

**Martlesham Primary Academy**  
**PTFA Annual General Meeting**

**AGENDA**

Thursday 23rd January 2025



Those present:

Agenda Items	
1. Chair's report (Copy attached)	
2. Treasurer's report (Copy attached)	
3. Appointment of Independent Examiner for accounts for the Year ending 31/12/2023	
4. Election of committee	Chair Vice chair Treasurer Secretary  Other committee members:
5. Any other business	
6. Next meeting date	

## **Chairs Report**

**Martlesham Primary Academy PTFA**

**Annual General Meeting – Thursday 23<sup>rd</sup> January 2025**

In the year 2023, despite the committee being down to just three members, we have kept the Martlesham Primary Academy PTFA going.

We have managed to fund raise at seven 'in house' events. We still have to receive funds from our newest fund-raising project, which was the Christmas Card/Ornament design. This was participated in by many before Christmas, proving popular with most year groups in the school.

The PTFA have helped the school with the following in the past year –

- Donation of £100 for each year group towards school trips.
- Donation of £10 per pupil, towards the Year Six Leavers Hoodies.
- Holding Mothers Day / Fathers Day / Special Person sales in March and June.
- Providing refreshments at events.
- Hosting a Christmas Disco for all pupils.
- Giving all pupils a Christmas Selection Box on the last day of term.

Parents and children alike are very appreciative of the work that the PTFA do. We are lucky, as such a small team, that we have the back up of our event volunteers and support of school staff.

It is not easy being a team of just three and we hope in 2025 perhaps more regular members can be recruited to our group.

Due to increasing commitments and workloads we have decided, going forward, that regular PTFA meetings will be held via Zoom Meetings in the evening time. We will happily share dates and details should anyone be interested in joining us. Maybe this will be a more feasible way forward in our busy lives and easier, should more working parents wish to join us.

Finally, I would like to thank Alicia Charles, Sarah Oliver, Emma Churchman and Nina / Sarah in the office, for all of the help and support that they have given me again over the past year.

**Jo Garrod-Spall**

**Chair of Martlesham Primary Academy PTFA**

## Martlesham Primary Academy PTFA AGM EVENTS SUMMARY JAN 2025

### Mother Day Gift Sale

Income	£	145.00
Expenses	£	98.70
<b>Profit</b>	<b>£</b>	<b>46.30</b>

### Fathers Day Gift Sale

Income	£	185.15
Expenses	£	67.90
<b>Profit</b>	<b>£</b>	<b>117.25</b>

Total income from events 2023  
£ 1,297.25

Total expenditure from events 2023  
£ 432.09

### Sports Day Cake Stall

Income	£	103.50
Expenses	-	
<b>Profit</b>	<b>£</b>	<b>103.50</b>

**TOTAL PROFITS FROM EVENTS IN  
THE YEAR 2023**  
**£ 865.16**

### Poetry Slam Cake Stall

Income	£	62.10
Expenses	£	62.42
<b>Profit</b>	<b>-£</b>	<b>0.32</b>

### Christmas Disco

Income	£	516.50
Expenses	£	203.07
<b>Profit</b>	<b>£</b>	<b>313.43</b>

### Christmas Hamper

Income	£	285.00
Expenses	£	-
<b>Profit</b>	<b>£</b>	<b>285.00</b>

## **Treasurers Report**

**Martlesham Primary Academy PTFA**

**Annual General Meeting – Thursday 23<sup>rd</sup> January 2025**

In the 2024 financial year, unfortunately, we have not seen the profit as in previous years. This is mainly due to not being able to hold our annual Summer Fair. This was down to the building works and sadly there was no way around this.

We have continued to support the school with the donations towards school trips, supplying £100 per year group towards these costs. We have also supported the purchase of the year six leavers hoodies by again supplying ten pound per student donation.

Going forward I propose donations for school trips and leavers hoodies will be an annual payment. We must bear in mind that next year (2026) the hoodies donation will be substantially higher due to the class six size. I hope that, in 2025, we will once again hold our Summer Fair for that bulk income.

We currently have been able to maintain a good bank balance which stood at £3703.17 at the 31<sup>st</sup> December 2024.

**Jo Garrod- Spall**

**Treasurer**

**Martlesham Primary Academy PTFA**