



Princess May Primary School  
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**Headteacher:** Mr Kevin Reynolds  
**Chairperson:** Ms Debbie Akinbola  
**Treasurer:** Mrs Shukri Adan  
**Secretary:** Ms Kekgabile Majola  
**Vice-Chair:** Ms Zanish Kidd

## Minutes of PTFA AGM

Meeting	Date	Time	Venue
PTFA AGM	Thursday 12 <sup>th</sup> October 2023	3:30pm	Princess May primary school (Middle Hall)

Present	
1. Kevin Reynolds (Headteacher) 2. Ms Debbie Akinbola (Elected Chair) 3. Mrs Shukri Adan (Elected Treasurer) 4. Ms Kekgabile Majola (Elected Secretary) 5. Ms Zanish Kidd (Elected Vice-chair) 6. Mrs Whaida Gharbi (Elected Publicity/ Communications Officer) 7. Mrs Shahida Najnin (Elected Events manager) 8. Ms Donna Loveday (Elected Catering Officer) 9. Ms Aurelle Kipulu (Elected Catering officer) 10. Mrs Naima Abdi Abdullahi (Parent Governor & Elected Volunteering officer)	11. Laura Archer (Assistant Headteacher) 12. Hannah Blunden (SENDCO and Assistant Headteacher) 13. Hollie Hannaford (EYFS lead) 14. Riff Sultana (HLTA) 15. Michelle Leslie (Class teacher) 16. Kathy Kelly (EYFS Practitioner)
Apologies for absence	
N/A	

Ordinary Business		
Item	Actions	Person
1] Welcomes	LA welcomed everyone and discussed key PTFA committee roles shared during the previous PTFA Steering Group Meeting on 21.09.23. It was noted that a quorum of three elected officers plus six others were required for the AGM and that this requirement had been met.	LA
2] Minutes of the Annual General Meeting held on (date of last year's AGM Minutes)	N/A – Formation of new committee today	LA
3] Matters arising from the Minutes	N/A – Formation of new committee today	LA
4] Chair's Report for 2022/2023	N/A – Formation of new committee today	LA
5] Treasurer's Report for the year ending DD/MONTH/20XX	N/A – Formation of new committee today	LA
6] Appointment of an Independent Examiner of Accounts for the year ending DD/MONTH/20XX	N/A – Formation of new committee today	LA
7] Election of Officers and Trustees of the Committee <ul style="list-style-type: none"> <li>Chair</li> </ul>	As a school, we agreed to have a PTFA rather than a PTA. It had been proposed at the previous meeting that the status be changed to a PTFA to allow members of the PTA to stand even if they	LA

<ul style="list-style-type: none"> <li>Secretary</li> <li>Treasurer</li> <li>Other Officer(s)</li> <li>Ordinary Committee members</li> </ul>	<p>were not parents of students currently attending the school. This was passed unanimously. It was noted that the constitution would require that persons standing had some connection to the school. The Constitution would need to reflect this.</p> <p>The PTFA required three trustees. We also voted on other committee roles:</p> <table border="1" data-bbox="533 356 1294 716"> <thead> <tr> <th>Parent's name</th> <th>Committee Role</th> </tr> </thead> <tbody> <tr> <td>Ms Debbie Akinbola</td> <td>Chair</td> </tr> <tr> <td>Mrs Shukri Adan</td> <td>Treasurer</td> </tr> <tr> <td>Ms Kekgabile Majola</td> <td>Secretary</td> </tr> <tr> <td>Ms Zanish Kidd</td> <td>Vice-Chair</td> </tr> <tr> <td>Mrs Whaida Gharbi</td> <td>Publicity/ Communications Officer</td> </tr> <tr> <td>Mrs Shahida Najnin</td> <td>Events Manager</td> </tr> <tr> <td>Ms Donna Loveday</td> <td>Catering officer</td> </tr> <tr> <td>Ms Aurelle Kipulu</td> <td>Catering Officer</td> </tr> <tr> <td>Mrs Naima Abdi Abdullahi (Parent Governor)</td> <td>Volunteering Officer</td> </tr> <tr> <td>Ms Archer</td> <td>SLT Representative</td> </tr> <tr> <td>Mrs Sultana</td> <td>Staff Representative</td> </tr> </tbody> </table>	Parent's name	Committee Role	Ms Debbie Akinbola	Chair	Mrs Shukri Adan	Treasurer	Ms Kekgabile Majola	Secretary	Ms Zanish Kidd	Vice-Chair	Mrs Whaida Gharbi	Publicity/ Communications Officer	Mrs Shahida Najnin	Events Manager	Ms Donna Loveday	Catering officer	Ms Aurelle Kipulu	Catering Officer	Mrs Naima Abdi Abdullahi (Parent Governor)	Volunteering Officer	Ms Archer	SLT Representative	Mrs Sultana	Staff Representative	
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<b>Special Business</b>																										
8] GDPR related topics	<p>LA shared that a constitution will need to be agreed and signed by the chair and a second committee member.</p> <p>LA also shared that a PTFA bank account will need to be opened with two signatories.</p> <p>LA shared that if the PTFA's annual income is more than £5000, we will need to be registered as a charity through the Charity Commission.</p> <p>LA would ensure that the PTFA was included in GDPR work and a nominated committee member would be responsible.</p> <p>The importance of being able to contact all parents regarding fundraising etc. was recognised and they were working on obtaining parents' explicit consent to being contacted for these purposes.</p> <p>LA discussed the use of social media and the need for a social media policy once this was up and running.</p>	LA																								
<b>Any Other Business</b>																										
9] Funding requests and Grants	It was noted that we will still need to appoint a Grants Officer.																									
10] Lottery and EasyFundRaising Updates	It was noted that we will still need to appoint a Raffles and Lottery Officer.																									
11] Other business	N/A																									
12] Date of next meeting	Thursday 19 <sup>th</sup> October 2023 at 3:30pm – To discuss upcoming events, sign the constitution and agree signatories for new bank account.	LA																								

Minutes taken by: LA – Assistant Headteacher

Approved by: DA - PTFA Chair