friday 25<sup>th</sup> October**

KS1 4 - 5pm

KS2 5.15 - 6.15pm

Tickets will be £3 each.

The timings of discos were discussed with a decision made to make them slightly shorter and to therefore decrease the ticket price. Rather than having a set drink time, water will be available throughout the disco at a drink station. This will mean that the children can change their clothes at home and have a snack at home before they come.

It is hoped that Mrs Vaughan will be able to set up payment to attend discos on parentpay which will help reduce our paper use.

#### **Muffi day Friday 18<sup>th</sup> October**

The children will be asked to bring in something suitable for the Christmas Fayre tombola and in return they can wear no-school uniform clothes.

#### **Christmas Fayre Friday 13<sup>th</sup> December**

This event will run from 3.15 – 5.30 (estimated)

Members are asked to help set up the hall from 1.15 and tidy up afterwards.

#### **Other events**

Other events were discussed including a quiz night, bingo night and cake sale / coffee afternoon. All TBC.

The children will also be making Christmas cards in school that will be professionally printed and can be ordered by parents in the run up to Christmas. The PFF receives a percentage of the order price.

#### **Future meetings**

It was suggested to alternate meetings between 3.15 at the school and 7.30pm at another venue to enable members to find a suitable time to attend.

Meetings will take place on the 1<sup>st</sup> Thursday of the month, with other dates added if needed before events.

**The next PFF meeting will be held on Thursday 3<sup>rd</sup> October – venue to be confirmed.**