Annual General Meeting Minutes

Date: 03/11/2026

Attendees: Joanne Smee (Chair), Samantha Brittain (Treasurer), Gemma Wilkins (Secretary - online), Naomi Smith Wallace, Alexa Timbrell, Emma Burke, Rachel Hills, Lauren  Hill

Apologies: Dr Johnson (unable to attend)

Minutes Approval: Previous meeting minutes reviewed and approved by all attendees

Matters Arising: No outstanding actions or unresolved matters from previous meetings

Chair's Report:

- Committee members: Gemma Wilkins (Secretary), Samantha Brittain (Treasurer), Joanne Smee (Chair)

- Thanks extended to unnamed members Alexa Timbrell, Naomi Smith Wallace, and Rachel Holmes for their support

- Thanks to class representatives and parents for event assistance

- PTA calendar differed from previous years due to increased costs and uncertainty about larger events

- Fireworks night cancelled due to financial risk

- Christmas craft fair attempted but poorly supported, resulting in decision not to repeat

- Limited parent feedback received regarding new event ideas

- Constitution review ongoing - current 2009 constitution restricts activities to academic and learning purposes only

- Volunteer shortages continue to impact event organisation

- Total raised: £5,287.98 (September 2025 to August 2026)

- Total costs: £3,965.86

- Donations to school: £2,514.00

Treasurer's Report:

- Quiz at The Old Fox: £522 profit
- Christmas craft fair: £867 profit (poor attendance)
- Christmas raffle: £948 profit (record year)
- Breakfast with Santa: £114 profit
- Valentine's Disco: £813 profit (£200 increase from previous year)
- Easter events: £750 total (£200 down from previous year)
- Quiz for St Dominic's Church: £500 raised (not counted in PTA total)
- Fun run and cake sale: £204 profit
- Quiz: £374 profit
- Sports Day refreshments: £286 profit
- Surprise garden party: £295 profit
- Ice cream sales: £612 profit
- Second-hand uniform sales: £60
- Production company donation: £447
- Total donations to school: £2,514.00
- Purchases: classroom tables, walkie talkies, playground signs, portable speaker, window films, lunchtime games club games

Committee Elections:

- Joanne Smee stepping down as Chair (child leaving school)
- Gemma Wilkins stepping down as Secretary
- Samantha Brittain re-elected as Treasurer
- Naomi Smith Wallace elected as new Chair
- Alexa Timbrell elected as new Secretary
- All elections unanimous with three votes required

AOB

All old signatories are to be removed from bank mandate and ensure only Samantha Brittain is on it.

Next Meeting: Christmas planning meeting scheduled within two weeks

Next AGM: October 2027