Parents, Teachers & Friends Association (PTFA)

1st Annual General Meeting (AGM)
Date: Friday, 10th October 2025
Time: 9:00 AM – 10:00 AM
Venue: New Valley Primary School (IT Room)

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1. Introduction

This year has been another busy and rewarding one for the PTFA.
We have continued to strengthen the partnership between the school and families, fostering a supportive and inclusive community for all.

The meeting opened at **9:00 AM**.
A short introduction of the PTFA team members was held, highlighting their roles and contributions.

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2. Acknowledgements and Thanks

The meeting began with expressions of gratitude:

- A big thank you to Mr **Pete** and the school staff for their ongoing support and collaboration throughout the year.
- Appreciation to all committee members for their dedication, commitment, and many hours of hard work.
- Heartfelt thanks to all our volunteers who have supported the PTFA in any capacity—large or small. Every contribution is truly valued, and without this collective effort, it would not be possible to run our events successfully.

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3. Highlights of the Year

One of the core purposes of the PTFA is to bring together parents, carers, teachers, and friends to build a stronger partnership between home and school, contributing to a happy and welcoming school community.

Key Achievements:

- Our proudest accomplishment remains the **"Pay It Forward"** initiative, which ensures no child is left out of participating in school events due to financial barriers.

- The PTFA successfully organized several memorable events throughout the year, including:
    - Three Secret Gift Rooms
    - Two Cake Sales
    - Spring Disco (special thanks to **Miss Dubben**)
    - Mufti Day
    - Crazy Hair Day
    - Several Coffee Mornings
    - Refreshment stalls at various school events
    - Children's Christmas Card Designs project
    - The **Summer Fair**, which was the highlight of the year and a great success for both children and families.

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4. Challenges Faced

Volunteer Engagement:
While we continue to have many supportive parents, it remains difficult to recruit enough helpers to share the workload and commit to assisting at events.
This shortage had a significant impact, as we were unable to run the Christmas Fair last year due to insufficient volunteers.
Coffee mornings and informal gatherings were recognized as valuable opportunities to attract new helpers and spread awareness about the PTFA.

Communication:
Communication continues to be an area for improvement. It was agreed that we must explore stronger and wider channels beyond WhatsApp groups to ensure all parents are informed and engaged.

Fundraising Pressures:
With the rising cost of living, several events—such as Mufti Day and Crazy Hair Day—did not raise as much as in previous years.
The PTFA agreed to focus on creative, low-cost, and community-centered events moving forward.

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5. Fundraising Achievements 2024/25

As a registered charity, one of our key aims is to raise funds that enhance, enrich, and improve our children's educational experiences.

This year, PTFA funds supported:

- Sponsoring **New Valley's Book Week**

- Purchase of **four brand new gazebos**
- **Costumes** for the Key Stage 1 Nativity
- **Costumes and scripts** for the Year 6 production
- Covering costs for the **Gardening Club**
- Funding **50% of the Year 6 leavers' hoodies** (the school covered the remaining half)

The **match funding initiative** also proved successful again this year, with several parents securing matched donations through their employers.

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6. Looking Ahead – Commitments for 2025/26

Working closely with Pete and the school, the PTFA has committed to supporting the following initiatives for the upcoming school year:

- Sponsor **Book Week** again for 2025/26
- Continue to cover **50% of the Year 6 leavers' hoodies**
- Fund **two ad hoc workshops** during the year (e.g., science or music)
- Contribute towards an **activity (possibly swimming)** during the Carroty Wood Year 6 residential trip, and support families where cost may be a barrier
- Fund a **12-month licence for a mentoring programme** for the school
- Fund a **12-month licence for a homework programme**
- Continue funding the **Gardening Club**
- Pledge **£4,000 over the next two years** to improve the lunchtime play experience for all children

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7. Discussion Points from AGM

During the meeting, members discussed:

- Improving **volunteer recruitment** through flyers, QR codes, and the school website.
- Promoting the **fun side of PTFA** on social media to attract new members.
- Organizing **coffee mornings for reception parents** and involving **Year 6 students** in writing PTFA blogs.
- Finding new ways to handle payments (e.g., **QR codes or SumUp app**) to avoid cash-handling challenges.
- Improving **Gift Room logistics** to address parents' concerns about paying for donated items.
- Planning more **parent-centered and social events** to strengthen the PTFA community.
- Encouraging **dads and community members** with fundraising experience to participate.
- **PTFA to help apply for grants for pastoral care** to support student wellbeing and emotional development initiatives.

8. New Committee Announcement

It was announced that **Molly and Lisa** will be stepping down as PTFA Co-Chairs.
They expressed heartfelt gratitude, stating:

"It has been a real pleasure to work with such a dedicated and supportive group of parents, carers, staff, and students, and we're proud of all that we've achieved together."

The committee welcomed **Baanu and Diana**, who will be taking on the role of **Co-Chairs** going forward.
Everyone expressed confidence that the PTFA will continue to thrive under their leadership.

PTFA Committee 2025/26

Co-Chairs: Baanu & Diana
Treasurer: Nicola
Secretary: Hadiqa
Executive Committee Member: Lisa
Communications & Social Media Officer: Cheryl

Class Representatives

Year Group	Representative
Reception	Hadiqa
Year 1	Jai
Year 2	Victoria
Year 3	Chloe
Year 4	Lidia
Year 5	Alicia
Year 6	Remy

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9. Closing

The Chair thanked all attendees for their time, input, and continued support.
The meeting concluded at **10:00 AM**.

Minutes prepared by: Hadiqa
Date: 10th October 2025