

**WILLOWBROOK PRIMARY SCHOOL
PARENT TEACHER AND FRIENDS ASSOCIATION**

REGISTERED CHARITY NUMBER: 1046576

**ANNUAL GENERAL MEETING
6 MARCH 2026**

AGM REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2025

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AGENDA FOR MEETING

Date: Friday 6 March 2026
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) | Kirsty Bright | Lianne Waring | Lizzie Enever |

Item No.	Item
	ORDINARY BUSINESS
1.0	Welcome and introductions Apologies for absence
2.0	Minutes of the Annual General Meeting held on 29 February 2024
3.0	Chair's Report
4.0	Financial Review – Treasurers report for the year ending 31 August 2025 <i>Proposed resolutions: Spending/Budget – to be agreed for year end 31 August 2026</i>
5.0	Annual review of policies <i>Proposed resolutions: For committee to submit any comments and provide sign off.</i>
6.0	Election / Confirmation of Officers and Trustees of the Committee for period to 31 August 2026 <i>Proposed resolution: 1. To welcome any nominations for any of the Committee posts. 2. Proposed resolutions: To elect the officers outlined as Trustees of the Committee</i>
7.0	Recruitment update for changes to officer roles from 1 September 2026 <i>Proposed resolution: To agree committee changes for 1 September 2026</i>
	ANY OTHER BUSINESS
8.0	Open to members We welcome any questions, feedback and ideas from those in attendance as automatic members of our PTFA.
	MEETING ENDS

Reference and administrative details

Willowbrook Primary School PTFA is a registered charity (Charity Commission number: 1046576) and the address of principal office is at Willowbrook Primary School, Rosen Crescent, Hutton, CM13 2TU.

The bank account for the PTFA is under Willowbrook Primary School PTA and is with Barclays Bank UK PLC

All committee members are also trustees and appointed or reappointed each year at the annual general meeting. The PTFA is supported by the Headteacher (Clare Branton), the school staff and a group of dedicated volunteers who provide their time and expertise as and when required.

The names of the 5 filled committee posts and trustees at the time of this report are:

Kim Griffin	Co-Chair
Jo Brown	Co-Chair
Kit Cheng-Ung	Secretary
Emma Bradley	Treasurer
Jenny Cox	Co-Treasurer (post share)
Lisa Finnie	Co-Treasurer (post share)

Objectives and activities

The aims of the charity are written out in our constitution. ([Appendix 1.](#))

We continue to support the school with funding for resources and activities. The trustees are also very active within the school and provide hands on resourcing. The PTFA also helps to promote school-funded/managed activities, we feel that it is important that we are joined up with the school.

Structure, governance, and management

As laid out in our constitution the committee will consist of no more than 25 members. We are currently a committee of 6 and all committee members are trustees to ensure there is commitment to the charity's aims.

When there are vacancies within a school year, adverts are sent out through the school newsletter and our social media channels. Individuals within the school community are invited to nominate themselves and we will hold a committee meeting to vote the new member/s in should there not be an EGM or AGM scheduled in the immediate future.

The committee does not have an organisational structure that flows from the top to the bottom, all committee members are at the same level and have the same level of authority and standing. All committee members hold up to date Disclosure and Barring Service certificates.

Re-election and appointments

The committee members who are nominated for re-election are:

Co-Chair – Kim Griffin

Co-Chair – Jo Brown

Secretary – Kit Cheng-Ung

Treasurer – Emma Bradley

Co-Treasurer (post share arrangement) – Jenny Cox

Co-Treasurer (post share arrangement) – Lisa Finnie

Decision making

We have regular communication with the Headteacher and staff to determine what activities and funding would be most useful and to hear first-hand the areas where they feel they need the most support through fundraising or resourcing. The meetings are set as and when needed to enable the committee to plan for specific activities and minimise the impact on the working hours of the committee members as all posts are undertaken on a voluntary basis.

Once the committee have considered any funding proposals from the school or vice versa, Co-Chair and Treasurer will meet with the headteacher.

2.0 Minutes from Annual General Meeting held on 27 February 2025

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	<p>Review of policies</p> <p>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</p> <p>The following policies have been drafted by the Secretary and require sign off: See Appendix 1.</p> <ul style="list-style-type: none"> a) Code of Conduct – AGREED b) Complaints Procedure – AGREED c) Conflict of Interest – AGREED d) Equal Opportunities – AGREED e) Financial Control and Expenses – AGREED f) GDPR General Data Protection and Retention – AGREED g) Risk Assessment – AGREED h) Safeguarding – AGREED i) Social Media – AGREED j) 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>

Item No.	Item
	<p>1. Spending/Budget – to be agreed for year end 31 August 2025 – <i>Budget agreed</i></p> <p>2. To remove from the constitution the need for an independent reviewer of annual accounts (Page 3, point 8 in Constitution). – <i>Agreed</i></p> <p><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></p>
7.0	<p>Election / Confirmation of Officers and Trustees of the Committee</p> <p>To welcome any nominations for any of the Committee posts. <i>Proposed resolutions: To Re-elect the following officers as Trustees of the Committee</i></p> <ul 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> <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> <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> <p><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>
<p>MEETING ENDS</p>	

3.0. Chairs' report - Achievements and performance

Dear Parents, Carers, School, Governors, and the wider Willowbrook family,

Another wonderful, successful year in the Willowbrook PTFA. As always, I must start with thanking the Willowbrook family/friends and community. You have continued to support the PTFA committee, all of our events and showed amazing generosity. So the biggest THANK YOU to you all.

We have been trying hard to keep the Willowbrook parents/carers regularly updated with the PTFA events, and general information by using our social media accounts, our termly newsletters, and the school website.

Please follow our social media pages; Facebook ([@Willowbrookpta](#), [Willowbrook PTFA parents and carers, Hutton](#)), Instagram ([@willowbrookpta](#)) and our dedicated page on the school website [Willowbrook Primary School - PTFA](#).

So what have the PTFA been up to this year...

Autumn Term 2024

Winter Disco – A highlight of the children's calendar every year is the winter disco. We had the wonderful Ali from [@Alis entertainments](#) to DJ and entertain the children with their favourite songs and games. This event raised a wonderful £400.

Christmas

- With PTFA funds, we provided oranges from the Christingle workshop with [St Peters Church](#).
- [Hunters Chase Garden Centre](#) kindly donated us a lovely real Christmas tree again this year and was decorated beautifully by the PTFA committee.
- We were able from funds raised, to surprise the children of the school with a visit from Father Christmas himself, and all children receiving a special little treat from him too.
- The children created some amazing pictures to be made into Christmas cards and gifts for their parents/carers to purchase.
- With the support of some local businesses ([Hilbery Chaplin](#)/[DM Delights](#)/[Jazwares](#)/[Tesco Brentwood Express, Hanging Hill](#)) – we ran a Christmas raffle and raised a super £413.
- The children had a super trip to the Pantomime again this year in which PTFA funds paid £1160 towards the trip plus we provided the drinks and snacks for this event too.

Fantasy Football – After a successful first year, we ran the Premier League Fantasy Football league again for the children/parents/carers to enjoy and take part in. We had a great response for the second year, and our winner was Red Army.

Spring 2025

Quiz Night – Back by popular demand we ran the St Patricks quiz night, for the second year. Thank you again to Paul Griffin and Aron Brown for the time and effort they put into preparing the quiz, hosting, and ensuring everyone had a fun and enjoyable evening. We had another great turn out made up of parents, carers, friends, family and teachers/LSAs, and raised a super £300.

Easter

- We were able to again to surprise the children with a visit from the Easter Bunny, and give every child a sweet treat for Easter. This was thanks to Nicki Iversen and her colleagues at [Salesforce](#) for raising funds to help support this event. Thanks to [Infinity N Beyond](#) for providing the fun, excitable Easter Bunny.

Science Day – This is an event that the PTFA committee are really passionate about, we believe days like this are where money is best used at providing fun, educational days for the whole school. It was an animal encounters event where the children were able to get up close and personal with some cute, and not so cute animals... snakes!!!

Library Seating/Classroom Rugs/Storage Boxes – A large amount of PTFA funds were used to renew a number of broken/outdated items in the school. We spent just under £2,000 providing new colourful seats in the library, exciting, bright rugs for the infant classrooms, and all new storage boxes for outside equipment in the playground.

Holly Class – Marsh Farm - The PTFA are pleased that we were able to make a donation to help keep the cost down for Holly class to take a trip to Marsh Farm as part of their curriculum.

Asda Rewards Cashpot for Schools – Asda ran a reward scheme where parents could donate to a local school by signing up to the scheme and every shop they made meant money was raised for the school. From this reward scheme we raised a super £225.

Summer 2025

Summer Fayre – Well, the summer fayre wouldn't be the summer fayre without some form of headache for the committee to attend with... this year being the inflatables!!! We had them.... and then they failed us!! But we again did not let this ruin the day, and we ploughed on and with amazing support and understanding from all the guests, we raised an incredible £2,900. As always, this amazing amount wouldn't have happened without some amazing support from a number of companies through raffle prizes, advertising boards, and donations. ([Winged Boots](#), [Hilbery Chaplin](#), and [Colmer Plant Hire](#))

Colour Run – Our first ever colour run, and we couldn't have asked for a better event and afternoon. With over 100 children taking part in the run, we raised an amazing £700 from this event. A massive thanks goes to Mrs Branton and our parent volunteers who really got involved in the event and covered in paint for the pleasure!!

Sports Day - A day loved by the children and the parents as always, despite the odd rain shower. The children were brilliant in all their races, and we had some very competitive parents in the parents/carers race!!! Thanks to funds raised by PTFA events we were able to provide the children with a lovely certificate celebrating their participation and ice poles to celebrate the day.

Summer Disco - An amazing attendance again for this event makes it a highlight at the end of term. The children had the best time dancing and playing games with their friends and teachers. Thank you again to the wonderful [@alis_entertainment](#) for bringing the party tunes and games to the event.

MAD Day/Year 6 Gift – An annual tradition for PTFA funds is that they are used to provide a final couple of treats for the leaving year 6 class. With a Military inspired day (MAD) and a leavers hoodie/t-shirt to remember their time at Willowbrook. This totalled to just over £1,000 of PTFA funds.

Groundwork (Tesco Tokens) – We were lucky enough to get ourselves into the Tesco token reward scheme. With thanks to Tesco customers we were rewarded with £800 which is being used to support the school's before and after school club groceries.

Class Budgets – In our budget this year, we have allowed for a £100 class budget for each class. This can be used for class jar treats and rewards, or an item to enhance learning on a specific

topic. One class used it as part of a life cycle topic, and bought butterfly garden kits to show the metamorphosis from a caterpillar, chrysalis and into a beautiful butterfly.

Your School Lottery – An understated way of raising funds – we have a number of PTFA members who are part of our lottery and every Willowbrook supporter has a chance to win each week. Sign up and play [Your School Lottery www.yourschoollottery.co.uk](http://www.yourschoollottery.co.uk).

Thank Yous

THANK YOU to our group of PTFA volunteers, you help to spread the PTFA messages about events, and support us to deliver these events too - we couldn't do half of what we do without you all. We know time can be short in our hectic lives but the time you give to us is so very much appreciated.

THANK YOU to all our supporters, new and continued. We really appreciate all the companies supporting our events and helping us raise funds so that we can then use to help our children/school to have a better education.

To Mrs Branton, and the whole school team (teachers/LSAs/support staff), you are 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.

To our fellow committee members, Kit, Emma, Lisa and Jenny – it's been great being a team of 6 this year, and working together has been a pleasure. We've enjoyed sharing ideas and working on all these events, even if the weather isn't always on our side.

Thank you as always for your time, effort and hard work, and we look forward to another great year with you all on the PTFA.

Many Thanks

Kim

Kim Griffin
Chair

Jo

Jo Brown
Co-Chair

4.0 Financial review - Treasurer's Report for the year ending 31 August 2025

1. Statement of Accounts

The 2024/2025 accounts (available upon request) closed with a healthy balance of £20,517.

Opening Bank Balance at 31st August 2024	£ 17,726
Receipts	£12,405
Payments	(£9,614)
Total	£20,517
<u>Less cashbook items not cleared yet</u>	
Total Receipts	
Total Payments	-
Total as per bank statement 31st August 2025	£20,517

There is one unprocessed receipt *excluded* from the above statement, as follows: £500 re donation from the firm of one of our volunteers at the summer fayre.

2. Revenue/Income

£12,405 has been received during the period. The main receivables of note are from the Summer Fayre, Winter and Summer Discos, Christmas Raffle, Colour Run and Your School Lottery.

£9,614 has been spent during the period. Significant expenditure for the year included £1,792 for the Summer Fayre (food, drink, toys etc). £785 was spent on metal storage boxes and class rugs and library seating were purchased from the Coop grant. £439 was spent on Animal Encounters for a Science Day. £983 was a contribution toward the Christmas panto visit. The Year 6 Military Action Day received £750 from the PTFA.

3. Spending/Budget 2025-2026

Income	£
Winter disco	350
Summer disco	350
Your School Lottery	700
Summer Fayre	2,000
Line Dancing	250
Fantasy Football	200
Quiz Night	300
Colour Run	600
Cauliflower Xmas cards	80
Uniform	100
TOTAL	4,930

Expenses	£
Coach for Xmas panto	950
Eco Area	300
Football Goal Posts	166
First Aid Training Years 5 and 6	500
Leavers Hoodies	300
Coffee Morning (drinks)	50
Sports day (certificates, ice poles)	50
Year 6 Military Action Day	750
Library Books	1,000
Authors/Artists visits	1,000
Grocery support (breakfast after school clubs)	800
Fund available for each class	700
Parentkind subs	170
Science day	500
Building Works (classrooms)	10,000
TOTAL	17,236
ESTIMATED NET INCOME/(EXPENSE)	(12,306)

5.0 Annual Policy Review

Table of policies reviewed for AGM

Policy name:	Written by/Reviewed by:	Version Dated	Date for review
Code of Conduct	Kit Cheng (Secretary)	February 2026	February 2027
Equal Opportunities	Kit Cheng (Secretary)	February 2026	February 2027
Financial Control and Expense	Kit Cheng (Secretary)	February 2026	February 2027
Safeguarding	Kit Cheng (Secretary)	February 2026	February 2027
Social Media	Kit Cheng (Secretary)	February 2026	February 2027

Copies available as [Appendix 2](#)

6.0 Election / Confirmation of Officers and Trustees of the Committee for the period to 31 August 2026

We are really excited to introduce the role of Social Media Lead to the committee. **Kirsty**, a parent with vast experience in this area expressed an interest in being a committee member and trustee and as such has been getting stuck in with looking at how we can better promote our events and activities.

Kirsty Bright's profile

Kirsty has over 15 years of experience in digital marketing and social media, with a strong focus on the family market and kids brands. She brings communication and creativity expertise to help support the PTFA's goals; increase activities, events, and overall impact within the school community.

Kirsty has three young boys – her eldest is in Year 2, and her younger sons, aged 3 and 1, will also join Willowbrook in the future. Since joining the school, Kirsty has been eager to get involved with the PTFA to help give kids the best possible school experience and to make a real, positive difference beyond standard school budgets.

1. **To welcome any nominations for any of the Committee posts**
2. ***Proposed resolutions: To elect the following officers as Trustees of the Committee for the period ending 31 August 2026***
 - a) Co-Chair – Kim Griffin
 - b) Co-Chair – Jo Brown
 - c) Secretary – Kit Cheng-Ung
 - d) Treasurer – Emma Bradley
 - e) Co-Treasurer (post share arrangement) – Jenny Cox
 - f) Co-Treasurer (post share arrangement) – Lisa Finnie
 - g) Social Media Lead – Kirsty Bright

7.0 Recruitment update for posts available from 1 September 2026

In the last Annual General Meeting succession planning was discussed and as a result we are delighted to have secured the interest of two parents for the posts of Secretary and Co-Treasurer. During this period of transition, the two individuals have been shadowing the work of the Secretary and Treasurers and have been actively involved in all aspects of the committee and PTFA activities.

Proposed resolution: We would like to ask the Committee and all in attendance to agree to these changes to the committee from 1 September 2026, when the individuals will formally take up their positions.

1. Lianne Waring as Secretary
2. Lizzie Enever as Co-Treasurer (post share arrangement)
3. Jenny Cox to move from Co-Treasurer to Treasurer.

Lianne Waring's profile

Lianne works as a Customer Retention Director for an Insurance company, with 15 years experience across various commercial roles including marketing, business development, client management and operations. She has two children at Willowbrook; a daughter in Beech class and a son in Maple class, both who are loving their time at school (long may it continue!). Having been part of the Willowbrook community for a few years now, Lianne has benefitted firsthand from the amazing work done by the PTFA and seen how their vital support has enriched the school experience for pupils. She is excited to join a passionate team and is committed to building a thriving, collaborative and equipped school community.

When she's not juggling a demanding job, a busy home and everything in between, Lianne enjoys a good romance novel, a beach holiday somewhere sunny and a yummy Sunday pub lunch with family or friends.

Lizzie Enever's profile

Lizzie is mum to two boys – Alexander, who's just recently joined Maple Class, and Ronald, who's one. She works in the city within the finance industry, where life is fast-paced and client-focused. Friendly and enthusiastic by nature, Lizzie is keen to be involved in helping Willowbrook be the very best it can be. Known for her love of organising events both at work and at home, she brings great energy and a passion for bringing people together.

Appendix 1. Constitution

Association Name: Willowbrook Primary School Parent Teacher and Friends Association
(Willowbrook Primary School PTFA)
School Name: Willowbrook Primary School
School Address: Rosen Crescent, Hutton, Brentwood, Essex, CM13 2TU
Contact: pta@willowbrook.essex.sch.uk
Registered Charity Number: 1046576

1. Title

The Association shall be known as the Willowbrook Primary School Parent Teacher and Friends Association (often simply referred to as Willowbrook Primary School PTFA)

2. Aims

The aims of the Association are to advance the education and wellbeing of the pupils of the school by providing or assisting in the provision of facilities for education at the school (not normally provided by the Local Authority). This includes: -

- a) promoting close co-operation and communication between parents and school
- b) studying and discussing matters of mutual interest relating to the education and welfare of pupils
- c) engaging in activities which support and advance the education of the pupils attending the school, including fundraising and after school activities.
- d) considering applications for funds put to the PTFA from parents, teachers, Pupil Council groups and granting funds to support such applications where the request is passed by a majority of the General Committee.

3. Membership

The Members of the Association shall comprise all parents, guardians, family of children attending the school and all teachers employed at the school.

With the newly formed Parent Council it has been decided that the PTFA continues to operate as a separately constituted organisation.

4. Powers of the Association

The Association shall have the power to do anything considered by the General Committee to be in furtherance of the aims. This includes the power: -

- a) to raise funds and invite and receive contributions in furtherance of the aims of the Association.
- b) to purchase, retain and sell any assets of any description.
- c) to pay from the funds of the Association all the proper costs and expenses incurred by the General Committee in establishing and administering the charity and funds of the Association.
- d) to reimburse themselves out of the funds of the Association created in the performance or exercise of their duties and powers.

- e) to employ and pay proper and reasonable remuneration to staff, professional and technical advisers whose services are, in the opinion of the General Committee, required for the carrying out of the purposes of the Association.
- f) to establish and operate both current accounts and deposit accounts with bankers in the name of the Association provided that cheques drawn on such accounts shall not be signed by less than two members of the General Committee.

5. Office Bearers

The Office Bearers of the Association shall consist of:

- a) The Head Teacher of the School
- b) Chairperson
- c) Co-Chairperson
- d) Secretary
- e) Treasurer
- f) Co-Treasurer

The General Committee of the Association may appoint such other Office Bearers as may from time to time be deemed necessary.

The Office Bearers will be elected by the Committee at the first meeting after the AGM. Office Bearers will hold office for one year, being eligible for re-election. Where an Office Bearer's position becomes vacant during the normal term of office the Committee may, at their discretion, opt to fill this post in one of the following ways: (i) the deputy for the post or an agreed member of the Committee may stand in for the duration, (ii) the Committee may elect a replacement from its membership or (iii) an Extraordinary General Meeting may be called to elect a new member to the post.

The Secretary shall be responsible for keeping accurate minutes of all meetings and distributing these to the Committee members. Copies should be made available to the Parents/Carers and to any member of the Association who requests them.

6. General Committee

The business of the Association shall be managed by a Committee of no more than 25 members, consisting of 21 parents, 3 teachers and the Head Teacher.

In the event of any vacancies, the Committee shall have the right to co-opt as many members as necessary to complete the complement until the following AGM.

Committee members shall be elected at the AGM and shall hold office until the next AGM.

Where a member of the Committee fails to attend regular meetings and does not play an active role in any of the activities of the Association, the General Committee reserves the right to ask the member to step down.

Meetings of the General Committee shall be held as required during term time. At all meetings of the Committee a third of General Committee Members, at least two of whom are Office Bearers, shall form a quorum.

Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have the deciding vote which shall be used only in the event of a tie.

7. Annual General Meeting

The Annual General Meeting (AGM) shall be held once a year. The notice calling the meeting shall be sent to members at least 21 days in advance provided that non-receipt of such notice by any member shall not invalidate the meeting.

The business shall include: -

- a) the work of the Committee
- b) approval of the Accounts for the preceding year
- c) receipt of reports of the Office Bearers
- d) election of members to serve on the Committee
- e) discussion of motions received.

At all Annual General Meetings voting shall be on the basis of one vote per member present at the meeting.

At all Annual General Meetings, the quorum shall consist of no less than 4 members of the Association.

The General Committee or a minimum of 25 members, on submission of a formal written request, shall have the power to call an Extraordinary General Meeting (EGM).

Any member of the Association shall have the right to raise a motion to be voted on at the Annual General Meeting by sending the motion in writing to the Secretary by no later than 10 days prior to the AGM.

8. Finance

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be drawn or withdrawals made against the signatures of two named Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The Association's financial year shall end on the last day of August, therefore running from 1 September to 31 August in each year.

The Committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association.

9. Alterations to the Constitution

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present

10. Dissolution

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than 25 members of the Association voting in person plus the Chair of the Association. Any remaining funds should be distributed for the benefit of the children at the school.

Record of changes to Constitution:

1. 20/03/2021 - Change from PTA to Parent, Teacher and Friends Association (Ratified at AGM dated 25th November 2020)
2. 27/04/2022 – Change of end of PTA financial year from July to August
3. 27/04/2022 – Removing reference to Willowbrook Giving Fund following consultation with committee and Willowbrook Primary School
4. 03/03/2023 – Change to financial year dates to 1 September to 31 August of each year
5. 03/03/2023 – To remove named persons and only state job titles.
6. 03/03/23 – to change AGM date within constitution to read once a year.
7. 28/02/2025 – removed ‘appointment of an independent examiner of accounts’.

Version dated: 28th February 2025

Appendix 2. Reviewed Policies

Policy name:
Code of Conduct
Equal Opportunities
Financial Control and Expense
Safeguarding
Social Media

Code of Conduct

Introduction

This Code of Conduct binds both committee and non-committee members of Willowbrook Primary School Parent, Teacher and Friends Association (PTFA).

These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document.

In order for the PTFA to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the PTFA.

The Code

- Any parent or guardian of a pupil attending Willowbrook Primary School PTFA and all members of school staff are deemed to be members of the PTFA, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of the PTFA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PTFA and the school.
- All members will be encouraged to make relevant and positive contributions to meetings they attend.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly through the PTFA volunteers WhatsApp group or directly to the Committee through the email address: pta@willowbrook.essex.sch.uk) Any matters relating to the school, should be directed to the school office at admin@willowbrook.essex.sch.uk.
- Any items emailed through to the PTFA email address may not be answered immediately. All committee members work on behalf of the PTFA on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised will need to be discussed by the committee and a response will be sent back as soon as is possible.
- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the wider membership, however the committee's decision is final.
- All members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/guardians, is confined to the meeting, attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary.
- The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- All members must respect the School and personal property.

- All paperwork and assets relating to the PTFA are the property of the PTFA, and not that of the individual. When leaving the PTFA a member should return any relevant paperwork or assets to the PTFA Committee.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the PTFA or the school into disrepute, the committee has the right to exclude that member from future involvement.

Version dated: 28th February 2026

Equal Opportunities

Introduction

This policy sets out the principles for Equal Opportunities within Willowbrook Primary School Parent, Teacher and Friends Association (PTFA).

It is relevant to all within the association and is endorsed by the committee of Willowbrook Primary School PTFA.

Commitment

The Willowbrook Primary School PTFA is committed to Equal Opportunities for all members of the association.

Definition

It is our policy that all committee and volunteer decisions are based on the legitimate needs of the association. The Willowbrook Primary School PTFA will not discriminate on the basis of race, nationality, sex, gender reassignment, marital or civil partner status, disability, religion or belief, age or any other ground on which it is or becomes unlawful to discriminate under the laws of England and Wales.

Rights and Responsibilities

The association recognises the rights of its members to be able to volunteer for the association without fear of discrimination or harassment.

The Willowbrook Primary School PTFA commitment to equal opportunities extends to all aspects of volunteering including:

- Election of Committee Members
- Allocation of Tasks
- Conduct Issues, discipline and grievances.

All members have a responsibility to ensure compliance with this policy, to always treat other members with dignity and not to discriminate against or harass other members.

This Policy may be amended at any time at the discretion of the current elected committee.

Version dated: 17th February 2026

Financial Control and Expense Policy

Introduction

This policy sets out the principles for Financial Control and Expenses within Willowbrook Primary School Parent, Teacher and Friend's Association (PTFA).

It is relevant to all within the association and is endorsed by the committee of Willowbrook Primary School PTFA.

It will be reviewed every 2 years to ensure that it remains appropriate to the Organisation and its volunteers needs.

Applicability

This policy is applicable to all Trustees and Committee Members who are legally responsible for the running of the association and for all Members of the Association who are entitled to be reimbursed for out-of-pocket expenses which they legitimately incur whilst supporting the delivery of the charity's objects.

Bank Account Management

- The Bank mandate will require two signatures from a pool of three to four signatories
- The Treasurer will operate the bank account and retain passwords for online banking
- Any payments made through online banking should be authorised

Use of Bank Cards

- Any Bank card issued is the property of the PTFA and should be returned to the committee if the card holder is no longer an elected committee member.
- Bank cards should only be issued and used by the authorised bank signatories named on the card.
- Any purchases made using the PTFA bank card require a receipt to be handed to the Treasurer for correlation with the bank statement
- All purchases must be agreed by the committee prior to purchase

Online Banking

- Any online banking details issued are to be stored safely and only known to the person they have been issued to.
- If online banking details have been issued to an individual it is for their use only and not to be shared.
- If online banking details have been issued for the association rather than individuals then these should only be known to the current bank signatories that have authority to act on behalf of the association.
- If a single authorisation is required then any payments or transfers should be made only after agreement with the committee.
- If dual authorisation is required then one person creates the transaction and another signatory authorises the transaction. The committee should have agreed to any payments or transfers in advance.
- If a person with online bank details leaves the committee they should be removed as a bank signatory and the bank notified to remove their online access.

Investment policy

The balance of the current account shall be reviewed periodically and transfers made to the savings account where appropriate in order to earn interest.

Reserves policy

The PTFA shall maintain adequate reserves for 6 months of expenditure. These may be held in either the current or savings accounts.

Expenses

All Trustees of the Association may be reimbursed for reasonable expenses incurred whilst carrying out their duties as a Trustee of Willowbrook Primary School PTFA. A detailed list is below and all expenses must be approved by two members of the committee of whom neither may be the claimant. Receipts must be provided for all expenses and all claims for reimbursement must be made within 30 days of the date of expense.

Purchases

Members of the Association are entitled to be reimbursed for purchases made for the Association. Purchases must be pre-approved by the Treasurer or Co-Treasurer and have already been agreed by the committee as an agreed spending of funds.

Any member who has not received pre-approval for a purchase is not guaranteed reimbursement. Receipts must be provided for all purchases and all claims for reimbursement must be made within 30 days of the date of purchase.

Records are maintained in the ptafinance@willowbrook.essex.sch.uk mailbox.

Waiving Expenses (Donating Expenses as Gifts in Kind)

Members who generously waive their expenses or purchases as 'donations' to the Charity inadvertently create some difficulties. If reimbursement of expenses and purchases are not claimed they cannot be

entered in to the accounts to show both the true running costs of the Charity and the generosity of it's supporters through cash-donations. If the amount of waived expenses and purchases are entered into the Charity Accounts the Charity may not claim Gift Aid on these amounts as 'Gifts In Kind' are excluded from Gift Aid.

Changes to the policy

The Committee reserve the right to change its Expense Policy to maintain consistency with current best practice and the needs of the Charity.

Version dated: 28th February 2026

Safeguarding

Introduction

This policy sets out the principles for safeguarding within Willowbrook Primary School Parent, Teacher and Friends Association (PTFA).

It is relevant to all within the association and is endorsed by the committee of Willowbrook Primary School PTFA.

Responsibility

It is best practice for PTAs to have a set of procedures in place and guidelines for volunteers to follow at events, this may have been developed with guidance from the school. The school's safeguarding statement can be viewed here: <https://www.willowbrook.essex.sch.uk/page/?title=Safeguarding&pid=52>.

All PTFA Committee members need to be aware of the person responsible for safeguarding within the school. The PTFA will also endeavour to have a trained Safeguarding individual at all events.

What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard or a child may choose to disclose something to you.

If a child discloses information to you, you should:

- Listen to the child without displaying shock or disbelief
- Accept what is said and reassure the child, do not make promises that you may not be able to keep, e.g. 'Everything will be alright now'
- Do not ask leading questions and do not interrogate the child – this is not your responsibility to investigate
- Explain to the child what you have to do next and who you have to talk to
- Take notes, if possible, or write up the conversation as soon as possible afterwards
- Contact the school safeguarding officer or a member of the Committee lead on safeguarding as soon as possible

Guidance for Events:

- All Events should be risk assessed
- Events where children are dropped off and collected – a register should be available and children should be checked in and out of the event. The PTFA should have a list of any child being collected by another parent/carer or travelling home alone
- Contact details for the child's parent/carer may be collated by the PTFA for the event
- Exits should be monitored to ensure children cannot leave an event unattended
- If this is a regulated activity the volunteer will need an Enhanced DBS check.

It will be reviewed annually at the Annual General Meeting to ensure that it remains appropriate to the Organisation.

Version dated: 28th February 2026

Social Media

This policy explains how Willowbrook Primary School Parent, Teacher and Friends Association (PTFA) uses social media. It is available and applies to all members of our association.

Details of the social media used by our association

Willowbrook Primary School PTFA uses Facebook, Instagram, X and WhatsApp.

Access to the social media used by our association

Willowbrook Primary School PTFA has profiles on Facebook and Instagram, these are open pages. This means it can be accessed by any users of these platforms without permission being given by Willowbrook Primary School PTFA. The profiles (where the function permits) also accept postings from any user, again without permission being needed from the PTFA.

The PTFA also has a X presence. This is also open allowing anyone with an interest to follow us however we do not post on this platform, it is to be able to view information from the Willowbrook Primary School page.

The PTFA also holds a Facebook Group that we post school event specific information and we ask members to request permission to join by answering some questions. Members once joined are able to post and start conversations without permissions needed. Members are asked to adhere to some simple rules and be mindful when posting and interacting with others in the group community.

The PTFA holds a WhatsApp volunteer group and members can be added by current members only.

Willowbrook Primary School PTFA does not want to encourage inappropriate use of social media by children. No application to join our Facebook group will be accepted by anyone aged under 16, these requests will require administrators to take extra care in reviewing joining requests,

How this is used by our association

Willowbrook Primary School PTFA uses its social media profiles exclusively for the running and promotion of the association. It is used to communicate with members, promote events or elements of events, promote and thank local businesses that have supported us, to recruit volunteers to support the PTFA's activities, and canvass member views.

WhatsApp is used by the PTFA to promote events, canvass and share member views and recruit volunteers for events or activities. There are volunteers from all classes across the school and they have a vital role in sharing important PTFA messages to class WhatsApp groups (these are not owned by the school).

Usage that is not permitted

Willowbrook Primary School PTFA social media is not intended for discussing any aspect of the school other than the PTFA and its activities and inappropriate posts, including any derogatory comment, can and will be removed by the administrator and the PTFA retains the right to ban any user who continues to make inappropriate use of the group.

Photographs

The PTFA allows members to post photographs. However, it is explicitly assumed that anyone posting a photograph will own the rights to the image and will have the permission of anyone featured to do so. The PTFA accepts no responsibility regarding ownership or permissions for any photographs posted by members of the group.

Willowbrook Primary School PTFA will be mindful of posting photographs of children without permission obtained from the subject's parent/guardian/carer.

Availability of this policy

This policy is publicly available through the website of Willowbrook Primary School's PTFA pages <https://www.willowbrook.essex.sch.uk/page/?title=PTFA&pid=10> and this policy is reviewed regularly by the Committee at its Annual General Meetings.

Version dated: 28th February 2026

REPORT ENDS