

Havannah First School
Parent Teacher and Friends Association
Registered Charity No. 1088842

ANNUAL GENERAL MEETING
Thursday 23 October 2025
Community Room at Havannah First School 5pm

Attendees: Helen McKenna (Headteacher), Sarah Maluila-Tyler, Carolyn Onions, Donna Tagg, Valentina Dodds, Danielle Macy, Stephanie Elliott, Charlotte McAllister, Sally McDonald, Kerry Punton, Marilyn Amadi, Bathus Jaman.

AGENDA

Ordinary Business

- 1] **APOLOGIES FOR ABSENCE**

- 2] **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 15TH MARCH 2024.**
Minutes Approved.
No Matters To Address From Previous Meeting Minutes

- 4] **SECRETARY REPORT FOR 2024/25**
Due to a vacant chair position, report delivered by 2024/25 Secretary only.

Overview

The 2024/25 academic year has been both productive and transitional for the Havannah First School PTFA. While the year presented challenges due to an interim committee and then a reduced committee capacity, the association has continued to operate, delivering successful initiatives and beginning to strengthen foundations in the background.

Committee Capacity

This year, the PTFA operated with a smaller core committee, which limited the number and scale of events that could be delivered. Despite these constraints, members and volunteers worked collaboratively to ensure that key fundraising activities still went ahead with continued engagement with the wider school community

Fundraising and initiatives

The PTFA successfully delivered a number of key events, including:

- Christmas Fair – our most successful to date, achieving record fundraising levels for Havannah First School for the first time and successfully getting match funding, high value raffle brought in additional funds compared to previous years and the introduction of new features including a wider food offer and card payment options raised over £3.5k
- Sponsored Bounce – another popular event with strong pupil participation and fundraising achieving over £2.4k
- Reception Welcome – a new initiative delivered in partnership with Plaza on Great Park, designed to provide a warm welcome to new families, introduce them to the PTFA's purpose, and encourage connections within the parent community. Feedback from the members was overwhelmingly positive. The local business benefits, members benefits and we even had another school in the area comment on the success.
- Label partnership - with Stikins fundraising partnership, enabling the us to receive a 30% commission on all label sales purchased through our unique code. The last count for this term was £160 approx.

This type of initiative provides a sustainable, low-effort funding stream that we aim to expand in the coming year.

Governance and Operational Improvements

This year has also seen progress in strengthening PTFA governance and operational practices. Improvements include:

- Establishing a central digital drive to store important information, procedures, templates, and contact lists to support consistency and continuity between committees. (ongoing)
- Introducing communications templates and “how-to” guidance for event planning and delivery (ongoing)
- Conducting the PTFA’s first Parent Feedback Survey, which will now become an annual exercise to gather views from the Havannah community and support continuous improvement.

These measures are designed to build greater transparency, strengthen knowledge transfer, and ensure smoother transitions between committees in future years.

Committee Structure and Recommendations

The current committee has worked hard to maintain operations and fundraising activities with limited personnel. However, with only one active committee member and a small number of parent volunteers, it is clear that the existing structure is not sustainable for the level of activity required.

To strengthen resilience and capacity, it is recommended that the committee expands from the minimum of 2/3 posts to five key roles, as follows:

- Co-Chairs (2)
- Secretary (1)
- Co-Treasurers (2)

This expanded structure would allow responsibilities to be shared more evenly and provide greater operational stability.

A vote was held to change the structure of the PTFA to expand to 5 roles. The motion was carried unanimously.

Acknowledgements and Future Outlook

Despite the challenges of limited capacity, the PTFA has continued to make a positive contribution to school life and fundraising success. The achievements this year are a credit to the dedication of the committee, school staff, and the many parents who stepped in to assist when needed.

Committed events include Sponsored Bounce and Christmas Fair for the rest of this term. There is an ambition to introduce colour/obstacle run, adult fundraisers, summer fair, easter fundraiser and applying for grants.

As we move into the 2025/26 academic year, the PTFA is looking forward to welcoming new members, fresh ideas, and renewed energy to build on this strong foundation bringing forward new initiatives and continuing the PTFA’s mission to support Havannah First School and enhance the experience of every pupil.

4] TREASURER’S REPORT FOR THE YEAR

The Treasurer presented the accounts for the year 2024/25. The accounts showed total income of £6487.05 and expenditure of £2740.44, resulting in a closing balance of £3746.61. The accounts were approved. A copy of the full accounts are available from the Secretary/Treasurer upon request.

Commentary:

- New sum up machines - challenge with the school internet. However we may be able to use nursery wifi on future
- Musical Instruments purchases for school

- In a good financial position
- Banking Charges - incurring charges

Action: Switch bank accounts within the next 12 months

5] **HEADTEACHER REPORT**

Growth funding this year was particularly beneficial, as early access to school growth funding due to the school's expansion prevented the PTFA from entering a deficit. However, this funding will not be available next year, making fundraising by the PTFA vitally important. All members of the school community benefit from PTFA efforts. The Headteacher thanked the PTFA for their continued support and dedication.

Funding requests for this year:

- Reception Pantomime Trip
- Y1-Y4 Pantomime In school - School will look for this to take place in the Spring as the company that were approached do not have any availability this calendar year.
- Outdoor Play Equipment
- Outdoor Classroom Improvements
- Reading Scheme Books

Playground Equipment and Zoning:

The existing zoning in the playground would remain unchanged. The school have requested funds to build on this by providing additional equipment in these areas that is manoeuvrable and easy to transport in and out of storage. Outdoor table tennis is being considered as a potential addition.

A parent requested a detailed list of specific equipment and costs, as their employer may be able to provide support for high-impact and high-priority items. The local nursery recently won a national award for their zoned garden. Depending on project progress, the PTFA may engage with contractors who worked on similar projects.

Action: Provide itemised list of equipment and costs for employer review.

6] **ELECTION OF OFFICERS AND TRUSTEES OF THE COMMITTEE**

All official officer roles will become Trustees of the Havannah School PTFA and responsible under Charity Commission rules. All committee members must step down each year, however can put themselves forward again. Reminder: Volunteers don't have to be part of the PTFA committee.

Chair – stepped down – committee seat to be shared to 2x Co-chairs

Secretary – Sarah Maluila-Tyler stepping down, committee seat available

Treasurer – Carolyn Onions stepping down, committee seat to be shared to 2x Co-chairs

Other Officer(s) – N/A

Ordinary Committee members - N/A

A vote was held to change the structure of the PTFA to include a chair role. The motion was carried unanimously.

Elections were held for the PTFA committee positions for the 2025-2026 academic year. The following members were elected:

- Chair: Sarah Maluila-Tyler

- Co-Chair : Donna Tagg
- Co-Chair : Danielle Macy
- Secretary : Marilyn Amadi
- Co- treasurer : Charlotte McAllister
- Co- treasurer : Stephanie Elliott

PTFA Team

- Valentina Dodds and Kerry Punto are also welcome to continue to support PTFA also.

8] **OTHER ITEMS**

Sponsored Bounce: Taking place 5th November. Y4 will be doing sponsored bounce separately due to date clash with their residential.

Christmas Planning needs to kick off asap.

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