

Addendum to PTFA Committee Minutes

Subject: Funding discussion held between meetings via WhatsApp

Period of discussion: 21 January 2026 – 2 February 2026

Matter discussed: Request for PTFA funding relating to a school lawnmower and associated constitutional considerations.

Between scheduled committee meetings, members of the PTFA committee held a discussion via the Committee WhatsApp group regarding a request from the school for PTFA funding support in relation to the purchase of a lawnmower.

Background

The committee received additional context from the school explaining that the school's main oven had recently failed and would require replacement at a cost of approximately £8,000. This would significantly reduce the school's capital budget for the year. It was noted that if the lawnmower could not be funded through PTFA support, the cost would need to be met from the school's core budget, which supports teaching and learning.

Committee members acknowledged the financial pressures faced by the school and recognised that the purchase of a lawnmower had been identified as necessary.

Discussion

Committee members discussed whether funding a lawnmower would fall within the charitable purposes of the PTFA under the current 1992 constitution.

In particular, the Committee considered Clause 2(c), which refers to providing or assisting in the provision of facilities for education at the school "not normally provided by the Local Education Authority." Some members expressed concern that a lawnmower could be interpreted as an operational or maintenance item that would ordinarily fall outside the PTFA's usual remit.

Members also discussed whether funding such an item could be difficult to justify to PTFA members if challenged, and whether doing so might affect future goodwill or support for PTFA fundraising.

External guidance

The Chair contacted Parentkind for guidance. Parentkind advised as follows:

- The decision ultimately rests with the PTFA committee acting as trustees;

- Seeking wider views from members by poll would be permissible but is not required; and
- The PTFA's current constitution appears outdated and may not reflect current practice.

It was confirmed that the 1992 constitution remains the governing document currently in force, despite previous assumptions that the Parentkind model constitution had already been adopted.

Committee position

Committee members expressed general support for assisting the school financially where appropriate. However, due to the uncertainty regarding whether direct funding of a lawnmower would sit comfortably within the current constitution, members discussed alternative ways in which the PTFA could support the school within its charitable remit.

The committee noted that funding two new smart boards/classroom items requested by the school would directly support teaching and learning and therefore clearly align with the PTFA's purpose of advancing the education of pupils.

Resolution

Following discussion, the committee agreed the following:

- The PTFA will not fund the purchase of the lawnmower, due to uncertainty regarding whether this falls within the scope of the current 1992 constitution.
- The PTFA will fund the purchase of two smart boards/classroom items requested by the school, as these clearly support teaching and learning and fall within the PTFA's charitable purpose.

Actions agreed

- Georgia to contact the school to request that an invoice or formal funding request for the smart boards be submitted for PTFA approval and payment.
- The committee to review the PTFA constitution and consider whether to adopt the Parentkind model constitution at a future AGM or via an EGM.

Governance considerations

During the discussion, the committee also identified several limitations within the current 1992 constitution, including:

- the requirement for five committee members to form a quorum, despite the committee currently having four members;

- the absence of provisions covering virtual meetings;
- the absence of provisions for written resolutions or decisions made between meetings.

Members agreed that these issues should be reviewed as part of a wider discussion regarding updating the PTFA constitution.

Agenda item added

Further discussion regarding whether to call an Extraordinary General Meeting (EGM), or instead address the constitution at the next Annual General Meeting (AGM), was added to the agenda for the next PTFA committee meeting scheduled for 11 March 2026.

Record of decision

The committee agreed that this WhatsApp discussion and the resolutions reached should be formally recorded in the minutes as an addendum to ensure a clear and transparent record of trustee decision-making between meetings.

PTFA Meeting Minutes

Location: The Cannon Inn

Date: 21st January 2026 8pm

Attendees:

Georgia Trengove – Chair
Henry Odbert – Deputy Chair
Ant Tribble – Treasurer
Kelly Rogers – Secretary

Discussion	Action/ Owner
<p>1. Review of previous Committee Meeting minutes</p> <p>The minutes were approved by all Committee members.</p>	<p>N/A</p>
<p>2. Review of Action Tracker</p> <p>Action Tracker was reviewed and updated, with many tasks now closed.</p> <p>New actions from this meeting to be added to Action Tracker.</p>	<p>KR</p>
<p>3. Chair's Report</p> <p>Accepted as read.</p> <p>Key points pulled out for discussion were as follows:</p> <ul style="list-style-type: none">– STEM classroom – it has not been possible to move this forward as we need a meeting and further clarification with Mr Pope. All agreed that this needs to take place before any further developments can be made – Georgia confirmed she has emailed several times but had no response. She will chase again.– Kelly raised the idea of having an event-specific committee meeting prior to big events (Christmas Fair, Summer Fete, Colour Runs) to agree 'middle management' roles and	<p>Action GT (done)</p> <p>Action – Agree which next event this</p>

responsibilities. The idea being that each committee member would take responsibility for a particular area of the event, to lighten the load for Georgia, ensure everyone knows who is doing what, and provide clear reporting lines for any sub-teams for set-up and event itself.

Committee agreed this would be a good idea and we will adopt this approach for the next large event – possibly Easter?

– **Christmas Fair:**

Add a field to the Grotto booking form for people to tell us if there's a reason why an age-matched book isn't appropriate (encourage people only to use this if there's a specific SEND need for an alternative gift).

We discussed the idea of selling crafts made by children, which has come from another school. All agreed it's not a manageable idea without significant school support.

All agreed next year's Christmas fete should be shorter or include another 'event' (like the choir) to encourage people to stay – exact length to be discussed when planning commences.

All agreed Elfridges was bigger and better and worked well. Repeat next year.

Luxury hamper was a success again – but noted we will need new volunteers to source the items next year as current 'Fairies' are Y6 parents.

Two volunteer slots would have been more manageable than three. Action for next year.

Bringing back Y7s and using current Y6 as volunteers worked well. Repeat for next year.

Suggestion to move the timings of the Christmas Fair so that the grotto looks its best – i.e., at twilight. Potential for increased risk due to low light? To be discussed further when planning commences.

'Thank you' gifts for Santa, AI F etc needed on the day rather than buying and delivering them after.

– **Book Fair**

Kelly updated the Committee on planning for Book Fair and confirmed we have Mr Churchill's support in overseeing the

would be helpful for and book in meeting – KR/GT

Action – add to EBIs, if not already – GT

Action – add to future agenda for planning – GT

Action – GT

<p>story competition. Much of the event will be as per last year, however we have twice as many books due to the success of last year.</p> <p>We cannot accept WBD vouchers towards book purchases this year. This was a Scholastic error last year. Agree we need to communicate this prior to the Book Fair, so people don't wait for their voucher before shopping.</p> <p>We also have the fair running in the week of World Book Day (2–6 March), so we would like to capitalise on this by offering tea/coffee/cake on WBD itself (Thurs 5th). All agreed this is a good idea and may help drive extra footfall. Needs planning and extra volunteers.</p> <p>Georgia suggested the idea of a 'costume swap' throughout the week, so parents/kids can come and take a costume/leave unwanted costumes. There would be no charge for this, it's purely to help parents and drive footfall to the hall during the Book Fair. Possibility of Jasmine/Kirby helping with costume collections via the uniform shop.</p> <p>GT reminded KR to ensure there is a QR code for the order form on the wish list.</p> <p>Need to replace Book Fair Fairies for next year as current volunteers are Y6 Parents. Kelly suggested Amy Sweet may be willing – need to speak to her.</p> <p>Kelly confirmed with Ant that a float will be needed for the Book Fair and will request it nearer the time.</p> <p>– New fundraising idea discussed – Sally's School Cookbook! Recipes for some of the favourite school dinners for parents/kids to recreate at home!</p>	<p>Action KR</p> <p>Action GT/KR</p> <p>Action GT – speak to Jasmine (done since meeting)</p> <p>Action KR</p> <p>Action KR</p> <p>Action KR</p> <p>Action – HO (as his idea)</p>
<p>4. Treasurer's Report</p> <p>Ant provided a verbal update of financials, confirming that the account is in a healthy position. Full report to be added to minutes.</p> <p>Georgia confirmed that we secured second place (£1000) from</p>	<p>Action: AT</p>

<p>the Waitrose Green Tokens scheme and await a cheque presentation.</p> <p>Georgia shared that in previous years, we have pledged £150 each to the Y6 Play Leaders and Sports Leaders, but believes this was overlooked last year. All agreed it was a good idea, and we would like to support this again. Mrs Winkler to oversee.</p>	<p>Action – speak to Mrs Winkler – KR (done)</p>
<p>5. STEM Classroom No further discussion was needed as we'd covered it in agenda item 3.</p>	<p>N/A</p>
<p>6. SEND provision at events</p> <p>All agreed this is an ongoing point for us to be aware of and continuously consider when planning events.</p>	<p>N/A</p>
<p>7. Outstanding funding requests</p> <p>None outstanding – all agreed the new worksheet is proving to be a good way of managing approvals.</p>	<p>N/A</p>
<p>AOB</p> <p>Georgia shared that she has told Kirby and Jasmine the Committee's decision re the shed replacement – i.e., we are not comfortable to fund a brand-new shed.</p> <p>Plans will commence to re-site the shed onto a better base as an interim measure. This should prevent flooding and protect the stock.</p> <p>Kelly shared that Mr Morison didn't come back with any specifics on the request for a flagpole before he left. Ant has agreed to do some research on the kind of pole required; Kelly will find out the size of the Eco Schools flag we already have.</p>	<p>Action – AT/HO</p> <p>Action – AT/KR</p>