

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

ANNUAL GENERAL MEETING

15th March 2024

To be held in the Community Room at Havannah First School at 9.15am

AGENDA & MINUTES

Ordinary Business

1] Apologies for absence – none, in attendance Jessy Quinn, Caz Onions, Alexis Brett and Helen McKenna.

2] No AGM meeting minutes from 2023 as not held

3] No matters to address from previous meeting minutes

4] Secretary & Chair's Report for 2023/24

2022/23 was a great year in terms of funds raised for the school and we are incredibly proud of our achievements and the support from the school community to enable us to continue to support Havannah. The 2023/24 year we haven't been able to commit to as many events due to time constraints of all committee members, but we have delivered some fantastic events and will finish the year with our annual Summer Fair. The workload is far too great for 3 committee members alone to maintain the level of fundraising so moving forwards the recommendation is to have more committee members to share the effort, or do less events with secured match funding to enhance profitability.

We feel its time a new committee takes over to give the PTFA some fresh energy and direction and we look forward to hearing about all the fab events in 2024/25 and beyond.

Headteacher Report (Helen McKenna)

Helen McKenna thanked the committee acknowledging how difficult it can be to keep activities going and the resilience needed. She reported that it was great to know that school can call on the PTFA and that they are there to support with funding initiatives. She encourages a new intake for the PTFA for the end of this year and into next year, and will welcome a fresh look and new ideas building on the fantastic work done over the last few years. The school is grateful for all the funding which has been very well used, mostly pupil wellbeing resources and outdoor equipment this year. In addition, the legacy of the playground markings will be with the school for children of years to come. This work would have otherwise been unaffordable.

The support of the PTFA financially, as well as the fun and the regular bringing together of the school community, is very much needed, and more than ever with the current financial difficulties for schools and families.

5] Treasurer's Report for 2022-2023 and 2023-to date (March 2024)

2022/23 – see attached

All activities made a profit.

Profit - £11,667.88

Donations to school - £9290.48

2023/24 (August to March 24) – see attached

All activities continued to make a profit but significantly lower donations received than previous years, lower engagement for many of the activities.

Profit - £3415,68

Donation to school – £600.00

Balance in bank - £8,924.75

6] Election of Officers and Trustees of the Committee

Chair – Jessica Quinn stepping down, committee seat available – will remain in post until July 2024

Secretary – Alexis Brett stepping down, committee seat available – will remain in post until July 2024

Treasurer – Caz Onions stepping down, committee seat available – will remain in post until July 2024, and will consider a co-role should child be allocated a space at Havannah for September 2024/25 intake.

Other Officer(s) – seats available

Ordinary Committee members – seats available

No one has stepped forward to fill the committee seats and therefore come July 2024 the PTFA will be dissolved and bank accounts will be closed down as per legal requirements.

Special Business

7] Other items – none

Any Other Business

8] Other business

- Helen to speak to staff re where funds need allocating this term so we can budget

Dates for diary confirmed:

- Thursday 28th March – non uniform day – Easter dress up day (tombola donations)
 - Easter costume
 - Wear bunny ears
 - Wear Spring colours
- Thursday 23rd May - Funky hair day – date TBC (chocolate donations)
 - Hair
 - Accessories
 - Hats
- Friday 21st June - Summer Fair

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