

B-A-WB PTFA

**Thursday 22 September at The Falls Cafe.
7:30 AGM, followed by normal meeting**

Attendees:

Apologies:

Note, a paper copy of attendees names and those who sent apologies is kept by the secretary.

AGM agenda

1. Record attendees and apologies.
2. Adopt new committee who are elected for one year from today. Nominations must be proposed and seconded. Nominations are:
 - a. Officers required
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Treasurer
 - b. Additional members - minimum of one required
 - i.
3. Welcome and report from out-going Chair.
4. Financial report - from treasurer.
5. Appoint an independent examiner.
6. Any other business.
7. AGM ends.

General Meeting

Thursday 22 September at The Falls Cafe.

Attendees:

Apologies:

Note, a paper copy of attendees names and those who sent apologies is kept by the secretary.

1. Record attendees and apologies.
2. Update bank account/charity commission from treasurer.
 - a. Updating signatories
3. Funded events/ funding requests
 - a.
4. Fundraising activities
 - a. Summer raffle
 - i. Amount raised
 - ii. Feedback

- iii. ACTION: Check that lottery statement was sent back to council (BD and HC)
- b. Quiz night
 - i. Amount raised
 - ii. Feedback
- c. Uniform stall/shop
 - i. Amount raised
 - ii. Feedback
 - iii. Next opportunity to sell?
- d. Halloween disco
 - i. Friday Oct 21st at The Falls, 5-6:30pm
 - ii. Details from last year:
 - 1. £1 per child - on the door - to cover cost of hotdogs/juice for each child. Primary age younger siblings are welcome. Parents to stay and be responsible for their children. There will be glosticks for sale (20p for 3) and bran tub (20p a go).
 - 2. Helpers needed for
 - 2 x Door/tickets
 - 2 x Food - help serve
 - 1 x manage bran tub
 - 1 x sell glo sticks
 - 3. Decoration - setting up in afternoon of 21 Oct
Tidying up afterwards
 - iii. ACTION: order hotdogs, buns, juice
 - iv. ACTION: Investigate state of Halloween decorations, and stock levels of e.g. cups, napkins
 - v. ACTION: Design a poster - adapt last year's?
 - vi. ACTION: Shopping for bran tub contents (no choke hazards!), glo sticks and extra decorations if needed
 - vii. ACTION: Float needed for door, 200+ glo-sticks, bran tub
 - viii. ACTION: Update for school website/PTFA Facebook group to call for volunteers
 - ix. ACTION: Set up a music playlist
- e. Christmas fair
 - i. 26 November
 - ii. Venue? West Burton or Askrigg - wifi/phone signal issues to consider
 - iii. ACTION: Need volunteers to make up main team
 - 1. Stall manager
 - 2. Advertising/promotion
 - 3. Volunteer manager
 - 4. Kitchen manager
 - 5. Choc tombola/school uniform stall
 - 6. Admin (ten licence/risk assessment etc)

- f. Christmas shops in school
- 5. Any other business
 - a. Coop / Tesco - update from HD
- 6. Regular meetings - third week of each half-term. Day, venue, time tbc.
 - a. w/c 14 Oct
 - b. w/c 16 Jan
 - c. w/c 6 March
 - d. w/c 1 May
 - e. w/c 19 June

Links:

[PTFA year planner](#)

[PTFA on BAWB website](#)

[PTFAon Facebook](#)