

## Springwood High School PTFA AGM Minutes

Wednesday 13<sup>th</sup> May 2026 5.00pm

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

### **1. Apologies**

Laura Farr, Kimberly Bray, Emily Frusher

### **2. To approve the minutes from 18<sup>th</sup> March 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 – Emma to give Richard contact details

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

3.4 Fez has started work on the art work competition to produce a thank you card for businesses – ACTION: Fez to speak to Mr Eveson.

3.5 The carried forward item to fund designed t-shirts for pupils to wear to run the GEAR did not happen this year due to cost and timescales. But this will be pursued for next year.

### **4. Financial Report**

## PTFA Treasurer's Report (13/05/2026)

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Update since previous meeting on 18/03/2026.

## Funds

As of 13/05/2026, 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	£18,255.97	£16,029.33	£9,811.40
Kinetic	£3,200.94	£0.00	£3,200.94	£0.00
Concert	£2,382.22	£0.00	£2,382.22	£0.00
<b>Total</b>				<b>£9,811.40</b>

Notes:

- 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.

## Cashflow

Since the previous meeting on 18/03/2026.

Summary:

- Donations: £865.22
- Prizes: £104.40
- Receipts: £1,417.42
- Expenses: £450.43

Description	Amount	Balance
	<b>Starting balance</b>	<b>£9,814.03</b>
DONATION - SHS, Springfest 2025	-£400.00	£9,414.03
100 Club Prizes	-£104.40	£9,309.63
Lloyds service charge	-£4.34	£9,305.29
Square - Bingo	£139.01	£9,444.30
Banking - Giant Easter Egg Raffle	£154.00	£9,598.30
Banking - Bingo	£590.30	£10,188.60
Expenses, prizes and refreshments	-£289.49	£9,899.11
DONATION - Why Not Us Theatre Company Panto	-£100.00	£9,799.11
DONATION - King's Lynn Players (The History Boys)	-£82.47	£9,716.64
Square - Dance off + Lion the Witch and the Wardrobe refreshments	£134.01	£9,850.65
Square - Lion the Witch and the Wardrobe refreshments	£87.90	£9,938.55
DONATION - Young Carers (The Benjamin Foundation)	-£154.00	£9,784.55
Expenses, refreshments	-£156.60	£9,627.95
DONATION - King's Lynn Players (The Lion the Witch and the Wardrobe)	-£128.75	£9,499.20
Banking - Dance off (£140.00) + Lion the Witch and the Wardrobe (£172.20) refreshments	£312.20	£9,811.40
	<b>Final balance</b>	<b>£9,811.40</b>

## Known Future Outgoings

Future outgoings, expected but not yet incurred.

- None

# Other Matters

1. Rachel and Geoff are reviewing the PTFA's financial policy. Geoff needs to review the final version then we can share.
2. 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.

ACTION: Geoff to see Richard to gain access as Admin to Square Online.

## 5. **100 Club Draw**

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

1<sup>st</sup> Prize – Number 53 – E McHale - £52.20

2<sup>nd</sup> Prize – Number 10 – H Ireland - £31.32

3<sup>rd</sup> Prize – Number 20 – J Thorne - £20.88

The number of members for this draw is the same as time. Ideas were discussed to encourage uptake, and also to make the application process easier. The PTFA agreed that trying to recruit people at events in person is a good idea, the following action points were agreed.

### ACTIONS:

Emma to update forms for next school year.

Rachel to look at dates at which the draws will take place to be in line with meeting dates.

Fez to ask for dates of Year Information Evenings, and PTFA to attend.

## 6. **Feedback from Previous Events**

- Bingo – 24<sup>th</sup> April – the event was well supported, with some regulars and also new attendees.

## 7. **Planning for Future Events**

15<sup>th</sup> May – Quiz Night, open to all year groups.

12<sup>th</sup> June – Potential Bingo Night

1<sup>st</sup> July – Support for refreshments for the Trust Dance Festival

6<sup>th</sup> – 9<sup>th</sup> July – Support for refreshments for the Music Festival

15<sup>th</sup> July – support for refreshments for the Fashion Show – Fez has confirmed freezer space in the kitchen to enable us to sell ice lollies.

## 8. **Any Other Business**

8.1 - There has been a request for PTFA funding towards the Year 11 prom to provide additional sweets at the event. The PTFA discussed this request and due to the lack of specific detail of how a contribution would be spent, the committee agreed not to give a donation on this occasion. If it is specifically sweets that are required for the event, then the PTFA could donate those instead. Moving forward it was agreed that for consistency and future years the PTFA could contribute a item to the Prom, such as a banner or balloons etc. Further discussion to take place.

8.2 – Year 8 has requested Springfest donation £500, all agreed.

8.3 – Music Bingo was suggested and the PTFA did not think it was a good idea to pursue.

8.4 – ACTION: Richard DBS checks for Leanne and Gem.

8.5 – An interactive race night was suggested, this will be put in the diary for the new year.

8.6 – The PTFA would like to run a Christmas Fair again this year but with a different format – it would be straight after school, with no outside craft sellers, instead the stalls being run by students.

8.7 – A sixth form student is going to run a World Cup sweep stake within the school and has chosen the PTFA as the charity to make a donation to.

Dates of Next Meeting - 8<sup>th</sup> July 2026, and then the 100 Club draw will take place on 15<sup>th</sup> July at the fashion show.

The meeting finished at 6.30pm