



PTFA Minutes  
16<sup>th</sup> January 2024

1. Attendees:

Louise Farman  
Stephanie Lawrence  
Lucy Mills  
Amy Hills  
Nicola Rowe  
Prisha Hill  
Karen Norris  
Jordana Makwaya  
Sam Newhouse

2. Welcome. We began the meeting by talking about Parentkind and if they used to go by PTFA-UK. If they are the same company then the constitution should still be valid. If they are a separate company, however, then we may need to hold another vote to adopt the “new” constitution. Karen is happy to liaise with Parentkind.
3. Bank Account: We have previously voted and agreed to open an account with Santander, for which we will need to provide the signed minutes from the AGM on headed paper. A question that arose here was whether we need to get Esme Wyatt to sign, as she was the chair of the AGM, or do we need to hold a new AGM?
4. Cheque: The cheque has not yet come into our possession. Once we have a bank account sorted we can then contact HSBC to get the cheque reissued.
5. Street Tag: Thanks to the school’s team efforts on Street Tag, we finished in 2<sup>nd</sup> place on the last leaderboard, earning us £150 to deposit in our bank account, once we get one. The next leaderboard begins on 7<sup>th</sup> February.
6. GDPR: Should the meeting minutes should be sent to all the parents or simply made available on the website/Facebook. Will seek check with Parentkind and also find out what the previous PTFA did.
7. Leavers: As the school transitions to become a primary school from September, we will be saying ‘goodbye’ to 3 year groups in July. We have therefore decided that giving them a good send-off is our main priority. The Progress Lead for each year group will be organising the Leavers hoodies but only the Year 8 Progress Lead has experience of this, so we will be

reaching out to the Year 6 and Year 7 Progress Leads to offer our help. As there are so many pupils leaving this year, we're anticipating a decent number of volunteers to help with a Leaver's party. We did wonder if everyone who came onto site would need to be DBS checked but believe that it won't be an issue so long as they are not left alone with any of the children.

8. Lock-up: Next we talked about the lock-up and what a HUGE job it is going to be to sort through everything. It is apparently full, from floor to ceiling, so we wondered if it might be best to find a weekend where a few of us are free to do an inventory and clear out anything no longer in date. A provisional date of 29<sup>th</sup> January has been proposed for this as a few of those present have Monday mornings off work.
9. Mother's Day: We then started to talk about Mother's Day, which will be on 10<sup>th</sup> March this year, and wondered if we would be able to organise anything in time. Steph suggested getting some plant pots and getting the younger kids to do a handprint – we all agreed it was a lovely idea. Ideally, from week commencing 4<sup>th</sup> March, we'd also like to have some gifts available, all priced £3, that the children can come up and choose from. We've been told there are a number of Mother's Day gifts in the lock-up already, so we really need to get in there ASAP to ensure there's enough for all the pupils to choose from and to purchase more items if needed.
10. Any Other Business: Mark Steer, via Lucy Mills, has asked us to fundraise for when we become a Primary School. Will seek further clarification as to what he had in mind.
11. Next Meeting: Tuesday 27<sup>th</sup> February, 7.30pm, at The Yorkshire Grey pub.