



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 Meeting

Meeting	Date	Time	Venue
PTFA Meeting	Thursday 19 <sup>th</sup> October 2023	3:30pm	Princess May primary school (Classroom 6LA)

Present	
1. Ms Debbie Akinbola (Chair) 2. Ms Kekgabile Majola (Secretary) 3. Mrs Whaida Gharbi (Elected Publicity/ Communications Officer) 4. Mrs Shahida Najnin (Elected Events manager)	5. Ms Laura Archer (Staff) 6. Ms Riff Sultana (Staff) 7. Ms Kasia Michalska (Staff) 8. Amal El Bakhchioui (Staff) 9. Veronica Hanley (Staff) 10. Ciara Dodd (Staff) 11. Michelle Leslie (Staff) 12. Charlotte Jefferies (Staff) 13. Hannah Blunden (Staff)
Apologies for absence	
1. Mrs Shukri Adan (Elected Treasurer) 2. Ms Zanish Kidd (Elected Vice-chair) 3. Ms Donna Loveday (Elected Catering Officer) 4. Ms Aurelle Kipulu (Elected Catering officer) 5. Mrs Naima Abdi Abdullahi (Parent Governor & Elected Volunteering officer)	

Ordinary Business		
Item	Actions	Person
1. Welcomes	LA welcomed everyone and introduced new PTFA committee.	LA
2. Approval of minutes of the last meeting	<ul style="list-style-type: none"> <li>Agreeing and signing PTFA Constitution – Chair/ committee has taken away to read and will agree/ sign during next meeting.</li> <li>PTFA Code of conduct – Chair/ committee has taken away to read and will agree/ sign during next meeting.</li> <li>Committee photos for website/ posters to introduce to whole school community – Committee will send photos to school</li> <li>New PTFA bank account and 2 signatories – Chair and Treasurer will meet with Business manager – LA to arrange</li> <li>PTFA email - Chair will meet with Business manager – LA to arrange</li> <li>Discussed Charity Status</li> <li>Discussed PTFA vacancies – <u><b>Class Reps, Grants Officer</b></u> and <u><b>Raffles and Lottery Officer.</b></u></li> <li>GDPR and Social media</li> </ul>	LA
3. Matters arising (not covered elsewhere on the agenda)	N/A	

4.	Financial report	<ul style="list-style-type: none"> <li>Need to open a new PTFA Bank Account – 2 signatories required.</li> </ul>	
5.	Headteacher's wish list	<ul style="list-style-type: none"> <li>Winter Fair date</li> </ul>	
6.	Review purchasing arrangements	N/A	
7.	Future events update	<ul style="list-style-type: none"> <li>Winter fair – date set for 8/12/2023 from 2pm-6pm</li> <li>Any other Autumn term events – will be discussed during next meeting</li> <li>Calendar events for this academic year – will be discussed during next meeting</li> </ul>	
8.	Correspondence	N/A	
9.	GDPR related topics	<ul style="list-style-type: none"> <li>To ensure we are compliant with GDPR</li> </ul>	
10.	Any other business (as applicable) <i>10.1 Parentkind membership renewal</i> <i>10.2 Succession planning – new committee members, PTA volunteers</i>	<ul style="list-style-type: none"> <li>ParentKind memberships for committee</li> </ul>	
11.	Funding requests and Grants	<ul style="list-style-type: none"> <li>Business manager and Headteacher has agreed a budget to be given to the PTFA as a starting budget for the Winter Fair</li> </ul>	
12.	Lottery and EasyFundRaising Updates	<ul style="list-style-type: none"> <li>Briefly discussed – need to promote to parents and staff</li> </ul>	
13.	Date, time and location of next meeting	Tuesday 31 <sup>st</sup> October at 3:30pm in 6LA	LA

**Minutes taken by:** LA – Assistant Headteacher

**Approved by:** DA - PTFA Chair