

## **Woodford Primary PTFA**

### **EGM**

**Date:** November 1<sup>st</sup> , 2023

**Charity Number: 1085540**

**Attendees:** Kev, Mrs Patrick, Sarah, Helen (Treasurer) , Maria (Secretary), Emma

**Apologies:** -

**Start time:** 7:30 pm

### **Election of officers**

Nomination for Chair: Kev - Seconded by Sarah

Kev voted in

Nomination for Vice Chair: Sarah - Seconded by Mrs P

Sarah voted in

Bank Account: Kirsty has been removed. On the bank account is Helen and Kathryn as 2<sup>nd</sup> approver to make any payments. Kev and Maria will be added too.

DBS Sarah to be verified

Email account: Kris is still on it, needs to be changed. Kev, Sarah, Maria need to have access. Change of password.

Committee meeting next week with Mrs Patrick to look at communication lines and how things are going to be shared with the school community. Talking about communication strategy about the oncoming events. Possibly introducing a PTFA newsletter.

Introduction of the committee members in next newsletter and purpose of the PTFA.

Christmas fayre meeting on the 8<sup>th</sup> of November, 7.30 , zoom

Christmas fayre on the 8<sup>th</sup> of December. Kev and Sarah will be there for set up, Maria possibly. Set up about 1.30. Charlotte will ask for helpers.

Pumpkin trail went well.

PTFA Facebook pages admins are currently Kev, Helen, Stacey, Kirsty , Kris. New ones need to be added and old ones to be removed. Changing all passwords.

Possibly having a PFTA dojo account. Asking KP and SR.

Disco raised a lot of money. Feedback was to also sell water bottles for KS2 and different sweets. Need to have a section for allergies and different dietician requirements. Looking to put on pta-events a field for allergies etc. Long queues at tattoo table. Looking into alternative.

At the nativity events selling coffee and iced finger.

We could look into Harewood House selling cake there.

Rotary: Plympton Rotary asked us if we would like to volunteer this year. We will look into that.

**Meeting end: 8.20**