

Parent Teacher & Friends Association

Registered charity: **1026263**

17th July 2026

Dear Parents and Carers

Annual General Meeting (AGM)

Thank you very much for supporting our PTFA events during the last academic year. We are pleased to confirm the date of this year's Annual General Meeting is:

Monday 28th September 2026 at 5:30pm

We look forward to welcoming you to the meeting, which will be held in the Junior School Hall. Please enter the school via the main office.

Our agenda will be as follows:

1. Welcome
2. Apologies for absence
3. Minutes of previous AGM to be agreed and matters arising
4. Chair's Report for 2025/26
5. Treasurer's Report: presentation and agreement of accounts for 2025/26
6. Head Teachers request for purchase of items from PTFA funds
7. Election of committee members for forthcoming year
8. Proposed constitution
9. Forthcoming events for the 2026/27 year
10. Any other business

A little more information about the PTFA:

We are a friendly community of parents, carers, friends and teachers who aim to raise lots of money for the benefit of pupils of Kings Furlong Junior School. Our current goal is to continue raising funds to redesign and makeover the playground. We hope your children have already made use of and enjoyed the areas that have already been introduced. The funding has been put to good use this past year with events including the Summer Fair, a chicken visit and Elfridges to name a few.

PTFA Position Available

The position of 'Secretary' has become available due to our current Secretary leaving the school. Their voluntary role currently includes:

- Taking minutes at meetings, recording attendance and action points.
- Circulating minutes from meetings.
- Preparing letters for events that take place to send to School.
- Keeping accurate records.
- Manages communication between the committee, school, volunteers, and school community.

If you are organised, efficient, helpful, motivated, calm, friendly, approachable, and a good team player, please get in touch with us and come along to the AGM Meeting.

How else can parents/ carers help?

Whilst your child attends the school you are automatically a member of the PTFA. Don't worry though, you can give as much or little time as you can or would like to. There are a variety of events and help is always needed such as:

- Time to call businesses to gain prizes for our raffles.
- Shopping for discos, Freeze Fridays and Elfridges.
- Helping at our events such as Christmas Carol Concerts, Elfridges, Cupcake Competitions and Summer Fair.

We are always available to answer any questions you have, please just email us or visit KFJS website <https://www.kingsfurlong.net/ptfa-1>

Attached overleaf are Meeting Minutes from the AGM Meeting last year for your information.

We look forward to seeing you on **Monday 28th September.**

Kind Regards,
Kings Furlong Junior School PTFA
PTFA@kingsfurlong-jun.hants.sch.uk

Kings Furlong Junior School Parent Teacher Association (PTFA)
Minutes of ANNUAL GENERAL MEETING (AGM) held in the Junior School Hall on
Monday 15th September 2025 @ 5:30pm

Staff Members Present:

Amanda Westaway (Head teacher)

PTFA Committee Present:

Beth Butler (Chair), Colette Birch (Treasurer), Tasha Arnott (Secretary)

Non-Committee PTFA Members Present:

LT
AP
BS
IK

Apologies for Absence:

KF

Meeting Opened

The meeting was opened at 5:30pm with the above persons present.

1. Welcome & Chair's Report 2024/25

Welcome to our meeting. This is the AGM where we discuss what has happened during the year and the current PTFA members agree to remain in their positions or these are opened up to attendees to continue the fundraising into 2025/26.

Beth: Chair for the past year
Colette: Treasurer for the past year
Tasha: Secretary for the past year
Taryn: Our newly appointed Marketing Lead

Good evening everyone,

I'm delighted to welcome you to the Kings Furlong Junior School PTFA Annual General Meeting. As Chair of the PTFA, I'm pleased to present this report summarising our work and achievements over the past academic year.

A Year of Energy, Teamwork and Fun

This year has been full of energy, creativity, and community spirit. The PTFA has worked hard to support the school — not just through fundraising, but by helping to create special memories and meaningful experiences for our children and families.

Events and Fundraising Highlights

We've been proud to organise and deliver a wide range of events this year, including:

- Three School Discos – Always a hit with the pupils, and a fun, safe space for them to enjoy music and dancing with friends.
- Break the Rules Day – A cheeky and much-loved fundraiser that got everyone talking!
- Elfridges – Our festive pop-up shop where children were able to choose already wrapped gifts to surprise their loved ones with.
- Breakfast Run – A much-loved event that brings the school children together for a fun run, followed by enjoying breakfast together in class.
- Christmas Concert & Craft Event – A new addition for 2024. While the idea was well received, it wasn't executed as well as we had hoped this year. We are already looking at adjustments to ensure it becomes a highlight of the 2025 festive season.
- Summer Fair – One of our biggest events, drawing together families, staff and the wider community for a day full of games, food, and fun.

Across these events, our most profitable fundraisers were the Breakfast Run and the Summer Fair, both of which were very well attended and generated fantastic support.

Altogether, these efforts helped us to raise £5,742.16 in profits over the year. We are so grateful to everyone who contributed their time, money, or resources to support our events.

Where the Money Went

Thanks to the generosity of our school community, the funds we raised helped to provide:

- Pantomime tickets for the whole school at Christmas time – a wonderful experience that brought joy and laughter to every child.
- Repairs to the school's trim trail – ensuring our outdoor play equipment remains safe and usable for all pupils.

These contributions have made a tangible difference to the daily lives and wellbeing of our students.

Acknowledgments

I would like to thank the incredible team of volunteers and committee members who made this year possible. Your time, ideas and commitment are deeply appreciated.

Special thanks to:

- Colette Birch, our Treasurer, for her time, dedication, and careful management of PTFA funds
- Tasha Arnott, our Secretary, for her invaluable organisation and record-keeping
- Taryn Sinton-Hewitt, who will be joining us in a new Marketing position, helping to raise the PTFA's profile and promote our events

- All the other regular parent volunteers who have generously helped us run these events
- Amanda Westaway, our Headmistress, for her ongoing support and collaboration
- All the Staff at Kings Furlong junior school for giving up their time to help volunteer at our events.
- Stuart at ETA Electrical for his £50 donation
- A parent who kindly donated £20 via SumUp
- Mrs Redgel for her generous donation of Pokémon items, which proved very popular
- Mr Kimber and Mrs Simpson from Cranbourne School for providing student helpers at the Summer Fair – their support was invaluable
- Every parent, carer, and local business who supported our events through donations, time, or attendance

We truly couldn't do this without you.

Challenges and Reflections

Like all voluntary groups, we've had to balance busy schedules, limited time, and varying commitments. Despite that, our team has remained positive, adaptable, and focused on creating joyful moments for the children.

While the addition of the Christmas Concert showed promise, it also highlighted where we can improve. We're confident that with adjustments, it will become a highlight of the 2025 festive season.

Looking Ahead

As we plan for 2025/26, we are excited to build on our successes and introduce an even wider range of events, including:

- More School Discos
- Bags for Cash collections
- Break the Rules Day
- Christmas Cards project
- Christmas Concert & Craft Event
- Elfridges
- Easter Trail
- The Breakfast Run
- Sports Morning Refreshments
- Summer Fair

We hope to make these events enjoyable, inclusive, and profitable, ensuring the funds raised continue to enrich the experiences of children at Kings Furlong Junior School.

The PTFA are always open to new ideas and suggestions for future events we could consider, and we encourage parents and carers to share their thoughts with us. We are also hopeful that with the new influx of parents joining the school, we will have enough

volunteers to enable us to keep running these events. Without the dedication of our parent and teacher volunteers, none of this would be possible.

Stay Connected

As a reminder to all parents:

- We have a Kings Furlong Junior School PTFA Facebook page, where we share updates on upcoming events.
- We also run a WhatsApp group for anyone interested in volunteering — a quick and easy way to get involved and support the school community.

Thank you once again for your continued support.

Here’s to another fantastic year ahead!

Warm regards,

Beth Butler

Chair, Kings Furlong Junior School PTFA

2. Treasurer’s Report: presentation and agreement of accounts for 2024/25

Opening Balance

As at 1 September 2024: £12,773.68

Income for the Year

The Association raised a total of £5,718.30 during the year through a variety of fundraising activities and events:

Event / Activity	Amount Raised
Break the Rules Day	£330.24
Bag2School	£24.90
Cauliflower Cards	£150.70
October Disco	£515.18
Christmas Carol Concert	£151.85
Elfridges	£261.10
Stickins	£30.26
February Disco	£357.01

Asda Cashpot	£215.39
Easter Trail	£120.87
V.E. Day Cake Sale	£135.90
Sports Day	£140.30
Breakfast Run	£1,049.84
Summer Fair	£1,014.52
July Disco	£391.24
Freeze Fridays	£259.70
School Lottery	£569.30
Total	£5,718.30

Expenditure for the Year

Annual Operating Costs

- Parentkind registration fee (including insurance): £162.00
- Small Society Lottery registration (Basingstoke and Deane Borough Council): included above

Parentkind registration fee includes insurance for events and the small society lottery fee which we pay to Basingstoke and Deane Borough Council, enables us to partake in the School Lottery and sell raffle tickets for events.

Other Expenditure

- PTFA storage container: £1,550.00
- Fundraising buckets

With the growing number of events and the need to buy items throughout the year for events such as Elfridges, we were in desperate need of some more space. This container was decided upon as it is similar to others the school already have and so would blend in better.

School Funding Contributions

During the year, the PTFA supported the school with funding requests totalling £8,085.17, broken down as follows:

Item / Project	Amount
Furniture for the Oasis	£1,165.15
Carol Concert Books & Licence	£46.59
Whole School Trip to The Anvil	£3,360.00
Visualisers for Classrooms	£340.43
Computer Programme Subscription	£95.00
Teacher Resources & Racism Workshop	£1,288.00
Year 3 Trip Contribution	£200.00

Storage Shed & Delivery	£1,550.00
Sofa for Haven	£40.00
Total	£8,085.17

Note: The cost of the storage container is included here as it was more cost-effective to order through the school. Should the PTFA cease to operate, the container will remain available for school use.

Closing Position

- Total Income: £5,718.30
- Total Expenditure (including funding requests): £8,701.35 (approx.)
- Net Result: Deficit of £2,983.05
- Closing Balance (as at 31 August 2025): £9,708.27

Treasurer's Comments

Although the PTFA ended the year with a deficit, the Association retains a healthy balance of £9,708.27 to begin the 2025–2026 school year.

Looking ahead, it is recommended that:

1. All future funding requests be approved in advance at committee meetings to ensure transparency and financial sustainability.
2. A reserve be maintained to cover annual operating costs.
3. Consideration be given to allocating a percentage of each fundraising event towards larger projects, such as the planned Opal Playground Development, while still supporting other school activities and resources.

With renewed focus on fundraising efforts, the PTFA is well positioned to continue supporting the school community in the year ahead.

3. Head Teachers request for purchase of items from PTFA funds & confirmation of running costs balance to be retained in the bank.

Amanda advised for this year she would like to continue to fund school trips and coaches with the PTFA donations to keep costs down for parents and carers. She explained that coach costs can be around £1000 to take on a trip which is sometimes a bigger expense than the ticket prices for entry for example. With the PTFA in place this means funds may be requested to go towards a trip per year group if possible which in turn reduces the final costs that are requested from parents/carers. Amanda has advised that a company called Opal has been appointed to come into the school to design and remodel the school playground. Some of you may remember we used to have modular buildings on the playground which were removed, therefore opening up so much more space for which we can't wait to see the designs. Other schools have used this company and now are already enjoying mud kitchens, sand pits, dress up areas and extended trim trails etc. Their designs enhance play for the children whilst at school which has a positive impact on mental health and social support. This will of course be at a cost to the school but it will elevate an unused area into an environment for all the children to enjoy for many years to come. Amanda finished her segment by thanking the PTFA for all our hard work this past year and is looking forward to seeing changes to the new event we held in 2024 Carols and Crafting event.

4. Election of committee members

After a successful year our Chair, Treasurer and Secretary have advised they are happy to step down and opened up to the room to see if anyone would like to step in and take on a position to which nobody wished to do so. We therefore needed to re-elect the PTFA Committee to represent the association throughout the forthcoming academic year. Our Constitution requires the following to form the committee: Chair, Treasurer, Secretary and the Kings Furlong Junior School Head who is automatically a trustee.

NOMINATIONS

The 3 positions are the ones we are required to elect. However, we always need assistance with events, fundraising ideas and people who can request grants and donations from local businesses for example. If anyone is willing to offer their assistance in these areas, please let us know. This year after a meeting with Amanda Westaway it was suggested that a position with a Marketing perspective could increase our reach both within school and our local community. Year 6 parents may have met Taryn whose son Mitchell joined our school this year and when we found out her previous experience on a PTFA Ms Westaway quickly told us to make contact so we didn't waste time in bringing her into the Committee and creating an exciting new role so everyone please welcome Taryn Sinton-Hewitt. With a fresh pair of eyes and a bunch of ideas which we've already implemented a couple of such as future events costs to assist us all in budgeting to ensure inclusivity for as many children as possible in our upcoming events.

The PTFA opened the election as follows with all Committee members happy to continue their roles which was then agreed by attendees:

Chair:	Beth Butler Elected again 2025/26
Treasurer:	Colette Birch Elected again 2025/26
Secretary:	Tasha Arnott *Elected again 2025/26
Marketing	Taryn Sinton-Hewitt Elected 2025/26

*Tasha has advised this year will be her final one due to her son leaving Kings Furlong Junior School July 2026. We are looking for a new member to join the Committee to shadow Tasha for this year ready to take over the Secretaries role for 2026/27. If you are interested in finding out more please speak to any of us on the committee or speak to Office Staff at the school.

5. Any other business

N/A

Closure of the Meeting

The meeting closed 6:15pm
at: