



# Chellaston Infants PTFA

## Annual General Meeting Minutes

**Date:** 13<sup>th</sup> October 2022 @ 7.30pm

**Location:** R&Rs Sports Bar & Lounge, 12 Derby Rd, Chellaston, Derby DE73 5SA

**Attendees:** Colin Drury (Chairman)  
Kathryn Hicks (Treasurer)  
Rachael Leyland (Deputy Head Teacher)  
Kieran Howell (Parent Governor)  
Jill Ahrens

**Absentees:** Samantha Crocker (Secretary), Lindsay Galley (Head Teacher)

### Meeting Agenda

- 1) Previous Minutes & Actions
- 2) Financial Update
- 3) Recurring Fund-Raising Update
- 4) School Update – Funding Requirements
- 5) Upcoming Events
- 6) PTFA Role Nominations – Chair / Treasurer / Secretary
- 7) Future Plans/Events
- 8) Next Meeting Date – TBC

### Meeting Commenced

- 1) Previous Minutes & Actions – The previous meeting was held in June 2022 with no actions carried forward to the new academic year.
- 2) Financial Update
  - a. The current balance on the account is £6,508.60. This has increased by circa £2,500 as a result of split profits from the Infants & Junior School summer fayre.
- 3) Recurring Fund-Raising Update
  - a. Your School Lottery – Weekly tickets have increased to 37 up from 21 when current committee took over in October 2021. Advertising is done via School Dojo only but committee to consider other ways of advertising.

- b. Amazon Smile – Current supporters total 101 up from 69 when current committee took over in October 2021. Advertising is done via School Dojo only but committee to consider other ways of advertising.
  - c. EasyFundRaising – Current supports total 70 with a total of £1,570 raised since inception. Advertising is done via School Dojo only but committee to consider other ways of advertising.
- 4) School Update / Funding Requirements – RL confirmed internal discussions with the school head teacher has led to a decision being made that the PTFA account money will be used for a full re-design & fitting of the school library. RL will contact two companies to design & quote the work and will at the next meeting share options with the committee so a decision can be made.
- ACTION:** *RL to provide committee with plan for the use of the funds and associated quotes/timelines for completion (Next PTFA Meeting).*
- 5) Upcoming Events
- a. Halloween – The committee agreed no activities will be undertaken.
  - b. Christmas Disco – Date is confirmed as the 6<sup>th</sup> December 2022 and will be for all year groups split across the evening as per the usual running order.
- 6) PTFA Role Nominations – Voting has taken place for the current committee roles:
- a. Chairperson – Currently (Colin Drury) – No challenge or alternative nominee was put forward so will remain in role until August 2023.
  - b. Treasurer – Currently (Kathryn Hicks) – No challenge or alternative nominee was put forward so will remain in role until August 2023.
  - c. Secretary – Currently (Samantha Crocker) – This role is now vacant following Samantha’s decision to step down. Nominee put forward for Jill Ahrens to fill the role and committee approved the nomination.
- 7) Future Plans/Events – Plans are currently underway for future fund-raising events:
- a. Easter Disco – Thursday 23<sup>rd</sup> March 2023 – DJ Hazza
  - b. Christmas Disco – Thursday 14<sup>th</sup> December 2023 – DJ Hazza
  - c. Pre-Loved Uniform Sale – RL to have internal discussion with LG about options to support this and when it can be held & where. Potential to run 2 or 3 times per academic year.
- ACTION:** *RL to provide committee with details of conversation in support of operating the uniform sale (Next PTFA Meeting).*
- d. Mothers Day/Fathers Day/Year 2 Leavers Day – To be discussed at future meetings but similar expectations as per previous years.
  - e. Summer Fayre – To be discussed at next meeting but decisions need to be made on location, joint venture or run independently of the Junior School.