

AGM Meeting Minutes – Wednesday 16th September – 6:30pm

Attendees: Mr Rose, Sarah R, Stacey M, Stephanie S, Sam L, Tracey G, Danii T

Apologies: Mr Kimberley

Reports:

Steph read treasurers report / Danii read chairs report – both are at the bottom of this document after the meeting minutes.

Committee Changes:

Steph made the decision to step down from her role as treasurer. New committee members are as follows:

Chair: Danii T – Seconded by Sarah R – 100% of in person votes

Vice Chair: Sarah R – Seconded by Stacey M – 100% of in person votes

Treasurer: Tracey G – Seconded by Sam L – 100% of in person votes

Secretary: Sam L – Seconded by Danii T – 100% of in person votes

Alot was discussed tonight, so please bear with the length of this document.

EVENT DATES:

Firstly a list of dates for the academic year to come (please note these are currently fixed, but are subject to change if necessary). Please note, that due to several Friday non-pupil days this year, all Discos will be held on a Wednesday evening for '26-'27, this is not an error in the list below:

Christmas Card Templates – Going home Friday 18th September

Autum Disco – Wednesday 23rd October

Pumpkin Hunt – Friday 23rd October – Sunday 1st November

Santa Letters – Will go on sale from 1st November

Gift Shop '26 - Tuesday 1st December

Christmas Fayre – Friday 4th December

Nativities – EYFS – Friday 11th December

KS1 - Year 1 Parents – Monday 14th December

KS1 - Year 2 Parents – Tuesday 15th December

Wonderbars – Will go on sale 1st Feb – Given out on WBD Thursday 4th March

Spring Disco – Wednesday 26th March

Easter Hunt – Friday 26th March – Sunday 11th April

Sports Day - Friday 28th May

Summer Disco – Wednesday 23rd June

Summer 'Event' - Friday 9th July

Advertising:

We have discussed that we will be sending leaflets home at the start of each term with the children to advertise the upcoming events, sale dates, and deadline dates. We are hoping this will bridge the gap between our advertisement across several platforms with the parents that are missing them/parents that simply do not get the chance to check everything every single event. We are also hoping this will give parents the chance to keep up to date and forward plan their time ahead of such events without the last minute pressure to sign up to events. We are also hoping this will give parents a chance to plan regarding their availability to volunteer to help at events if better notice is given.

Changes regarding the DISCOS:

It has been noted by several members attending tonight that last minute bookings of the disco tickets have been prone to cause admin errors, or the PTFA have lacked the ability to gain extremely important information from parents regarding allergies/emergency contact details. It is also impossible to account for every new child added the day before/day of the disco when payments are coming into the bank account and not matching names on the emails coming in, if an email is sent at all. With that in mind, we have decided as a committee that the PTA events page will close to selling disco tickets 48hrs before the event as normal, but any further tickets sold will **only** be able to be booked in cash at reception where all the necessary information can be gathered at the time. Therefore, we will no longer be accepting bank transfers for Disco Tickets after the PTA events page has closed. We have also had feedback from school regarding on the door payments, surrounding safeguarding and therefore will no longer be taking cash on the door for KS2 discos, we appreciate this will be inconvenient, but this will remove the unnecessary pressure on the school regarding the safeguarding aspect of the inability to get permission forms filled out about arrangements leaving the discos.

Coffee Van:

With positive feedback from school and parents, it has been put forward that we source another coffee van to come into school weekly. We will start looking into this again and keep the school community up to date on this as it progresses.

Uniform Shop:

The uniform shop will continue to run with Chloe H running this as she has done such a wonderful job so far. The Uniform Shop has a Facebook Page – this is regularly advertised on our Social Media Page ‘Woodford Primary School PTFA’. The previous school logo can still be used. There is no deadline date for this to be gone; it is simply going to be a long-term phase out situation. Therefore, we will still accept uniforms with the old logo and the new one. If there are any donations of uniform, please could these be handed into reception and we will collect this from there. Thank you!

Summer Fayre Feedback:

Feedback regarding the Summer Fayre – We will not be having ‘niknak’ stalls next year. This brought a lot of understandable negative feedback in July and therefore will not be happening again to the extent it did this time. Maybe 1 or 2 at most. We have a huge new plan to overhaul

the Summer Event for 2027, watch this space – it will not be a summer fayre next year (nor a colour run!), we are very excited to bring more details on this as academic year goes by....

Class Reps:

Class Reps has been a huge success this year! We are still looking for volunteers for this though for all classes, please let us know if you think you could help us with this, we have found it to be highly successful in getting important information out to parents regarding our events.

Final Notices:

Looking ahead to upcoming events – we will shortly be releasing details of our Pumpkin Hunt and the Autumn Disco, so please do keep an eye on our Social Media pages, we will be updating these regularly.

DATE OF NEXT MEETING: TBC

Chairs Report 2025 – 2026

The PTFA from September 2025 had 3 of us on the committee. This was Sarah R as our acting Chair, Stephanie S as our acting Treasurer, and Danii T as our acting secretary. Sadly, Sarah made the difficult decision to step down from the committee, and because of this Danii T stepped in for the duration of the rest of the year as the acting Chair until August 2026.

We have had several volunteers that have stepped up to help the committee this year both to help us run things in the background planning events right up to helping with events on the day. We thank our regular volunteers for helping with such events, some of which have taken on sole responsibility for certain events as well.

This year was a difficult year for the committee, we had several challenges along the way, and navigating as a new committee had its challenges also. We note that our primary drawback this year was lack of advanced planning and commitment to deliver. This needs to heavily improve in the coming years going forward. It was a mammoth task for two members, but there is hope for the committee to grow wider from September onwards.

We did find it challenging to gather volunteers for the larger events this year, with a lot of parent helpers stepping in last minute to help, which we are extremely grateful for. I do however feel that we managed to fulfil volunteers regarding the discos, which is a positive note for us as a committee. We have also had a strong group of volunteers for the Christmas Gift Shop '25 that have continued to stay and help buy gifts throughout this year and will help with the planning of the Gift Shop '26, thank you ladies. We would like to thank the staff and volunteer Yr 6s of Woodford Primary School, because they have been a huge help with the larger events this year as well, such as the fayres.

We took the decision to take our Uniform Shop off site this year and run it solely through the Uniform Shop Facebook Page. Chloe H took on this role and not only collects and washes all the uniform for us but runs it all from home for us. It is a mammoth task, and we thank her for her dedication to volunteering her time to do this for the PTFA committee, and as such has raised over £300 for the PTFA this academic year.

This year we added additional events to the calendar. We ran the Santa Letters, which raised a lovely profit, and we thank you for trusting us with your children's Christmas wishes and are delighted to say this will be returning this year. We also decided to add the Easter Egg Hunt, which ran in the Easter holidays, exactly the same way as the Pumpkin one. It raised a good profit, but one of those events that needs starting a bit sooner than it did this year in hindsight and will be returning this year as well. We trialled a Santa Grotto this year for the Christmas Fayre, which made a healthy profit too, and we received a lot of positive feedback from the grotto and the Santa letters, which was lovely to hear, so thank you for that. We will be looking into the Grotto again this year.

Our largest profit income this year came from the Christmas Fayre and the Summer Raffle, with the Discos also being a huge profitable income too. We have found that advertising isn't always

being seen by everyone, so we did decide this year to create a What's app group of 'Class Reps', where we have 2/3 volunteer parents from each class at school to pass on information that we post on our Facebook Page to individual class group chats, in the hope to wider spread advertisement to more of the school community.

We started the year on a healthy financial bank balance; we have managed to raise enough funds this year to finish the payments needed for the Sensory Garden that the previous committee had started. Not only that, but we have finished this year on a financial bank balance of very close to where we started the year. Which is lovely, because we have not only been able to finish the sensory garden, but we have been able to donate other funds to the school (noted in the treasurers report below), for things such as the virtual Santa call, the advent calendars, nativity clothing, ice lolly's during the heatwave, £100 towards the Yr 6 Disco, and several other things. We look ahead to next year with aim to fundraise to assist the school in paying half of the cost of the Library Service, so the children can keep the reading service the school currently provides.

I would like to thank the current committee; it has not been an easy ride navigating the new way of things, but we have tried our best, and we could not have achieved what we have without the help and support of the previous committee that have been on hand to help when we have had questions with things. We've had a overwhelming support from the school community, so thank you for trusting us with what we have done this year to provide the events we have for your children and for the school. We would not have been able to do what we do without the support and liaising with Mr Rose, Mrs Latham, and Miss Fredrick, so thank you to the three of you for helping us with everything. We'd like to thank Mrs Patrick as well for her support, we are sad that she is leaving this year, and we wish her all the best. However, we would like to wish a warm welcome to our new Headteacher Mr Kimberley, and we look forward to working him in the future too.

Steph - Ive really enjoyed the last year organising fun events for the children and parents, it's been really rewarding seeing how much everyone has enjoyed the events and how much money has been raised. A big thankyou to everyone who have contributed to help support the school and to the parents and teachers who have taken their time to help run the events as without them it wouldn't be possible.

Danii – As chair of the committee, I'd like to say a personal thank you to everyone that has been involved in supporting the PTFA this year, whether you have helped plan/run events, bought tickets, given feedback, emotionally supported, anything that has supported us, thank you. I took a big gamble this year stepping in as Chair, as much as it was something I'd thought about in the future, it wasn't something I think I was ready for in the moment. I wasn't very confident in undertaking the role to begin with. But there has been alot of help and support along the way, and this has grown my confidence in being able to carry out this role and I thank you all for your patience with me in along this journey.

We look forward to seeing what the future holds and cannot wait to get started on 2026 – 2027!

Danii Thomas – Chairperson 2025-2026

Treasurers Report - PTFA accounts year ending 31/07/26

Income (gross)- £10,531.36

Payments outgoing- £8,237.77

Difference- +£2,293.59

Assets

Sweets/drinks- £200 (estimate)

Xmas gift shop- £1,280

Balance of bank account 01/08/24- £11,654.19

Balance of bank account 01/08/25- £12,170.75

Treasurer Notes

Incoming

Sept- £348.56

Oct- £311.42

Nov- £1,392.39

Dec- £2,589.33

Jan- £745.35

Feb- £144.35

Mar- £1,541.03

April- £117.04

May- £98.40

June- £1,305.53

July- £1,879.92

August- £58.04

Total= £10,531.36

Outgoing

Sept- £39

Oct- £279.20

Nov- £1,097.26

Dec- £321.67

Jan- £248.39

Feb- £558.97

Mar- £398.28

April- £15.39

May- £652.69

June- £2,585.49

July- £1,935.28

August- £106.15

Total= £8,237.77

School Spending:

Sensory garden- £1,178.08

Wildlife champions- £460

Advent calendars- £92

Nativity costumes- £27.98

Santa call- £39.98

Reception clothes donation- £6.20

Ice lollys- £56.95

Leavers disco- £100

Teddy bears- £239.52

Leaver books- £610.22

Profit Made:

Neon Disco- £628.54

Pumpkin hunt- £293.33

Xmas Fayre- £1,174.03

Santa letters- £175.25

Xmas gift shop- £538.25

Spring disco-£282.38

Easter egg hunt- £258

Summer raffle- £813.06

Summer disco- £634.02

Wonka bars- £6.26

Sports day- £79.06

South Coast coffee- £25

Bags 2 school- £15

Lolly sales- £55.10

Uniform sales- £298

School lottery- £249

Losses

Summer fair - -£116.43