

Springwood High School PTFA AGM Minutes

Wednesday 9th September 2026 5.30pm

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

1. *Apologies*

Kimberly Bray, Emily Frusher, Suzi Ludgater-Pimlott, Richard Thompson, Kelly Codling

2. *To approve the minutes from 8th July 2026*

The minutes were approved by the committee.

3. *Matters Arising from Previous Minutes*

3.1 Carried Forward - ACTION: Emma to investigate a joint event with the PE department as a fundraiser

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 Idea to hold a competition to produce a thank you card for businesses who donate prizes/sponsor the PTFA – 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 (2026) due to cost and timescales. But this will be pursued for next year and there has been a suggestion that these t-shirts could also be used for the Run at Sandringham. ACTION: Fez to take this up with Year 8 office.

3.6 ACTION: Fez to speak to Barbara to organise DBS checks for Leanne and Gem, from September to add Kim and Emily.

3.7 Open Air Cinema - 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.

3.8 There was some discussion around effective event advertising. Suggestions to take forward - advertise events by sending info direct 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. ACTION: Fez to speak to Richard regarding these ideas.

4. Financial Report



Year ended 31 July 2026
Financial year 1 August 2025 to 31 July 2026
Prepared 9 September 2026

Springwood High School PTFA

Annual Financial Summary

TOTAL INCOME	TOTAL EXPENDITURE	NET MOVEMENT IN FUNDS
£19,745	£22,455	–£2,709

Income by category

Show ticket sales (Concert, Kinetic)	9,454.16
General fundraising	8,276.01
100 Club subscriptions	1,708.00
Christmas Fair	307.00
Total income	19,745.17

Expenditure by category

CIL matched funding — school seating	13,000.00
Show production costs	4,750.98
Event running costs and tuck shop supplies	2,823.17
Other donations given	900.22
100 Club prizes	617.40
Administration and bank charges	362.79
Total expenditure	22,454.56

Movement by fund

FUND	BALANCE 1 AUG 2025	INCOME	EXPENDITURE	BALANCE 31 JUL 2026
General Funds	7,584.76	19,745.17	16,871.40	10,458.53
Kinetic Fund	3,200.94	—	3,200.94	0.00
Concert Fund	2,382.22	—	2,382.22	0.00
Total funds	13,167.92	19,745.17	22,454.56	10,458.53

The Kinetic and Concert Funds were fully closed out during the year, with their balances applied in full to the donations made. All figures are stated in pounds sterling.

Springwood High School PTFA · UK Charity Number: 283218 Registered small society lottery, BCKLWN

4.1 The request for a donation to the Duke of Edinburgh group, this has been agreed and there has been publicity, but not request for the money from the PTFA. ACTION: Fez to speak to Richard.

4.2 Fez has been approached to ask if the PTFA could help with white lining the netball courts. The PTFA are happy to look into this. ACTION: Emma to speak to a family member who may be able to help with this. Money could also be raised in conjunction with the PE department.

5. 100 Club

5.1 Thanks to Geoff for creating the QR code for the online application process, this works really well. It was disappointing however, that although it was included in the presentation at each recent year groups parent information evening, with the QR on display, take up is still low. At the time of the meeting, 20 applications for 26/27 have been received so far.

5.2 Other avenues of advertising will be pursued, social media, feeder schools were suggested. ACTION: Everyone to look out for opportunities to promote this and Emma to progress any leads.

5.3 The details of members of the 100 Club for 2025/26 will be deleted in line with the sign up terms and conditions.

5.4 It was agreed that the square percentage transaction fee for 100 Club applications will not be passed on to members when signing up. It will be taken off as a cost at the end of the year to report the true profit.

6. Feedback from Previous Events

Nothing to feedback at this meeting.

7. Planning for Future Events

The PTFA feel that the recent parent information evenings were a missed opportunity to promote the PTFA. It is felt that there is a need for a recruitment drive especially with parents of the younger years. ACTION: Emma will look at advertising, again social media and potentially feeder schools.

16th October – Potential Year 8 Halloween Disco date to raise funds for Springfest.

ACTION: Fez to check availability and date with Monica and Head of Year. Suggest best dressed – 1st, 2nd and 3rd prize.

21st October – Year 7 Halloween Disco, best dressed – 1st, 2nd and 3rd prize – time to be confirmed. ACTION: Fez to check details.

22nd October – suggested Halloween bingo night with themed prizes, decorations, music and bingo calls. Trick or Treat Raffle. ACTION: Fez to check details and availability.

ACTION: PTFA members to make up a small Halloween themed hamper to add to the prizes.

27th November – Christmas Bingo – Christmas themed prizes, decorations, music and bingo calls. ACTION: Fez to check details and availability.

Christmas Fair - It has been suggested in previous meetings that this year it would be more student focussed, however, the PTFA are struggling to see how this would be profitable. Many ideas were considered with configurations as to how the Fair could be run to attract more footfall. The PTFA were disheartened at the turn out and support of the community last year and only £500 was made last year. A decision needs to be made soon as to whether we go ahead with this and how it will run. Laura has already had

enquiries from stall holders. ACTION: PTFA - Start a chat on the group to discuss and a final decision needs to be made for comms to go out by the end of September.

If we do not hold a Christmas Fair, it was suggested that we could still run a Christmas Raffle with tickets being sold at events running up to Christmas. A film night in the PHH was also suggested.

Further suggestions for fundraising

Fez suggested asking year groups to donate coins in jars, to help raise funds. There was some discussion as to whether this would be profitable.

8. Any Other Business

None

Dates of Next Meetings

14th October 2026 – AGM – to be advertised on 22nd September

9th December 2026

3rd February 2027

17th March

19th May

14th July