Kingsbrook View Primary Academy

Parent, Teacher & Friend Association

ANNUAL GENERAL MEETING

Minutes

Date	Monday, 21 September 2026
Time & Place	7:00pm – 8:00pm Via Teams
Attendees	Sharon Coleman (Chair) Melissa Byfield (Secretary) Dipa Patel, Natalie Holmes, Becky Ibbotson, Rebecca Horner, Mel O'Donnell, Louise, Jon Turner
Apologies	Shakira (Treasurer) - has resigned in July 2026

Item	Agenda Item – listed as per the agenda	Lead
1	**Welcome from the Chair** Intro from members The PTFA's purpose is to improve the academy for pupils, direct fundraising towards learning and enrichment, engage parents and carers, and support the school community. The 2025–26 financial year ran from September to August – see slide for list of events.	SC
2	**Apologies and Quoracy** Shakira (Treasurer) - has resigned in July 2026 Polly Mrs Lindsey	SC
3	**Minutes & Actions from the last meeting** Minutes for AGM held in July 2025 Approved	SC
4	**Matters arising/outstanding business** Funding requests – covered in slides.	SC
5	**Chairs review - September 2025 – August 2026** • See slides	SC

6	**Treasurers report - September 2025 – August 2026** Treasurers report: Contributions (after expenses) • See slides • For the financial year 1/9/25-31/8/26, £xx,xxx has been raised before expenses. With purchases and contributions totalling £xx,xxx • The chair presented the financial summary for the year, highlighting how PTFA funds were allocated to directly benefit the children and the school environment. • It was confirmed that the group **always retains a £1,000 float** to ensure operating stability and allow for initial outlay on upcoming events and activities. **Forecasting and Funding Requests** Expected Funding Requests: See slides	SC
7	**Election of committee members** **Shakira Walsh – Treasurer resigned in July 2026** **Sharon Coleman current Chair resigning September 2026.** Committee will be for year 2025/2026: 1. Chair – Melissa B Proposed: Sharon C Seconded: Becky I 2. Treasurer – Mel O Proposed: Sharon C Seconded: Becky I 3. Secretary – Louise Proposed: Sharon C Seconded: Becky I Key teacher contacts for 2026/27: Mrs Ibbotson, Mrs Lindsay, Mrs Gibbons Role responsibilities: **Chair:** Lead the committee, act as a trustee, ensure funds are used appropriately, liaise with the school on priorities, coordinate major events and support the PTFA's overall operation. **Treasurer:** Manage finances, banking, financial records and cash flow, bank-account access and annual charity returns. **Secretary:** Take minutes, manage communications, support emails and social media, and handle general administration.	SC

	The committee confirmed that there are sufficient members to continue operating the registered charity. Handover: • A soft handover will take place. Sharon will support the new committee with platform access, passwords, processes, documentation and general PTFA knowledge. • A committee WhatsApp group will be established for Melissa, Mel, Louise and other relevant members. • Charity trustee records must be updated. Metro Bank account names and access arrangements must also be amended; Sharon has obtained the required paperwork and will progress this with the new trustees. The existing constitution remains valid and does not require annual renewal.	
8	**Headline plans for 2026/27 including AOB** • See slide	SC
9	**Future planning (projects and use of funds):** • The committee discussed saving for a larger long-term project. • Jon proposed that the school might eventually acquire a minibus to reduce swimming and educational-visit transport costs, potentially sharing it with other academies. Insurance, maintenance and running costs would need to be assessed. This remains an idea for further discussion, not an agreed project. • The portable classroom is fully equipped and currently used as a classroom, so no immediate funding is required. The committee may explore using it for PTFA activities such as Mother's Day and Father's Day shops and other small events. • The choir will perform at the Christmas Fair and have a collection bucket to raise funds towards a future production.	
10	**Thanks** The school and committee thanked Sharon for her leadership, fundraising and commitment, including her support for coaches, enrichment activities, the Planetarium, Colour Run and school productions. Sharon's family were also thanked for their support at events. The committee welcomed the incoming team.	
11	**Next Meeting Date** Next open meeting – October/November 2026 to plan Christmas Fayre running order/volunteers	