

Springwood High School PTFA AGM Minutes

Wednesday 18th March 2026 5.00pm

Present: Fez Williams (Chair), Richard Thompson, Emma Norris, Geoff Martin, Rachel Curtis, Gem Blackburn, Gemma Coady, Leanne Leggett

1. Apologies

Laura Farr, Suzi Ludgater-Pimlott. Fez welcomed our new members Kimberly Bray, Emily Frusher, however they sent their apologies for this meeting.

2. To approve the minutes from 4th February 2026

The minutes were approved by the committee.

3. Matters Arising from Previous Minutes

3.1 Carried Forward - ACTION: Emma to investigate a Park Run take over for the school

3.2 Carried Forward - ACTION: Richard to reply to the parent correspondence re the rugby kit sponsorship after speaking to the PE department

3.3 Fez still has a shed to donate to the PTFA for storage, this will be ready later in the year.

3.4 The PTFA have supported the young carers by selling tickets to raffle of a giant easter egg donated by the Rotary. It was suggested that the PTFA could help fund the next rewards trip.

3.5 Springfest – Delayed invoice to be raised for 2025 Springfest £400.

3.6 Year 7 Talent Show – this idea is already being progressed within the school and is open to all year groups.

4. Financial Report

PTFA Treasurer's Report (18-03-2026) Update since previous meeting on 04-02-2026

Funds

As of 18-03-2026, PTFA funds stood as follows:

Fund	Balance brought forward from 2024-25	Year-to-date Income	Year-to-date Outgoings	Current balance
General	£7,584.76	£16,117.55	£14,609.28	£9,093.03
Kinetic	£3,200.94	£0.00	£3,200.94	£0.00
Concert	£2,382.22	£0.00	£2,382.22	£0.00
Total				£9,093.03

Notes:

- There is £721.00 cash to be paid into the bank, which will bring YTD income to £16,838.55 and balance to £9,814.03
- Kinetic and Concert funds have been zeroed out so we now have a single generic fund with no constraints on how the monies are used.

Receipts

The following income has been received since the previous report (04-02-2026):

- Music: £0.00
- Drama: £0.00
- PTFA: £1,496.07 (disco, bingo, refreshments for various events)
- **TOTAL: £1,496.07**

Note these figures include cash not yet deposited.

Expenses and Payments

The following payments have been made since the previous report (04-02-2026).

Donations:

- PHH seating matched funding: £3,000
- **TOTAL: £3,000.00**

Outgoings:

- Music: £2,275.10 (mainly Les Miserables royalties)
- Drama: £0.00
- 100 Club: £104.40
- PTFA general expenses: £781.99
- Lloyds service charges: £7.11
- **TOTAL: £3,168.60**

Known Future Outgoings

Future outgoings, expected but not yet incurred.

- Springfest: £400.00 (approved last year but not claimed)

Other Matters

4.1 Can we assume that the Springfest donation will not be claimed now?

4.2 Agree donation to King's Lynn Players.

4.3 Lloyds service charges: £0.75 for every £100 cash deposited over counter / deposit point; £0.42 for every £100 for automated cash deposit. £1.25 for every £100 cash exchanged.

4.3 Rachel and Geoff are reviewing the PTFA's financial policy.

4.5 It would be helpful to have Geoff added to the Square online account as an admin user. Currently the only person who can generate login codes is RT.

END OF REPORT

- It was agreed to split 50% of profit for selling refreshments at the recent for Kings Lynn Players production – amount to be calculated by Geoff.
- Refreshments sold at Jordans Panto – split 50% profit – payment agreed of £100.
- Easter Egg Raffle (to be drawn 23rd March) – income to be banked by PTFA and then profit to be transferred to the Young Carers via Mr Scholes. Tickets to be drawn in school and recorded. Emma to submit small lotteries return for the raffle.

5. **100 Club Draw**

The draw was taken on 58 members, with the PTFA share being £127.60.

1st Prize – Number 35 - Mrs R Howell - £52.20

2nd Prize – Number 52 - Mrs C Franks - £31.32

3rd Prize – Number 15 – Mrs J Sinkins - £20.88

6. Feedback from Previous Events

- Year 8 Valentine Disco – 6th February – the evening was well attended.
- Bingo – 6th March – numbers were down on previous events. There was some discussion on how this could be more widely advertised and possible increase of frequency. For the next event, Richard to print paper copies of the poster for Fez to advertise in local shops.
- Kings Lynn Player refreshments – provision of refreshments by the PTFA for the KLP performances worked well and the PTFA agreed that is it something they would do again in the future to support community groups using the drama theatre or PHH if asked. It was noted that accurate records need to be kept of the cost of stock for these events to accurately calculate the 50% donation of profit given.

7. Planning for Future Events

26th March - Parents v Children Quiz for Year 7 and 8 . Fez will make a prize of a sweet fountain for the winning team, with stocks in hand. A raffle will be held on the night.

24th April – Bingo – This will be run as per previous bingo events.

15th May - General Quiz Night, open to all year groups.

8. Any Other Business

8.1 - Fez suggested that children in all year groups could take part in a competition to design some art work to produce a thank you card to give businesses who donate prizes for our events. The PTFA agreed that this would give a personal touch, ACTION: Fez to talk to the Head of Art to organise this project.

8.2 – The Year 7 team have organised for 50 children to join in the GEAR in May. They already have children signed up and are running training sessions at after school clubs. A request has been made to the PTFA to fund t-shirts for the children to wear to run in. ACTION: Fez will make initial contact with school staff to take this further and report back to the PTFA.

8.3 – It was suggested that the PTFA could sell ice lollies in the interval of the fashion show. ACTION: Fez to enquire if we could use freezer space prior to the event to store these.

8.4 – Take up for the 100 club has dropped off, so it was discussed how it could be promoted more and make it easier to sign up for 2026/27.

Dates of Next Meetings -

13th May,

8th July 2026 – 100 Club drawn at fashion show on 15th July

The meeting finished at 6.30pm