

**Fairfields PTF A Annual General Meeting
21 September 2023 at 8.30pm
Via Zoom call**

In Attendance:	Apologies for absence:
Hayley Cole (Current Co-Chair & Secretary cover) Angela Holtam (Current Co-Chair, Treasurer & Secretary cover) Janet Tothill (School Liaison) Diana Savva Maria Hadjimichael Holly Howard Natasha Lee Steph Pellas Jennifer Collins Aimee Jones Paola – left part way through	Olivia Bacon Lorraine Lowne Fanoula Heath Claire Ames Maria Vanezis

QUORUM

The Chair, having noted that a quorum was present in accordance with the constitution, declared the meeting open.

PURPOSE OF THE MEETING

The main purpose of the meeting was to elect a new committee and review the last financial year. An agenda & financial review was circulated in advance of this meeting to keep the meeting moving.

PREVIOUS AGM MINUTES

Last years minutes had been available since October 2022 and in addition were circulated ahead of the AGM. It was agreed that the minutes were a true representation of the AGM for 2022.

SCHOOL UPDATE

Janet Tothill expressed immense gratitude to the PTF A on behalf of the school, not just for the incredible funds raised, but also for all the wonderful events and workshops that bring a real community feel to the school. It is rare to see such a full timetable of events put on by volunteers in a school and Fairfields is very lucky to have this set up.

CHAIR REVIEW

Hayley thanked all members for their support throughout the year, and also thanked the school for their support in allowing the committee to operate around the school and partaking in volunteer roles at events.

Hayley gave a brief summary of the 2022-23 events, and thanked the very supportive class reps for their support in getting all the comms out and drumming up support for volunteering roles. There have been some additional events this year requiring volunteers and the reps have been fantastic in getting their classes engaged.

A calendar of provisional events has been agreed with the school for 2023/24 so planning can start early. The only event that has had to be postponed is the quiz due to ill health of the quizmaster.

TREASURER REPORT

Angela ran through the key income and expenditure. Notable increases in income came from additional event income and the introduction of gift aid as a source.

An income target for this year is to become more gift aid efficient, making full use of the small change donations scheme through increasing donations made by gift aid. We must ensure we have at least one gift aid sponsorship event in each tax year in order to make a SCD claim.

Expenditure increases were on workshops (there were some lovely additional one off workshops this year) and also purchasing prizes. It has been harder to get donations of prizes this year and out target for 2023/24 is to reduce prize expenditure through individual donations and corporate sponsorship.

The treasurers full report will be available with these minutes.

NAMED MEMBER ELECTIONS

The charity has Named Roles and Un-named roles. The Named Roles must be elected; and become trustees of the charity.

IT WAS RESOLVED that the following trustees be appointed.

Chair – Hayley Cole (nominated by Angela Holtam, seconded by Maria)

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Secretary – Maria Hadjimichael (nominated by Hayley, seconded by Angela & Holly)

Treasurer – Angela Holtam (nominated by Hayley Cole, seconded by Holly & Maria)

School Liaison – Mrs Tothill (nominated by Hayley Cole, unanimous decision)

Hayley & Angela agreed to Co-Chair.

The final line up of named roles:

Trustee	Role
Hayley Cole	Co-Chair
Angela Holtam	Co-Chair & Treasurer
Maria Hadjimichael	Secretary
Jan Tothill	School Liaison

NB. A recruitment drive will need to be done to bring in chairs & treasurers for future years. 2024/25 will be Hayley & Angela's final years as parents at the school and there needs to be a smooth handover to new trustees.

All other committee members will adopt Un-named, non trustee (sub-committee) roles. There is no requirement to be a trustee in these un-named roles.

ANY OTHER BUSINESS

Hayley briefly outlined to the new members how communications work between the committee and the rest of the parents; and between the committee and the school (Emails & meetings with the head and deputy head).

The committee is a welcoming space, we welcome all ideas, even the unusual ones.

The new committee did a brief introduction of themselves.

The spooky disco is our next person event, followed by the Christmas package of events.

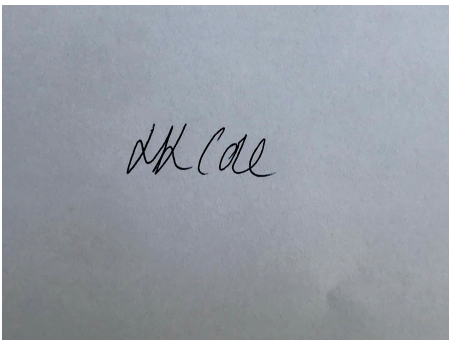
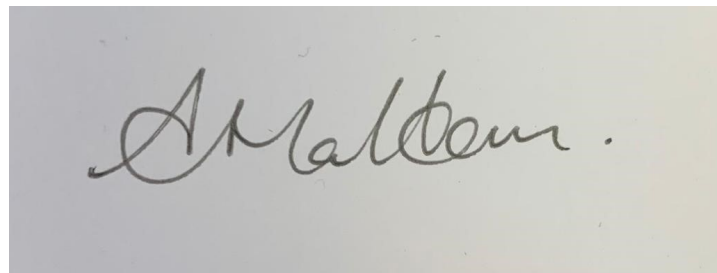
There being no further business, the meeting finished.

DATE OF NEXT MEETING

Next meeting date will be the events planning meeting on the 5th of October.

Minutes written up by Angela Holtam

Signed off by

A rectangular photograph showing a handwritten signature in black ink on a light-colored surface. The signature appears to be 'H Cole'.A rectangular photograph showing a handwritten signature in black ink on a light-colored surface. The signature appears to be 'A Holtam'.

Hayley Cole – PTFA Co-Chair

Angela Holtam – PTFA Co-Chair

TREASURER REPORT IN FULL

The PTFA accounts are prepared on a cash accounting basis and presented at the AGM in draft form. The accounts will be submitted for audit prior to submission to the Charity Commission, any material changes to the accounts will be published prior to this submission. It is our policy to submit the accounts for audit and have them uploaded to the Charity Commission as soon as is practicable,

Notable increases in income came from additional event income and the introduction of gift aid as a source.

Income from all events has increased from £19,406 to £25,991. This is largely due some additional events which did not feature in 2021/22 – the disco's & Burger, Bounce & Boogie. Donations from non-uniform days have remained stable despite economic downturn, although this may start to have more of an effect in 2023/24.

We had some regular give as you earn & one off donations come in this year, which we did not have for 2021/22. It would be good to have these increased, as they are most likely made with a gift aid declaration. A promotional short video is planned for release on social media at lead up to big volunteering events such as Christmas, the Circus, Summer fete and Bounce & Boogie.

Match funding increased from £7,327 to £8,928, as we now have more parents checking if their workplace offer this and making claims when they volunteer. This will hopefully increase in 2023/24 as even more parents become aware of how this helps the charity. A short video campaign was made last year on our social media, which will be used again this year.

An income target for this year is to become more gift aid efficient, making full use of the small change donations scheme through increasing donations made by gift aid. We must ensure we have at least one gift aid sponsorship event in each tax year in order to make a SCD claim. Fairfield's PTFA have made a visual guide to send out to parents explaining the importance of gift aid to the charity.

Events cost a little more this year, which was expected as there more events put on which required purchasing or hire costs. In addition events such as the Mothers Day event trialled a gift shop rather than art projects. There is no outlay for the art projects, although overall profits end up similar.

Prizes have also cost more this year. It has been harder to get donations of prizes this year and out target for 2023/24 is to reduce prize expenditure through individual donations and corporate sponsorship.

There has been similar expenditure for fixed assets to last year. Last year the main purchases were 2 replacement BBQ's. This year gazebo's needed replacing, an additional freezer was purchased, Fire safety equipment for compliance, as well as ear defenders for SEN children at disco's and décor for Christmas events. These items will all be used for many years, but their expenditure is accounted for I the year they are purchased.

Membership and licence expenditure remained constant year on year. We will not be renewing the membership to the grants database, as this did not prove useful. The criteria

for many of the grants meant we did not qualify and there plenty of other grants that can be applied for without a membership.

Due to the increase in income the charity was able to support more workshops than in the previous year. Funds allocated to workshops increased from £7,097 to £10,115.

£8,000 has been ringfenced from this years fundraising to support class workshops in 2023/24. £3,500 has also been pledged from 2023/24 fundraising to fund the replacement of 12 iPads for whole school use

It has been a very successful fundraising year, however 2023/24 could prove difficult and the PTFA will need to work smarter seeking funds from gift aid & grants to reduce the burden of donations from parents & carers.

Angela Holtam
Treasurer & Co-Chair