



PTA Annual General Meeting Minutes

Location: The Grasshopper
Date: 29th January 2026
Time: 7:30pm - 10pm

Attendees

Committee:

- Charlotte Craig - Chair
- Lilly Grabmann - Treasurer
- Nicola Crocker
- Petra Papenfus

Attendees:

- Jo Morse
- Lois Bickerton
- Rebecca Irwin

School Representatives

- Rachel Rusling – Headteacher
- Rebecca Crisp – Operations Manager

Apologies:

- Jules Boxall
- Astra Monahan
- Lesley Simmons
- Roxy Banks

PTA Annual General Meeting Minutes

1. Welcome and introductions

The Chair opened the meeting and welcomed attendees. Introductions were made by all present, including PTA committee members and school representatives.

2. Review of PTA activities 2024–2025

The Chair and Treasurer presented an overview of PTA fundraising activities during the 2024–2025 school year.



Events included the Christmas pantomime, discos throughout the year including February discos and the Year 6 leavers disco with food provided, Santa Dash, the Bunny Run, and the Summer Fair.

The Summer Fair was highlighted as particularly successful, especially given that many committee members were new to their roles. Despite a relatively inexperienced team, the event ran well and benefited from strong collaboration and favourable weather.

New fundraising formats trialled during the year included Bingo Night, which made use of existing resources and was supported by staff involvement. This event was very well received by parents and is intended to be repeated. A Quiz Night was also held successfully.

3. **Christmas card fundraising and suppliers**

Christmas card fundraising was reviewed. While successful, feedback from parents suggested interest in a wider product range. The PTA agreed to explore alternative suppliers to offer more variety beyond items such as mugs and notebooks.

4. **Treasurer's report**

The Treasurer presented a financial summary for the year. Net fundraising income totalled approximately £24,000. Expenditure during the year amounted to approximately £48,000, resulting in an overall deficit for the year.

This deficit was expected and largely due to significant planned expenditure, including contributions towards the school minibus. Despite this, the PTA remains in a healthy financial position, with reserves of close to £30,000 held at year end.

A detailed breakdown of income and costs for individual events was made available to attendees.

5. **Use of PTA funds**

Funds raised were used to support a range of school needs, including contributions towards the school minibus, iPads, refreshments for the Christmas concert, Sports Day trophies, and Year 6 leavers books, which are traditionally funded by the PTA. It was noted that some larger purchases were funded from reserves built up over several years.

6. **Future fundraising ideas**

The PTA discussed continuing fundraising efforts and introducing smaller initiatives alongside larger events. Ideas included reviving past schemes such as Silver Smarties and a Rags 2 Riches clothes collection, allowing families to donate unwanted clothing for resale by weight. It was agreed that these ideas should be trialled to assess uptake before committing to them long term.



7. **Events planning and development**

The Summer Fair will continue to be a key event, with initial discussion around a Wild West theme for the next fair. Potential support and props from external contacts were noted.

Santa Dash was discussed as a quick and effective fundraiser, with strong participation and relatively low effort required. Timing was raised as a challenge due to the busy school calendar.

The Quiz Night was reviewed positively. Discussion was around whether future events could increase income through pitch fees or percentage-based contributions from stallholders.

8. **Fireworks event discussion**

The possibility of a fireworks event was discussed following anecdotal feedback that another local organisation is no longer running one.

The group acknowledged the potential appeal but noted the higher risks associated with weather, seasonality and logistics. It was agreed that summer events remain more predictable and less risky.

9. **Passive and low-effort fundraising schemes**

The ASDA cash pot scheme was discussed and noted as a simple fundraising stream that raised approximately £200 through parents shopping via the app. The PTA agreed that similar low-effort schemes remain worthwhile.

Second-hand uniform sales were also reviewed, with early events raising around £300. Timing of future sales was discussed, with consensus that sales just before the end of term or ahead of seasonal uniform changes may be most effective. Also around events which parents attend.

10. **Bath bomb and donated stock sales**

The sale of donated bath bomb stock was discussed as a very successful fundraiser, particularly at the Summer Fair. While most stock has now been sold, remaining items may be used as prizes or gifts. It was noted that older stock degrades over time and should be cleared promptly.

The possibility of sourcing similar donations again in future was discussed.

11. **Election of Officers and Committee Members**

In accordance with the PTA constitution, the following appointments were proposed, seconded and approved by the meeting:



- **Charlotte Craig** was duly re-elected as Chair, to serve for a further term.
- **Lesley Simmons** was duly elected as Secretary, continuing in the role following her temporary appointment.
- **Lily Graham** was duly re-elected as Treasurer, to serve for a further term.
- **Petra Papenfus** was duly re-elected as an Ordinary Member, to serve for a further term.
- **Lois Bickerton** and **Nicola Crocker** were duly elected as Ordinary Members of the PTA committee.

The meeting formally noted the resignation of **Astra Monahan** from the position of Secretary.

The committee recorded its sincere thanks for her commitment and dedication to the PTA and wished her well for the future.

12. **Funding priorities and wish list**

The music cabin was identified as the highest funding priority on the school wish list. Discussion focused on the condition of the current cabin, which is cold, damp, and not fit for purpose.

Options discussed included a high-spec replacement or a more functional modular unit located on the existing site, using current utilities. Costs were acknowledged to be significant and likely to require fundraising over more than one year.

The PTA agreed that further quotes and clarity are required before decisions can be made and that this would be revisited once more information is available.

13. **Allocation of future funds**

The possibility of allocating a percentage of annual fundraising income towards major projects such as the music cabin was discussed.

It was also suggested that modest budgets could be allocated to year groups or subject areas to allow teams to meet essential needs, which was felt would be well received.

14. **Volunteers and engagement**

The PTA discussed the importance of widening volunteer involvement, including encouraging more dads to take part. It was agreed that clearly defined, practical roles are more likely to encourage participation than open-ended tasks.

Learning from previous events highlighted the importance of documenting site plans, electrical layouts and setup processes to reduce reliance on specific individuals.



15. Site logistics and operational considerations

Lessons learned from previous events were discussed, including generator use, toilet delivery and placement, electrical loading and timing of deliveries.

The importance of capturing this operational knowledge and sharing it within the PTA was emphasised, particularly in light of potential site staff absence.

16. Any other business

Mrs Rusling thanked everyone for their time and contribution

No additional items were raised.

17. Close of meeting

The Chair thanked everyone for their time and contributions and closed the meeting.