

Cypress Primary School PTFA Annual General Meeting, AGM Minutes, Friday 10th October 2025, 3.30pm

- 21 people were in attendance at the AGM
- 2024/ 2025 fundraising and spending was confirmed (*See slides 9-12*)
- Our new Executive Committee has been officially voted in by attendees. The elected roles are Chair, Vice-Chair, Treasurer, Secretary, and Trustee.
(*See slides 13–19*)
- In addition to general volunteer opportunities, there are several more named roles available within the PTFA committee. While some of these positions are currently filled, we welcome interest from anyone keen to get involved- either by taking on a specific role as it becomes available or by joining the wider support committee (*See slides 4 & 19*)
- Suggested spending for 2025/ 2026 will be agreed with Heads of School
- Dates for diary in place for Winter Term (*See slide 19*)

Please see slide deck below for further details of meeting.

Cypress Primary School PTFA Annual General Meeting

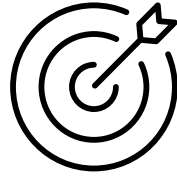
Friday 10th October 2025, 3.30pm

Our agenda for today

- Overview of the PTFA
- Review of 2024-2025
- How the funds have been used and commitments moving forward
- Vote for committee members
- Plans for 2025/2026 so far
- Discussion and next steps



What is the PTFA?



Our Charity's Objective

*To advance the
education of
the pupils in Cypress
Primary School*



Our Vision

*To run events that
raise funds and bring
the school
community together*

How do we currently work?

The PTFA is managed by a core group of officers, with support from event and activity teams, and general committee members

Core committee officers

- Chair, Treasurer, Vice-Chair and Secretary
- We also have trustees on the charity who are responsible for ensuring we are working in line with Charity Commission guidelines

PTFA wider committee members

- ~ 20 additional people involved in group & meetings
- Decision making
- Organising/ supporting regularly at events
- Helping in the background

Volunteers at events

- People who don't attend the meetings but help when they can!
- Organise events
- Come up with fundraising ideas
- Support the community

The history of the PTFA

2017/2018

£12,800

2019/2020

£6,508

2021/2022

£18,990

2023/2024

£15,690

2018/2019

£18,190

2020/2021

£7,490

2022/2023

£14,848

2024/2025



DISCOS
£1876.75



BAT WALK
£408



WINTER
FAIR
£2221.92



BINGO & QUIZ
NIGHTS
£1049.95



SPRING
TOMBOLA
£155.50



CLASS CAKE
SALES
£1894.50



CAROL
CONCERT
£363.21



SUMMER
FAIR
£6500



OTHER
FUNDRAISING
£318.41

TOTAL RAISED
£14,788.24

Our activities from Sept 2024 – July 2025

Christmas cards

November

**Second hand uniform
give-away**

All year

Stay & Plays

Termly





**LIBRARY
REFRESH & BOOK
WEEK**
£4892.03



**UPPER SITE
GARDEN
IMPROVEMENTS**
£769.94



**UNIFORM
STORAGE**
£459.91
Set up permanent site



**LOWER SITE
PLAY AREA
RENOVATIONS**
£5000



**Y6 End Of Term
celebrations**
£490
For 2024 & 2025



**THEATRE ARTS
RESCOURCES**
£215.43



**THEATRE TRIP
CONTRIBUTIONS**
coach travel
£800



RAINBOWS
Year group
allocation fund
£500



**FIRST AID
COURSES**
£43.50

**TOTAL DONATED TO
SCHOOL THIS YEAR**
£13170.81



Work completed by Huxley Renovations

2025/2026

Where are we spending the money this year?

Books for Reading
Spine scheme

Sports Association
membership

Book Week visiting
authors and library
refresh

£500 per year
group funding
(tbc)

Music lesson
support

Reception outdoor
space

Year 6 leavers
party and support

Community fund
(specifically set up
once fundraising
commences)

*All funding and additional ideas to be discussed and agreed with Cypress leadership team

Confirmation of new core officers

- Chair
- Treasurer
- Vice-chair
- Secretary
- Trustee

Emma Pound

I'd love to take on the role of Cypress PTFA Chair. I'm passionate about supporting our school and helping to make Cypress an even more vibrant, inclusive place for our children. I really value the strong sense of community here and would love to continue building those connections between families, carers, and the school. As a TV Producer, I'm organised, calm under pressure, decisive, and experienced in leading teams and running events. With children in Reception and Year 2, I'm committed to ensuring every parent and carer feels welcome and included, and to helping prioritise fundraising efforts that make a real difference for our children. There are big shoes to fill taking over from our long-standing Chair Laura and the rest of the hardworking executive committee, but I'll do my very best to continue all of their great work.

Eilidh Pollard - Treasurer

I have been a committed volunteer for the PTFA since 2019, and have been a Trustee since 2024. Since joining the PTFA I've taken over managing preloved uniforms and was responsible for setting up the freely accessible uniform locations at both sites last year. I want to continue supporting Cypress through the PTFA by making sure we continue to deliver the best we can for the whole Cypress community. My day job is making systems and processes work well for charities and I used to run a non-profit sustainability organisation. Before children I was a Stage Manager, so I'm very organised and practical with strong experience of budgets and cash handling. I also used to be the Treasurer of Friends of Grangewood Park so I'm experienced in the responsibilities of a Treasurer role.

Melissa Harwood, Vice Chair

- I am applying for the role of Vice-Chair of the PTFA.
- I believe my skillset includes motivating teams, prioritising what matters, getting results and doing whatever it takes! I have a particular interest in the way the education system, and Cypress, supports SEN pathway children.
- As Vice-Chair of the PTFA my primary goal will be to support the Chair. I would especially relish the opportunity to support the school's fund-raising activities, and even look for new fundraising opportunities. I think my relationships with the local business community may be particularly useful in this area.

Suzette Diaz – Secretary

Hi there. My name is Suzette and I'd love to take up the secretary role of the Cypress PTFA. Nothing would bring me greater pleasure than supporting our local school and contributing to our local community. Even before my children began attending Cypress, I have felt so welcomed and included by many neighbours and friends who are Cypress families. It is clearly a close knit community and I would love to continue building on those connections. Professionally, I have had a decade-long finance career at Google managing the expansion of GPay digital payments across Europe. Most recently, I've been a stay-at-home-mom focusing on caring for my two young children. I can offer the PTA many skills: organized, collaborative, resourceful, independent and accustomed to operating in complex and fast-moving environments. I am also very keen on continuous learning and love to take on new challenges. I am a social person and see the secretary position as the perfect vessel in which to collaborate and support local parents, carers and teachers.

Rhiannon Price - Trustee

I would love to put myself forward for the PTFA trustee role. I have worked as a charity COO for seven years, and within this role oversee the charity's operations as well as managing a board of trustees. I ensure that decisions are strategic, people focused, transparent and aligned with our charitable aims. We have just entered our second academic year at Cypress with two children at the school (Year 1 and Nursery) and love our diverse and happy school community. I would bring strong operational and governance experience, a strategic mindset and a collaborative, down-to-earth approach to help the PTFA continue using its funds and energy to make a real difference for the children at Cypress.

Further named committee positions

- Communications lead / social media coordinator
- Second hand uniform coordinator
- Events leads
 - Quiz
 - Fair
 - Discos
- Estate agent manager
- Cake sale coordinator
- Christmas Card lead

Dates For Your Diary!



QUIZ NIGHT

**Friday 21st
November
7.30pm**

WINTER FAIR ❄️

**Friday 12th
December
3.15pm**

Match Funding & Gift Aid

As a charity the PTFA is eligible for Matched Funding from firms & can raise an additional 25% on donations made from Gift Aid

Sponsored activities or make a pledge

We are on Just Giving and other sponsorship pages, you can undertake any sponsorship activities that you want and raise money for the school. Just let us know and we'll point you in the right direction.

THANK YOU FOR YOUR SUPPORT!