

Springwood High School PTFA AGM Minutes

Wednesday 8th July 2026 5.00pm

Present: Fez Williams (Chair), Emma Norris, Geoff Martin, Rachel Curtis, Gem Blackburn, Gemma Coady, Laura Farr,

1. Apologies

Kimberly Bray, Emily Frusher, Suzi Ludgater-Pimlott, Leanne Leggett, Richard Thompson

2. To approve the minutes from 13th May 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.

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

3.7 ACTION: Richard DBS checks for Leanne and Gem, from September to add Kim and Emily.

4. Financial Report

PTFA Treasurer's Report (08/07/2026)

Update since previous meeting on 13/05/2026.

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	£19,083.63	£16,745.01	£9,923.38
Kinetic	£3,200.94	£0.00	£3,200.94	£0.00
Concert	£2,382.22	£0.00	£2,382.22	£0.00
Total				£9,923.38

Notes:

- Bank balance on date of meeting stands at £9,592.03 due to cash payments outstanding.

- 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: £35.00
- Prizes: £104.40
- Receipts: £827.66
- Expenses: £576.28

Description	Amount	Balance
Starting balance		£9,811.40
100 Club Prizes	-£104.00	£9,707.00
DONATION - Young Carers (top-up, paid too little initially)	-£35.00	£9,672.00
Expenses, refreshments	-£132.19	£9,539.81
Banking - Quiz Night refreshments	£162.30	£9,702.11
Lloyds service charges	-£6.24	£9,695.87
Square - Bingo	£243.16	£9,939.03
Expenses, Bingo prizes and refreshments	-£381.44	£9,557.59
Lloyds service charges	-£6.42	£9,551.17
Square - Quiz night	£32.42	£9,583.59
Expenses, Quiz night prizes and refreshments	-£49.99	£9,533.60
Square - music festival	£58.43	£9,592.03
Banking - Bingo	£180.05	£9,772.08
Banking - Quiz Night refreshments	£151.30	£9,923.38
Final balance		£9,923.38

Known Future Outgoings

Future outgoings, expected but not yet incurred.

- £150 accountant fee for annual audit (Hayhow). This will fall into next year's accounts.

Other Matters

1. We expect additional income this term from the music festival and the fashion show.
2. RC and GM are reviewing the PTFA's financial policy. GM still needs to review the final version then we can share. Blocked with GM - sorry.
3. Planning to switch Square to use GM's phone number to allow setup of online payments for 100 club. Need RT assistance.

5. 100 Club Draw

Due to the end of term dates the draw took place The draw was taken on 58 members, with the PTFA share being £127.60.

1st Prize – Number 36 – P Bumstead - £52.20

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

3rd Prize – Number 42 – J Butcher - £20.88

The number of members for this draw is the same as last time. Ideas were discussed to encourage uptake, and also to make the application process easier. The current year membership has now expired, Emma will contact current members to let them know that their membership has ended and within the email will attach information to re-join for 2026/27. For GDPR regulations the data of all members will then be deleted. For new year membership 26/27 payment can be made by bank transfer and in addition cash and card payments will be accepted at PTFA events. The committee hopes that an easier and instant sign up process may encourage more people will sign up.

ACTION: Geoff and Emma will investigate using a QR code, to access membership information.

6. Feedback from Previous Events

The recent bingo and quiz nights were well attended, although the bingo was slightly lower on numbers than previous ones.

7. Planning for Future Events

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

Gemma C's husband has offered to operate an open air cinema. The committee would like to run with this idea, Mr Cuss has been approached with the idea who suggested this may be better advertised to the younger years, however the PTFA feel that it should be open to all year groups. ACTION: Fez to follow this up with Richard and suggest a potential date 18th September. Licence to show films needs to be checked also. Consideration needs to be given to a 'wet weather' plan in case of rain.

Discussion took place regarding general advertising of events. A leaflet drop was thought to be a good idea. However, it was acknowledged that obtaining engagement with parents and students at a high school is difficult, with the scenario being different than in a primary school. The committee feel that they put on great events, such as the bingo and quiz nights, but the message needs to be spread to get people to attend. The committee feel that this is a challenge and we need to be open to new ideas of advertising.

ACTION: Suggestions to take forward - advertise events by sending info to the students SHS email addresses as well as the Bromcom communications to parents. Work with student council members to promote events. Attend assemblies to speak to children directly. Fez to speak to Richard regarding these ideas.

It was suggested to host a music festival and run by the PTFA, however it was agreed that this would be a large undertaking, but something to potentially look at.

8. *Any Other Business*

Mr Norman has the opportunity to turn concert band into a full orchestra band and to form the first ever junior orchestra. He is requesting £400 - £450 to purchase additional instruments in order to do this. Support for this was unanimously agreed by the committee to support.

Staff who run the D of E are looking to increase the number of students they are able to take. They have made a request to purchase some additional items of equipment that can be used by students who are unable to source supplies for themselves. The committee unanimously agreed to support this and donate £650.

The meeting finished at 6.10pm