

FRIS PTFA AGM Meeting**3 October 2025****9am****Infant Hall**

Attendees:	Miss Sephton	Ema M	Rachel C	Becci L
Alice K	Linda M	Michelle W	Suzie B	Hannah W
Jessica S	Charlotte W	Lydia C	Melissa S	Victoria J
Eta J	Hannah M			

Apologies:	Gill	Jenna K	Amy	Nicole S
Carla	Shelly F	Lyndsey S	Caitlin O	Netta
Daniella	Aimie C			

Welcome

MS started by welcoming everyone to the meeting. MS then gave a brief overview on what FRIS PTFA does for the school and how they have raised money over the last three years.

Chair Report

EM read her report of the FRIS PTFA 2024/25 committee. Key points were:

- Planning was easier this year as many events were planned and discussed at the start of term
- Over the three years of Chair, FRIS PTFA has made events more inclusive for pupil premium children and families that are struggling financially. This has become more possible this past year with the Pay It Forward element on ParentPay, where parents can pay for another child to attend an event.
- Last year, a bidding system was introduced to all staff FRIS. After agreeing on a n amount of money FRIS PTFA can afford to give to smaller projects ts within the school, teachers and staff could bid for items that would benefit the school as a whole. This was along side the main project agreed with MS.
- FRIS PTFA has worked at their relationship with local supermarkets who have donated stock for events. This is something EM hopes will carry on with the next committee.
- Morrison's Grant of £5,000 helped finance the Pet Paradise last year. Again EM hopes the next committee will source grants as they are extremely beneficial.
- Over the summer, the container was fitted with racking by Dan at LTC Projects Ltd. This with ensure items can be stored safely after events, while labelled boxes will be used to enable any PTFA volunteer find items they need.

- Formby Tesco is giving FRIS PTFA the chance to win £500, £1,000 or £1,500 towards the Montessori-style Nursery Kitchen Refurbishment.

EM outlined the 2024/25 PTFA events:

- Autumn Glow Disco – formally 'Halloween Disco'. After the event was renamed, feedback was possible stating that it was more inclusive, and more children attended.
- Class Fundraising – changed from Xmas4Schools. Class Fundraising gives parents more choice of products. The process was also easier to follow for teachers and parents.
- Breakfast With Santa – Nursery came to the hall to meet Santa instead of him going to them. This allowed the children to get used to the infant hall.
- Elfridges – A comments section was added to the ParentPay event allowing parents to say who their child was buying gifts for. This information was added to the label given to the children so that PTFA volunteers can help children if they are stuck. It also helped when buying the gifts as the amount of female, male and sibling gifts would be needed. Some left over stock was then sold to Friends Of Farnborough, the junior school PTFA
- Christmas Fair – previously Nursery would receive 'a fair in a box'. This year they attended the fair. Again this allowed them to get used to the hall and events when they move up to reception.
- Valentines Disco – the new committee need to look into the Yr2 disco times as feedback states that there is no time to get the children ready
- Smarties Challenge – worked well, including the dairy free alternative
- World Book Day Competition – previously an afternoon tea with a film for the year 2 pupils. The competition was free to enter and was eligible for all pupils in reception to year 2.
- Easter Fair – Incorporated a visit from the Easter Bunny using StarKidz. FRIS PTFA also purchased a suit that can be used each year to save costs.
 - Egg tombola – More promotion on egg donations could help next year.
 - Decorate the egg competition – Feedback from volunteers stated that a table for each year group would help select winners.
- Mother's Day Shop – With a high volume of volunteers, a full shop was held were children could pick their own gifts.
- Break The Rules Day – This event was passed over to FRIS and FRJS to help hit the target for the head teachers skydive. All proceeds went to Elsie's Story, a charity close to all our hearts at Farnborough.
- Summer Disco – Changed the time for year 2 so they arrive slightly earlier to allow them to have their treats before the disco like the other years.
- Father's Day Shop – Again, high volume of helpers allowed a full shop to run.

- Ice Lolly Day – Held on the day of concerts, the lollies had to be kept in the freezers for the teachers to hand out. The next committee will need to see if it is beneficial to do this in future or have the PTFA hand them out to classes.
- Year 2 Leavers Disco – Amazing event funded entirely by FRIS PTFA.
- Joint Summer Fair – FRIS PTFA was responsible for the raffle prizes, while juniors organized the rest. It was mentioned during the preparation for the fair that new equipment may be needed for future events.

EM ended her report by thanking all volunteers and the parents who aided events, for their support over her three years as FRIS PTFA Chair.

MS emphasised the importance of the enhancement the PTFA brings to school experiences, and how memories are being made even though the children are young. The experiences FRIS PTFA gives, makes a big impact on the children, staff and volunteers. MS thanked EM for chairing the past three years.

Treasurer Report

RC gave an overview of her report into the finances of FRIS PTFA:

- Overall total raised after deductions = £14,200.63
- Total income from gift shops = £5,200.44, 34% of event sales
- Total profit from gift shops = £3,457.39, 45% of event profit
- Total income from fairs (excluding summer fair) = £2,333.00, 15% of event sales.
- Total profit from fairs (excluding summer fair) = £1,800.96, 24% of event profit.
- Total income from disco = £2,525.00, 15% of event income.
- Total profit from discos = £1413.15, 16% of event profit.
- The shared profit from the joint summer fair = £1,193.60, however due to late payments from Juniors PTFA this figure will be included in 2025/26 accounts.

RC added that over the past year, FRIS PTFA has received:

- £5,000 from the Morrions Foundation Grant, for the creation of the Pet Paradise Room
- £440.91, from Asda Cashpot for Schools where parents sign up to the Asda App.
- £594.50 from Class Fundraising, increasing from £432.00 last year with Xmas4 Schools.
- Expenditure was reduced with donations from supermarkets totalling approximately £330.00. RC thanked Tesco, Asda, Morrison's, Sainsbury's and Bookers Wholesale for their support. RC added Farmfoods gave a discount on the selection boxes honouring a promotion that had ended.

- £1,173.00 donated by parents on the Pay It Forward element of ParentPay. This money kindly donated allowed:
 - 100+ Elfridges Gifts
 - 34 Breakfast with Santa places
 - 69 Christmas Fair places
 - 21 Father's Day gifts. FRIS PTFA also donated extra gifts beyond the amount generated via ParentPay, to ensure all children were included.
 - 50 Mother's Day gifts
 - 50 Easter Fair places
- £327.00 additional income generated from a pop up market stall outside the office selling left over shop gifts and sweets.

RC explained how the £8,015.00 donated by the PTFA to FRIS in 2024/25:

- £315 additional cost for last year's Nursery Shed
- £5,000 Pet Paradise Project
- £1,500 for Reception's Shed
- £500 for year 1 playground equipment
- £500 on small world toys for Nursery
- £200 for banking equipment

As previously stated, FIRS PTFA also funded £1,675.64:

- £390.12 suppling every child with a selection box (or alternative) at Christmas.
- £669.52 for the year 2 leavers disco
- £616.00 for the year 2 leavers books

RC highlighted that £810 of funds were spent on the shelving for the container, £69.99 was spent on the Easter Bunny suit and £129.99 on a new suit for Santa.

£11,081 is carried over to 2025/26 year, a portion of which will be used to host the first events of the year. RC added that the new committee may wish to arrange opening the bidding system with Miss Sephton to support smaller project throughout the year.

To end, RC thanked the committee members, volunteers and everyone who has donated for their support and time given. RC has loved being treasurer for the past three years and wishes the new committee every success.

MS added RC has shown the importance of displaying how the money raised is used. MS thanked RC for all her effort over the time she has been in infants PTFA, sourcing donations and grants too.

MS thanked B for the posters she has created over the past three years, and bringing colour to events, as well as making props.

Committee Election

MS opened the elections.

Chair – R and M nominated **Emma McCoy** and **Alice Keighley** to co-chair.

All who attended agreed to this vote.

Treasurer – N and R nominated **Linda Medway**

All who attended agreed to this vote.

Secretary - R and L nominated **Becci Laird**

All who attended, agreed to this vote

Autumn Events

B went through the events of the Autumn Term and how volunteers will be needed.

B advised all in attendance that if they wish, they will be added to the WhatsApp group for FIRS PTFA. Here they will be kept up to date with PTFA information. B added that for every PTFA event, there will be a new WhatsApp group that members will join if they wish to participate with the event (including preparation and the event itself). Once the event has ended, the event group will be shut down.

B explained that volunteers don't need to present at every event. PTFA members can also help by wrapping, preparing for events or distributing event information to parents (Class Rep). Class Reps will receive the information via the main WhatsApp Group, and will be in charge of ensuring the information is sent to all parents in their class. This helps parents keep track of events, payments and of PTFA own clothes for discos etc.

EM added that if anyone wished to be a Class Rep or even a Community Champion, they can message her directly or send an email to the PTFA address.

MS asked B for a promo poster inviting PTFA to become Class Reps and to contact EM if they are interested. B accepted and will post them into the shared GoogleDrive.

ParentKind Constitution, WhatsApp Policy & Agreement, PTFA code of conduct

MS informed everyone that these will be updated and added to the school website. Notes of meetings will also be uploaded, along with posters for events.

RC added that if any wished to be part of the WhatsApp group/s, their phone number will be visible to everyone. There are also rules including GDPR and politeness highlighted in the WhatsApp Policy and Agreement.

Pay It Forward

MS asked if there were any promo posters available for Pay It Forward. B advised these are on the GoogleDrive (*After the meeting, B ensured the posters were all square, fit for DoJo, and has uploaded them to the GoogleDrive*).

Pay It Forward was confirmed to go on ParentPay on 10 October 2025.

DBS

MS informed everyone present that if they wish to participate in any PTFA events, they will need a DBS from the school. MS advised to pick up a DBS form from the office on their way out.

EM added the importance of getting the DBS forms filled in and sent off soon, if people would like to help at Breakfast with Santa as they can take a while to come back.

MS confirmed that the check is valid for three years.

Next Meeting

MS and the committee agreed to Friday 17 October 2025 at 2:30pm.

Attendees are to sign in at the office, and wait to be shown to the staff room.

AOB

EM explained that some parents have mentioned they would like to run a PTFA Coffee Stall at drop off. This would cost a small amount to the parents, creating more funds for FRIS PTFA. MS agreed to discuss this further and could work well.

After the meeting B asked MS if FRIS PTFA could have plaques showing what the PTFA have supported over the last three years. MS agreed and said that she will source them so they are the same as the plaques currently around the school.

Meeting ended: 10:20

Notes Prepared by Becci Laird (FRIS PTFA Secretary)