

King Ina Academy PTFA AGM Minutes – Tuesday 15th February 2022.

The King Ina Academy PTFA AGM was held at King Ina Academy, Northfield, Somerton, Somerset, TA11 6FQ.

The meeting was opened by the Chairman of the King Ina Academy PTFA; Martin Sandford.

Present: Martin Sandford (Chair), Amy Ridings (Treasurer), Jodie Stock (School representative).

Emma Wilson, Julie Slade, Kirsty Bath, Frances Machen, Lindsey White, Joanne Andrews, Alina Tanase, Becky Kwong, Ruth Coles, Justin Davies, Vicky Austin, Kate Pettemerides, Sarah Stamp and Jemma Ballantyne.

Apologies: Laura Briggs (Secretary), Rachel Wallace, Hannah Osborne.

Opened by Chair (Martin Sandford).

Ordinary Business:

Approval of Minutes of AGM of 26th September 2019:

1. Unanimous agreement of the minutes of the Annual General Meeting held on 26th September 2019.
2. Nil matters raised from minutes of previous meeting.

Reports and Accounts:

3. Chairs report: Martin Sandford (Chair) reflected on the challenges of raising funds for the PTFA over the past 2 years. He was optimistic about the new opportunities arising for the year ahead.
4. Treasurer (Amy Ridings) gave a financial report covering the past year. She shared the breakdown of the account balance; funds raised (through Events, Easy Fundraising Website, Amazon, PayPal, Your School Lottery), outgoings (through Insurance, Licenses, Stationary, Event expenses), donations to school (Pantomime, Christmas gifts, Dental set for Owlets). Amy shared that we are awaiting feedback from the school as to specific requests for funding. The Pre-school, Infants and Junior schools all became a single site within the past year so there has been a settling in period for the school to recognise where they would appreciate extra funds. Please refer to the Treasurer's report for figures in greater detail.

Nomination & Election of Officers:

5. Current committee members all stood down.

Nominations and elections as follow:

Chairpersons – Co-chairs: Sarah Stamp & Jemma Ballantyne

Proposed by Martin Sandford

Seconded by Jodie Stock

Treasurer: Becky Kwong

Proposed by Becky Kwong

Seconded by Martin Sandford

Secretary: Martin Sandford
Proposed by Martin Sandford
Seconded by Ruth Coles.

All members present agreed nominations of Officer roles.

8 members volunteered to take an active role in the PTFA committee. The following members were unanimously agreed:

Emma Wilson
Julie Slade
Kirsty Bath
Lyndsey White
Joanne Andrews
Alina Tanase
Ruth Coles
Justin Davies.

6. Special Business:

Constitution:

Martin Sandford raised the need to change the PTFA Constitution and explained the process this needs to go through. He proposed the PTFA adopt the ParentKind model Constitution document. All current PTFA members (every school parent) were invited to the AGM and the Agenda sent to all. All members present at the AGM agreed the change. Martin has sought advice from the Charity Commission regarding the change in the Constitution. The Case Officer has deemed our PTFA as a special circumstance with regard to not having all (300+) members agree the change in Constitution and only those present at the AGM.

DBS Checks:

Discussed safeguarding for events. School representative Kate Pettemerides will feedback to the PTFA regarding the School's Safeguarding Policy and its specific requirements for DBS checks.

GDPR:

Jemma Ballantyne raised GDPR compliance and document storage. Justin Davies suggested we consider Microsoft365 as a place to store documents securely as Microsoft offer free licenses to charities. Jemma Ballantyne will look into this.

Martin Sandford offered to lead the writing of the required policies. Jemma Ballantyne, Justin Davies and Alina Tanase offered to assist with policy writing.

Amy Ridings will investigate registering with the Information Commissioners Office and the Data Protection Fee.

Fundraising Opportunities:

Discussion took place regarding future fundraising events and ideas. The committee is aware there has been minimal donations to the school over the past year due to the pandemic, but they are very positive about the year ahead for the fundraising opportunities to support the school.

7. Close

Everyone was thanked for their time and their dedication to the PTFA for the coming year. Event planning meeting to be held after February half term.