

Minutes: PTFA AGM 18-09-2026

Present: Jess Woods, Kat Walsh, Rachael Nutting, Amy Gilbert-Jeans, Louise Lee, Ally Hall, Nikki Bwye, Sandy Kirk, Colin Jeans, Kat Gregory, Tanya Davies, Anna Lang, Gillian Pyle

1. **Apologies for absence;** Shelly Dunning, Sara Johnson, Nicola Hoskin, Lydia Sheridan

2. **Minutes of Annual General Meeting held on 18th September 2025**

Approved- no comments

3. **Matter arising from the Minutes**

Nothing outstanding, all carried over.

4. **Chairs Report 2025/2026**

Chair referred to report- attached as appendix.

GP thanked all Members of the PTFA for ongoing support and contributions acknowledging the time and commitment required from all in order to keep the PTFA running.

5. **Matters arising**

Following summary of Chairs Report, JW set out following;

- Much excitement towards new school year with a new committee in place- first full year for the new Committee.
- Desire to publish events well in advance with a PTFA timetable that will set out meetings and events well in advance, appreciating the importance on giving advance notice of events (Action- JW)
- Suggestion of the event this term being a traditional disco- provisionally booked for Thursday 22nd October (Halloween theme?) There will be separate event meetings held prior and this will be circulated to PTFA Committee Members (Action JW)

JW opened the floor for ideas/thoughts on forth-coming year

- KW raised idea of an event at the flower field- potentially parent/carers event, perhaps bbq/social based event. Attendees agreed a social event aimed at parents/carers could be considered.
- Discussion around whether there is a Christmas fair or Summer fair as view that this is too much resource to organise both for the Committee. Generally seemed to be view that summer fair was favoured over Christmas.
- Discussion around Christmas being a busy time for parents/carers- with already much to organise so a lower key event would be preferable. Feedback that some parents preferred the Christmas event last year taking place within school time due to it freeing up precious time across the Christmas period where parents/carers are not required to attend.
- Suggestion of a film night, could this be a Christmas event? GP suggested PJ's/Christmas themed film and charging per ticket.

- View that it could be good to consider other events- not just always reverting to a disco. Cinema nights could be a new event, reference to other schools running these on regular basis successfully.
- View that Silent Disco was a success for children who might ordinarily not enjoy a traditional disco. JW expressed desire to run a further Silent Disco in the summer term (Action JW/Committee)
- Point made around time/resources- AL/GP expressed the importance of agreeing events in advance so that teachers (where required) could get involved.

JW outlined ongoing larger scale projects, following a recent meeting between JW and GP, the following had been agreed as priorities for the 2026/2027 school year, JW invited comments/questions.

- Air conditioning for the remaining classrooms that do not currently have it. This is subject to feasibility, electricians are currently being sourced to investigate and test the 'load' required. (Action- GP to feedback outcome of feasibility of installing additional AC units to the remaining classrooms. This will include gaining an understanding of ongoing servicing/cost requirements which may also need to come from PTFA budget)
- Once feasibility known it is the intention to make this a joint fundraising initiative with a view to starting a campaign to ask for contributions (future action for Committee when feasibility known)
- SEN and Mental Health project to consider turning the outside classroom into a calmer, quieter area at playtimes. Currently due to the openness of the space the wind can make the space noisy and it is therefore being considered if either temporary or permanent screens could be applied to prevent this. CJ is considering how this could be done, looking at cost options and has offered to fit the chosen solution for free so there would be no labour costs to school (Action- CJ to discuss with GP what is required so options can be sourced/agreed)
- Purchasing of Chrome books- approx. 20. (Action- GP to obtain quotes including charging units) These devices are required for day to day use by the children across all classes.
- It is the PTFAs intention to give each class a small budget to spend on something they decide, this is being treated like a class wishlist. Each list will be reviewed by GP prior to being submitted in order to ensure it is an appropriate use of PTFA funds (in some instances items will be able to come from existing budgets). Teachers have been given a deadline of the 18th Sep to bring wish lists forward. It was acknowledged that it is hoped that this will prevent teachers and support staff using their own money to purchase desired items. (Action- GP to review wishlists and report back to PTFA with outcome)

Other matters arising;

- The Committee wish to change the PTFA email address to a gmail address in order to help align event administration. No objections. (Action RN)
- The new PTFA Logo competition closed with 5 entries. School Parliament will award the winner (Action- GP to inform PTFA following School Parliament vote)
- Miss Lang will remain teacher rep for forthcoming year. (Action- Ensure early comms to Miss Lang with any feedback/details of events so that she can feedback to wider teaching team)

- A refresh has been done on PTFA class reps, just to remind all who they are and to ensure people are aware of their role to hopefully aid communication.

6. Treasurers Report for year end 31 August 2026

- RN outlined that there has been some delay to accounts being handover over from previous Treasurer and on this basis it is not possible to report in full at this stage.
- Arrangements are now in place for everything to be handed over within the next week or so.
- Approx £8k in account- to be confirmed. Core costs need to be confirmed and also RN needs to consider when subscriptions/any annual payments are due in this coming year in order to gain a complete understanding of the account.
- Once this has been done, all accounts will be reviewed and an update on the financial position will be circulated (Action RN)

7. To consider if requirement for Independent Examiner of Accounts for the year ending 31st August 2026 based on income raised.

- RN confirmed that due to income being less than £25k, this was not currently required. No other comments

8. Election of Officers and Trustees of the Committee- Chair/Vice Chair/Secretary/Treasurer

Chair- Jess Woods (nominated by Kat Walsh, seconded by Nikki Bwye, vote- unanimous)

Vice Chair- Kat Walsh (nominated by Jess Woods, seconded by Louise Lee, vote- unanimous)

Treasurer- Rachael Nutting (nominated by Jess Woods, seconded by Amy Gilbert-Jeans, vote unanimous)

Secretary- Amy Gilbert-Jeans (nominated by Kat Walsh, seconded by Ally Hall, vote unanimous)

AOB- none

Relevant dates;

Autumn Term	
18 th September	PTFA Meeting
22 nd October	School Disco (date to be circulated for planning/volunteers meeting)
10 th December	Christmas event
Spring Term	
15 th January	PTFA meeting
11 th February	School Disco
24 th March	Colour Run
25 th March	Easter Tea from 3:15pm
Summer Term	

23 rd April	PTFA meeting
27 th May	Silent Disco and BBQ
10 th July	Summer Fair