

## Springwood High School PTFA Meeting Agenda

Wednesday 11<sup>th</sup> September 2024 5.00pm

**Present: Fez Williams, Suzi Ludgater, Richard Thompson, Emma Norris, Geoff Martin, Rachel Curti, Laura Farr, Gemma Burt**

### **1. Apologies**

Jody Bunting

### **2. To approve the minutes from 17<sup>th</sup> July 2024**

The minutes were agreed by the committee.

### **3. Matters Arising from the Previous Minutes**

Update the Constitution – ACTION: Rachel to oversee this - Geoff, Rachel and Fez to get together to discuss asap and provide a copy for review.

### **4. Items for Discussion**

- **Facebook Page** – Emma has created the page, but it still needs some final set up to go live. The committee reviewed what she had done so far and liked the design.
- **Email Account** – Emma has cleared out junk messages from this account and will continue to monitor.
- **Website** – Emma has sent updates to the school to update the PTFA page on the school website. This can be updated as and when required.
- **AGM** – this will take place on 9<sup>th</sup> October and needs to be advertised 21 days in advance of this date. ACTION: Emma to design a poster and Richard to ensure it goes out to all parents. Rachel to produce an agenda. Fez to produce a Chairman's report and Finance report will come from Charley.

### **5. Finance Report**

The new bank account has been opened and the old one closed. The balance in the account is £8,106.36, it is unsure whether the Springfest donation has been taken out of this balance, Geoff will confirm. In terms of the funding allocation, Richard confirmed that Senior Leadership have agreed we will no longer need to ring fence monies for the Knetic Theatre and Concert funding. This means that the PTFA financial management will be more transparent, and authorisation of monies donated from this account will be in accordance with the new constitution. The Ticketsource account can be used by the PTFA for events. Richard has now been made a trustee of the account.

ACTION: Geoff to oversee the Ticketsource account, obtain login and monitor.

### **6. Future Events**

**Yr 13 Bingo** – 24<sup>th</sup> October 2024 – ACTION: Emma to produce a poster. Clerks Note: the date of this event has now been changed to **7<sup>th</sup> November** due to a clash with the Yr 7 disco. Tickets will be available to purchase via Ticketsource, £5 will pay for a book of

games and then additional books/cash flyer can be purchased on the night.

ACTION: Geoff to set up Ticketsource link, Richard to book PA System and tea urn for the night. Laura to buy bingo books/flyers.

**Yr 7 Disco – 24<sup>th</sup> October** – ACTION: Emma to produce a poster. It was noted that Yr 7 have already booked a date for their next disco – 14<sup>th</sup> February 2025. ACTION: Fez to look at refreshments and buy more as required.

**Springwood Audition Day – 13<sup>th</sup> October** – PTFA to provide refreshments for waiting parents and guardians – ACTION: Everyone to let Fez know who can help on this.

**Christmas Fair 2024** – ACTION: Richard to confirm this date asap. Laura will then start working to get stall holders confirmed and use Ticketsource for a booking system.

## **7. Any Other Business**

ACTION: Richard to organise lanyards for new members.

ACTION: Fez to speak to Mrs Kempton regarding Yr 8 Springfest for next year.

## ***Date of next meeting***

AGM – Open to all parents – Wednesday 9<sup>th</sup> October – 6pm