

PTA AGM – Minutes

Date: 22 September 2026

1. Committee & Class Representatives

Hannah and Jen formally handed over the Co-Chair roles to Sally and Galina.

Committee:

- **Co-Chairs:** Sally & Galina
- **Treasurer:** Chrisy – continuing for another year
- **Secretary:** Lizzie – continuing for another year

Class Representatives:

- **Reception:** Chloe & Karen
- **Year 1:** Anna & Amy
- **Year 2:** Sandie & Louise
- **Year 3:** Paula & Charlotte
- **Year 4:** Candice & Abbie
- **Year 5:** Kanveer, Karelle & Johnnie
- **Year 6:** Trin & Emma/full class committee

All new representatives need to visit the school office to sign the PTA policy.

Hannah and Jen will also hand over the ClassList administration to Sally and Galina and show them how it works.

2. Finance

- **Funds raised:** £13,300
- **Current bank balance:** £26,970
- **Christmas Fair profit:** £5,450
- **Summer Fair profit:** £5,773
- **Minimum reserve:** £5,000

The PTA currently funds Mathletics and Purple Mash, as well as a range of school resources and activities.

The PTA are purchasing 40 laptops for the school at a cost of £10,464.

Each class receives an annual allocation:

- Reception: **£300**
- Years 1–6: **£200**

Classes can supplement this with money raised through their own bake sales- dates of which need to go into the calendar in the next meeting.

The school is currently considering its priorities for PTA fundraising this year. Requests may also be made throughout the year for items and activities such as instruments, science days and playground equipment.

The PTA will continue to support reading by purchasing three copies of each book from each class reading list.

It was noted that fundraising was lower in 2025–26 than the previous year. There is currently no set annual fundraising target, and the PTA will also explore opportunities to apply for external funding and donations.

3. Fundraising & Events

The PTA will meet once each half term, with the option of online meetings where appropriate.

Upcoming activities

- **7 October:** Harvest Service – children to bring in requested donations. Mrs Barnes to circulate the list.
- **23 October:** Year 6 bake sale/Halloween fancy-dress sale.
- **November:** Bags2School collection.
- **3 December:** Film Night.
- **28 November:** Christmas Fair.

Mufti days will be organised through ParentPay. A Break the Rules Day will also be added to the calendar.

A second-hand sale is being considered – Sarah to confirm a suitable date.

4. Christmas Fair Planning

Planning for the Christmas Fair now needs to begin.

Christmas Fair Planning Meeting: Tuesday 6 October – School Hall

Initial planning will include:

- Advertising and promotional boards
- Raffle hampers
- Grotto
- Secrets Room
- Lucky dips
- Stalls and activities
- Sponsorship

Breckenridge will sponsor the fair and donate an iPad. Jen will hand over the relevant contact details, and arrangements for advertising boards should be made as soon as possible.

Shane has offered to run the grotto again as Santa. A new costume will be required, and bookings will be made through ParentPay. Christmas decorations from the PTA shed can be used.

The Secrets Room remains one of the most popular attractions and will require donations from across the school once stalls have been allocated.

The possibility of bringing back the pumpkin trail was also discussed, although this would require significant organisation as short notice.

5. Other Events

School Discos

We discussed historic discos for KS1 and KS2. Ticket were priced at £10, including entry and a hot dog.

Discos cannot currently be held after school or at weekends due to other school commitments and take a significant amount of work. One to perhaps consider for 2027

Film Night – 3 December

Mrs Poulter will order crisps and drinks.

Lizzie will liaise with Mrs Barnes regarding arrangements for films to watch

Action Points

- **New class reps:** Sign PTA policy at the school office.
- **Hannah & Jen:** Handover ClassList administration to Sally & Galina.
- **Jen:** Pass Breckenridge contacts to new Chairs.
- **PTA:** Add Break the Rules Day and bake sales to the calendar.
- **Mrs Barnes:** Circulate Harvest donation list.
- **Sarah:** Confirm date for second-hand sale.
- **Mrs Poulter:** Order Film Night refreshments.
- **Lizzie:** Liaise with Mrs Barnes regarding Film Night.
- **All PTA:** Begin Christmas Fair planning.
- **All PTA:** Attend Christmas Fair planning meeting on **6 October**.

Next Meeting

Tuesday 6 October 2026 – School Hall
Christmas Fair Planning Meeting

Christmas Fair: Saturday 28 November 2026