

WILLOWBROOK PRIMARY SCHOOL PARENT TEACHER AND FRIENDS ASSOCIATION
REGISTERED CHARITY NUMBER: 1046576

Minutes of Annual General Meeting for Year Ended 31 August 2024

Date: Thursday 27 February 2025
Time: 09:00 – 10:30
Venue: Willowbrook Primary School, Rosen Crescent, Hutton, Brentwood, CM13 2TU

Committee Members

Kim Griffin (Co-Chair) | Jo Brown (Co-Chair) | Emma Bradley (Treasurer) | Jenny Cox (Co-Treasurer) | Lisa Finnie (Co-Treasurer) | Kit Cheng-Ung (Secretary) | Clare Branton (Headteacher)

Attendees: Parents – Sian, Joy, Lauren and Natasha

Item No.	Item
	ORDINARY BUSINESS
1.0	Apologies for absence <i>Jenny Cox</i>
2.0	Minutes of the Annual General Meeting held on 29 February 2024 <i>Noted.</i>
3.0	Feedback from Head Teacher, Clare Branton <i>Committee thanks Clare for the great relationship we have with the school and the support for the PTFA so we can all continue to provide the fun things.</i>
4.0	Chair’s Report <i>Noted.</i> <i>PTFA and school (C.Davis) is already trained and cleared with Fareshare and currently waiting for go ahead to collect from Local Partners for Breakfast and After School club provisions.</i>
5.0	Review of policies As a PTFA it is expected to have a series of policies in place to provide guidance on its day-to-day activities and governance The following policies have been drafted by the Secretary and require sign off: See Appendix 1. <ul style="list-style-type: none"> • Code of Conduct – AGREED • Complaints Procedure – AGREED • Conflict of Interest – AGREED • Equal Opportunities – AGREED • Financial Control and Expenses – AGREED • GDPR General Data Protection and Retention – AGREED • Risk Assessment – AGREED

Item No.	Item
	<ul style="list-style-type: none"> • Safeguarding – AGREED • Social Media – AGREED • Volunteering – One amendment. <p><i>Proposed resolutions: For committee to submit any amendments.</i></p> <p><i>One amendment to volunteering policy, to remove the reference to one nominated committee member for overall responsibility for volunteer coordination.</i></p>
6.0	<p>Financial Review – Treasurers report for the year ending 31 August 2024</p> <p><i>Proposed resolutions:</i></p> <ol style="list-style-type: none"> 1. Spending/Budget – to be agreed for year end 31 August 2025 – <i>Budget agreed</i> 2. To remove from the constitution the need for an independent reviewer of annual accounts (Page 3, point 8 in Constitution). – <i>Agreed</i> <ul style="list-style-type: none"> • <i>ASDA Cashpot for schools raised £225.</i> • <i>More publicity needed to promote Match Funding.</i> • <i>School staff to reminded to make use of the £100 per class reward funds.</i>
7.0	<p>Election / Confirmation of Officers and Trustees of the Committee</p> <ol style="list-style-type: none"> 1. To welcome any nominations for any of the Committee posts. 2. <i>Proposed resolutions: To Re-elect the following officers as Trustees of the Committee</i> <ol style="list-style-type: none"> a) Co-Chair – Kim Griffin – reappointed b) Co-Chair – Jo Brown – reappointed c) Secretary – Kit Cheng-Ung – reappointed d) Treasurer – Emma Bradley – reappointed e) Co-Treasurer (post share arrangement) – Jenny Cox – reappointed f) Co-Treasurer (post share arrangement) – Lisa Finnie – reappointed <p><i>Succession planning.</i></p> <p><i>Advertising will begin in the summer for Treasurer and Secretary. Emma Bradley and Kit Cheng-Ung will have children leaving Willowbrook and will shadow new committee members to posts during 2025-2026 before handover of roles.</i></p>
	<p>ANY OTHER BUSINESS</p>
8.0	<p>Open to members</p> <p>We welcome any questions, ideas from those in attendance as automatic members of our PTFA.</p>

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	<p><i>We were delighted to see some parents attend our AGM, it is important that we hear from the school community and grateful they took time from their morning to attend. We are often very focused on the running of the PTFA charity and keeping it going that it leaves very little capacity for 6 individuals to run all events and activities along with our own jobs/childcare.</i></p> <ul style="list-style-type: none"> • <i>Query on where the funding comes from for the additional coaching, there are sports activities and matches children attend where they have not experienced those sports before. Mrs Branton explained the school has incorporated the learning into the PE curriculum and there are events where they are taster sessions to allow children opportunities to experience something new. School provides the funds for any additional coaching, clubs, sports outside of the curriculum.</i> • <i>Feedback on Cauliflower cards, request for earlier start on the artwork. Committee shared that artwork can be started at home earlier on A4 and then attached to the response/order sheet.</i> • <i>Newsletter promotion of PTFA to educate parents on what we do. Suggested one fundraising initiative promoted each week, so that it is target driven and fresh. Showing the benefits and the impact on the school.</i>
	<p>MEETING ENDS</p>