

Moor First School PTFA AGM Minutes

Tuesday 9th April 2024 4.30pm

1. Welcome

All parents and staff welcomed to the meeting and explained how the PTA has worked in the past and all agreed to re-name PTFA.

2. Attendance

Staff-Mrs Kirby (NK), Mrs Woodcock, Mrs Copestake, Mrs Lewis, Mrs Crowcroft, Mrs Critchlow.

Helper-Mrs Johnson

Parents-Elle Brookes (EB), Craig Brookes (CB), Philippa Carr (PC), Rachel Downing (RD), Mark Elliott (ME), Laura Cooper (LC), Alex Lindley (AL), Kylie Cottrell (KC)

3. Constitution –creating a new one.

NK gave a sample copy to PC-NK agreed to see I could locate Moor First old one.

4. Election of Officers-the following parents were all voted in by the other parents and staff.

Chair – PC

Vice Chair – KC

Secretary (AL)

Social Media/PR – RD, ME

Treasurer – CB

5. Calendar of potential events for the next year-

Conversation concentrated mainly on Summer Fayre, Friday 14th June. NK had replied to an email regarding a stall and agreed a price of £10. Agreed to have stallholders, raffle (NK to look for previous info on lottery licence). Committee to check about a license for alcohol at school. Non-uniform day to be arranged for bring a bottle/tombola. Nk to speak to VA.

6. Next Meeting dates –

Committee to decide and inform school, they have already set up a facebook page as they find it easier to discuss via this method.

7. Registering with Charities Commission –

NK explained this is the first action has to be taken, they may also be able to help with the constitution. To let school know if would not be able to set up before the summer fayre, then it would be held under school's umbrella.

8. Opening up bank account –

NK explained the next action is to open a bank account, suggested TSB, Biddulph.

9. Keeping Records –

NK briefly explained the folders and how to keep the records, she agreed to locate one of the old files to show them.

10. Risk Assessments –

It was explained to them that every event would need a risk assessment, which NK/VA could help them with and we have some on file from previous events.

11. AOB-

Committee asked about a summer disco (leavers'). NK to speak to VA to arrange a date and NK to telephone Matt (ex parent) to see if he would do one for us.

Committee asked for storage space, NK speak to VA regarding sorting out a cupboard.

They also asked about a school banner-NK to try and locate it.

EB informed school that they are having a stall at an event held by the Rose and Crown on 26th May and the money raised is going to the school.

Meeting ended 5.30pm