

**Friends of Croftlands Junior School PTFA Parent, Teaching, Family & Friends
Association**

Second Annual General Meeting

Wednesday, 5th July 2023, held at Croftlands Junior School Hall 315pm.

MINUTES

Attendance: Michelle Hudson (MH) - Chair; Sarah Hughes (SH) -Secretary, Leanne Bayliff (LB)– Treasurer, Helen Rogers (HR), Julia Hewitt (JH) and Sarah Crowe (SC)– Committee Members

Miss Cathy Styles (CS) current headteacher and Ms L Mahon (LM) new headteacher attended towards the end of meeting for handover

1. **Apologies:** Kathryn Currie – new committee member
2. **Minutes from AGM 22nd November 2021** read out and agreed (HR)
3. **Matters arising** – no teacher on PTFA committee. Same discussed with CS and LM – CS/LM to action
4. **Chairs Reports for 31st October 2022** (see attached) read out MH
5. **Treasurer’s Report for the year ending October 2022** (see attached) read out LB
6. Hornby’s Accountants have been appointed as Independent Examiner of Accounts for year ending 31st October 2022 (LB)
7. Michelle Rooney - Chair and Sarah Hughes - Secretary will be stepping down from 31st August 2023.
 - a. Chair – Helen Rogers voted in
 - b. Secretary TBC
 - c. Leanne Bayliff Treasurer
 - d. Other officer(s)
 - e. Ordinary Committee members Sarah Crowe and Julia Hewitt.
Teacher/Teaching Assistant Support to be confirmed

Special Business – MR and SH to step down as trustees of constitution. Helen Rogers and Julia Hewitt to be added as trustees – LB to action

8. Other Business

- a) Need to meet early September 2023 to set an agenda for term 2023-2024 with fund raising activities to run alongside school calendar
- b) Discussed fundraising ideas to include but not exhaustive
 - a. Gala/Fun Run
 - b. Tea Towels (need to schedule for September and Mrs Caroline Brown to co-ordinate) Xmas4schools reported as good site to use (SH to share)
 - c. Lottery – to re-advertise, seek consent of winners to share to encourage participation

- d. 2p Tuesdays
- e. Freeze Pop Fridays
- f. Sales of ice creams/refreshments at school events.
- c) CS advised that contactable via headteacher email until 31st August 2023 and LM will be contactable via this thereafter
- d) CS to share chair and treasurers report via school newsletter

Actions

- 1. To recruit teacher and teacher assistances CS/LM
- 2. To share chair and treasurers reports with to be collated CS MR/LB
- 3. New trustees to constitution JH/HR LB
- 4. To liaise with Caroline Brown for self-portraits to be actioned early September CS/LM
- 5. To share available dates for next meeting to be scheduled for September 2023 HR

Next Meeting

September 2023 – tbc