

**WILLOWBROOK PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

REGISTERED CHARITY NUMBER: 1046576

EXTRAORDINARY GENERAL MEETING

23RD MAY 2022

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EGM AGENDA

Date: Monday 23rd May 2022
Time: 8:00 PM
Venue: Via Zoom

Committee Members

Kim Griffin (Vice-Chair) | Kerry Rugg (Treasurer) | Kit Cheng-Ung (Secretary) | Mrs Branton (Headteacher)

Item No.	Item	Owner
	ORDINARY BUSINESS	
1.0	Apologies for absence Mrs Branton (Mrs Jo Barker-Moore attending)	Chair
2.0	Chair's Report for 2022	Chair
3.0	Election / Confirmation of Officers and Trustees of the Committee	Chair
	ANY OTHER BUSINESS	
4.0	Open to members We welcome any questions, ideas from parents/teachers as automatic members of our PTFA.	Chair
	MEETING ENDS	

Item 2.0 – Chair’s report for 2022

Dear Parents, Carers, School and Governors,

A couple of announcements to start the meeting – we are sad here at the PTFA to be saying goodbye to my Co-Chair, Mrs Amy Lyddiatt, and our Co-Treasurer, Mrs Liz Smith. Both have unfortunately decided with a heavy heart to leave their PTFA posts due to their increased workloads in their personal lives, and they no longer feel that they can give the right attention to the PTFA that they would like.

We at the PTFA would like to wish them both the best of luck and would like to thank them massively for their contributions to the PTFA over the past few years, especially during the testing covid times when normal PTFA events could not be run, and so we had to think outside the box.

Liz and Amy will both continue to support the PTFA as volunteers at events, and so they haven’t left us for good.

This means we have 2 vacancies within the PTFA: Co-Chair and Co-Treasurer.

It’s simple... The PTFA need you...

The PTFA plays a vital part in school life helping to organise events, fund items for the school, support a number of year 6 events and so much more.

Without support for the PTFA, these events/items for the school would be less likely to happen or sadly not happen at all.

You may feel you don’t have any experience or time to spare, but any little support you could give would help us to continue to provide support to the school and our children.

If you would like to join the PTFA, whether one of the vacant roles or even as a voluntary non committee member, then please do get in touch. Please contact us via our email (pta@willowbrook.essex.sch.uk) and we can meet for a chat and answer any questions you may have.

So onto normal business...

What have we at the PTFA been up to recently; we have still had a difficult time and been semi restricted due to covid, but things are slowly returning to ‘normal’. Even with some restrictions in place, we have delivered a great programme of events which we hope you have all enjoyed.

- Happy School Bags- Helping to declutter your houses, whilst making money for the PTFA/School
- Pop Up Markets – Halloween, Fancy Dress
- Pizza Doughies – Make you own pizza & cookies kits
- Christmas Fayre – A smaller event than pre-covid, but a nice way to try and get things back to ‘normal’
The raffle was a massive success as the prizes obtained by the PTFA volunteers were amazing.

A big thank you to Hilbery Chaplin for providing us with our advertising boards, and Nicola Ward for her amazing design skills

- Santa Visit – A visit from the main man himself and a sweet treat provided for every child.

A big thank you again goes to Nicola Iversen & her connections for organising and ensuring every child got to see Santa and got a treat

- Easter Bunny – Each child provided with a sweet treat and visit from the bunny
- Pre-Loved Uniform

I touched on it above, but I am sure you are all wondering where the PTFA spends their time and the money that is raised from the amazing support from parents/carers at our events. Here to name but a few...

- Coach hire for whole school to see the Pantomime
- Coach hire for library visit (Whitebeam)
- Year 6 tuck shop for their onsite residential camp
- Year 6 Military day overnight residential (MAD)
- Supplies for the nature area – bird seeds etc
- Medals for sports day
- Leavers hoodies for year 6's
- Invested in a range of diverse books for the library
- Sweet treats for special events – e.g. Easter, Halloween, sports day, pantomime, class parties
- Author Visits
- Science days
- Crafts and snacks for Christmas class parties
- Tree wall art in school reception
- Pass the parcel

I hope from reading some of where our money goes, you can see how important the PTFA and our events mean to the school and our children.

There are a number of ways to support the PTFA that do not require any time or commitment to the PTFA... a silent investor!

- Your School Lottery (monthly direct debit, £1 a line. A winner from the PTFA supporters each week)
- Amazon Smile (app and website)
- EasyFundRaising (click through before making a purchase online)
- Co-op Local Community Fund (until October 2022).
- Scholastic Book Club (every purchase raises money for the PTFA book fund)
- Gift Aid (we are now fully registered with HMRC and can claim gift aid on donations)
- Adventure Island and Sea Life Southend tickets

Some thank yous:

To the PTFA volunteer Team - you may only be a small bunch of parents but you are such an important part of the PTFA and a number of events would not have happened without your support, so thank you very much.

To my fellow PTFA Committee members – Liz, Amy, Kit and Kerry, we are a team, and we stick together. Thank you for all your support in every event we do, and the time you give to the PTFA is invaluable and to see the smiles on the children's faces at our events is priceless.

To the PTFA family (Parents/Carers) – these events would not happen without your support, so a big thank you to you all for your continued involvement at events...
But we need you more than ever, we need more volunteers and some new committee members... I promise we don't bite!

To Mrs Branton, Trudi and the school – always a massive support to the PTFA and our events, and we appreciate all the time you dedicate to the PTFA to support us and the children. Thank you.

Kim Griffin
Co-Chair

Item 3.0 – Election of Officers for the Committee

Election / Confirmation of Officers and Trustees of the Committee

Co-Chair – Kim Griffin

Co-Chair – Vacancy

Secretary – Kit Cheng-Ung

Treasurer – Kerry Rugg

Co-Treasurer – Vacancy

Nominations

Position of Co-Treasurer

Emma Bradley

Mum of two at Willowbrook Primary School -Years 2 and 4.

I am a qualified accountant and have previously worked at a global law firm for over ten years with experience in budgeting, management accounting and financial modelling.

I'd like to be Co-Treasurer as I want to give something back to the wonderful school and I think the role would play to my strengths.