

# PTA AGM Meeting Minutes

**Date:** Wednesday 8th October 2025

**Time:** 6:38 pm

**Location:** School

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## Attendees & Roles

- Katie – Chair
- Ed – Treasurer
- Rachel – Standing Secretary
- Laura – Marketing & Communications
- Mrs Facer – School Representative
- Mrs Pickford – Headteacher
- Claire
- Charlotte
- Rosie
- Becky
- Carrie
- Romy
- Sarah
- Laura

**Apologies:** Andrada

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## Previous Meeting

**Date:** 15th July 2025

- All previous actions reviewed and updates noted.
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## **Actions from Previous Meeting**

- **School newsletter:** Summer fete donations and Nexteq donation to be added – Mrs Pickford – Completed
  - **Accounts review:** Coles Accounting, £150 – Ed to publish accounts when review is completed
  - **Wadlow Windfarm funds:** Allocated to school; Opal Shed Equipment: liaise with school; sandpit invoice (£2,500) pending; shed discussion required – Ed
  - **New member communications & fundraising:** PTA minutes to be shared on website after trustee approval – Laura
  - **Summer fete business review:** Completed and recorded on Google – Rachel
  - **PTA constitution circulation:** – Katie
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## **Financial Overview**

- Ed will provide detailed figures as a separate handout for inclusion in minutes
- Windfarm funds pending allocation to the school
- Old accounts consolidated into a single account to simplify management
- Budget is healthy; most funds allocated for this academic year

**Note:** PTA contributions are vital for trips, iPads, and new equipment; school budgets are limited.

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## **Planned Events (Recurring / Annual)**

- **Discos:** 2x per academic year
- **Meadow Mile:** Friday – currently £1,203 raised
- **Carols (KS2):** Mulled wine and mince pies provided
- **Chocolate Bingo:** Easter
- **Summer Fete**

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## Committee Elections / Trustee Updates

- **Stepping down:** Andrada, Ed, Katie
- **Continuing:** Laura (Marketing & Communications)
- **Treasurer:** Ed – elected (13 votes)
- **Chair:** Katie – role: oversight of PTA operations, legal compliance, liaising with trustees, pricing; sub-teams run individual events; Laura handles communications; responsibilities include grant management and charity governance
- **Standing Secretary:** Rachel – elected
- **Marketing & Communications Lead:** Laura – elected
- **New Chair Romy & Sarah:** newly elected, nominated and approved

### Discussion:

- Mrs Facer and Mrs Pickford to support committee in understanding responsibilities and running PTA effectively

### New Committee Officially Elected

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## Event Planning / Actions – 2025

### School Disco – 7th November

- Team organised; ticketing set up; Ed managing finances
- DBS checks required for volunteers (£30; ~14 days processing)
- **Action:** All PTA members to ensure DBS compliance; spreadsheet to track status and portability

### **KS2 Carols – 18th December**

- Charlotte leading; Rosie & Claire assisting
- Mince pies donated
- Collection management to be discussed with school prior to event
- **Action:** Laura to coordinate volunteers via WhatsApp group

### **Christmas Jumper Swap – Friday 5th December**

- Old jumpers to be collected and donated
- Claire leading; Laura assisting
- **Action:** Laura to handle communications and coordinate with school; date to be confirmed

### **Amazon Christmas Wishlist**

- **Action:** Mrs Pickford / Faye to set up to support school needs (particularly Opal play)

### **Christmas Tree Donation**

- **Action:** Ed to request a donation to the school

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## **Event Planning / Actions – 2026**

- **Disco:** Date to be confirmed – Mrs Facer
- **Chocolate Bingo:** 17th April

- **Summer Fete:** 19th June (Rain date: 3rd July)

## Wadlow Windfarm / OPAL Outdoor Play Equipment

1. **Allocation of funds to school:** Ed to confirm how the grant will be allocated
  2. **New application:** Kara & Gaby to submit by 1st November for additional outdoor play equipment
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## Other Discussion Points / Notes

- Ed to provide detailed financial breakdowns as handouts
  - Open Shed project pending, linked to Wadlow Windfarm grant allocation
  - Challenges with grant allocations and school's inability to hold large donations
  - Emphasis on PTA's importance in funding school activities that would otherwise be unavailable
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## Next Meeting

- **Date:** Wednesday 26th November 2025
  - **Notice:** 21 days publicised; agenda 7 days prior
  - **Action:** Laura to add new members to WhatsApp group; Ed to update trustees
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## Actions Summary – Simple Table

Action	Owner	Deadline / Notes
Opal Shed for Wadlow Windfarm	Ed	Liaise with school, confirm requirements
Sandpit invoice (£2,500)	Ed	Follow up with school

Provide detailed PTA financial figures	Ed	Separate handout for minutes
DBS Compliance Tracking	All PTA members / Rachel to create spreadsheet	Maintain personal DBS; track in spreadsheet; check before each event
KS2 Carols volunteer coordination	Laura	Set up WhatsApp group for helpers
Christmas Jumper Swap	Claire / Laura / Carrie	Event 5th Dec; communications to parents
Amazon Wishlist setup	Mrs Pickford / Faye	Before Christmas
Christmas Tree donation	Ed	Request donation
2026 Disco planning	Mrs Facer	Confirm date
2026 Chocolate Bingo	Committee	17th April 2026
2026 Summer Fete	Committee	19th June (Rain 3rd July)
Wadlow Windfarm – allocation to school	Ed	Confirm allocation of funds
Wadlow Windfarm – new application for outdoor play equipment	Kara & Gaby	Submission by 1st November
PTA minutes & website update	Rachel	Upload after trustee approval
PTA constitution circulation	Katie	Circulate updated version
New committee members to be added	Ed	Onboard legally