



PTA AGM Minutes

Date & location	16 October 2024, 8.00pm Stamford Green Primary School
Attendance	Louise Druce Leigh-Ann Herman Anne-Marie Carlin Sarah Smith Matt Tarrant Steve Illingworth Sarah Aldridge Sarah Makin-Shaw Lyndsay Dickson Ellie Sillince Heike Oulaghan
Apologies	Sheryl Bardhoshi
Agenda	1. Welcome and Introductions 2. Reviews 2023/24 3. Financial Report 2023/24 4. Actions from last meeting 5. Succession Planning and Election of members 6. 2024/2025 tasks and events 7. AOB
Next Meeting	Wednesday 20 November, 8.00pm, The Blenheim

Item	Subject	Action
1	Welcome and Introductions Anne-Marie Carlin	
2	Reviews 2023/24 PTA overview, Anne-Marie Carlin All funds raised as planned, refer to 23/24 PTA review.	Louise Druce to send out 23/24 PTA review to parents

	<p>School Thank You, Louise Druce PTA tagline & ethos, 'Community Enrichment Through Fundraising', coming through in all PTA events. Numerous references to PTA-funded activities by Y6 pupils are just one example to prove it (e.g. medals, crackers, ice lollies...)</p>	
3	<p>Financial Report 2023/24, Matt Tarrant Total PTA income down on previous year, though have a total of £23K – refer to financial report.</p> <p>Current & potential projects:</p> <ul style="list-style-type: none"> • Sunshine beams completed, invoice imminent • Medium term expense due: Christmas crackers for children's Christmas parties, Music Ensemble, mini eggs • Potential long term expense: Option to add a build on to current adventure path (tunnels, slides etc.), ballpark cost c. £30K (TBC) 	
4	<p>Actions from previous PTA meeting Checked and all completed. Minutes were approved.</p>	
5	<p>Succession Planning and Election of members</p> <p>Election</p> <ul style="list-style-type: none"> • Chair: Anne-Marie Carlin (Nominated by Leigh Ann Hermann, seconded by Louise Druce) • Vice Chair: Sarah Smith (Nominated by Louise Druce, seconded by Anne-Marie Carlin) • Secretary: Heike Oulaghan (Nominated by Sarah Smith, seconded by Sarah Makin-Shaw) • Treasurer: Matt Tarrant Nominated by Steve Illingworth, seconded by Sarah Aldridge) • Class Rep Co-Ordinator: Sheryl Bardhoshi (absent) <p>Succession Planning:</p> <ul style="list-style-type: none"> • Anne-Marie Carlin (PTA Chair), Sarah Smith (PTA Vice Chair) & Sheryl Bardhoshi (Class Rep Co-Ordinator) announced they will not continue their roles beyond the current school year. Their roles need to be replaced by September 2025 	<p>Anne-Marie to continue handing over all remaining events to volunteering parents; each event to be owned by a dedicated team, so that replacements for PTA Chair / PTA Vice Chair roles</p>

	<ul style="list-style-type: none"> Succession planning underway with Louise Druce 	can focus on overseeing and managing.
6	<p>Proposed tasks and events for coming academic year and teams leading:</p> <ul style="list-style-type: none"> Stamford Green Instagram Content Coordinator: Sarah Makin-Shaw (IG to feed into Facebook) BBQ Dream Team: Lisa Cheeseman (+ 7 volunteers to date, in charge of all BBQs at PTA events moving forward, though c. 12-15 people needed at any time, so additional helpers required) Circus: Anne-Marie Carlin & Sarah Smith Fireworks: Steve & Shelley Illingworth Wreath Making: Toy Valentine & Sarah Smith Christmas crackers: Sarah Aldridge Christmas cards: Mrs Davenport Father Christmas letters: Lucy Mellor Christmas tree decorations: Lyndsay Dickson & Ellie Sillince Christmas Fair: Anne-Marie Carlin Father Christmas: James Webb Cushion Club: Leigh Ann Herman, Mrs. Smith & Lyndsay Dickson Wine tasting: Sarah Aldridge, to have a buddy for the following year, TBC in February Quiz Night: Matt Tarrant, TBC in March/April Disco: Shelley Illingworth; TBC if other parents are able to help so as to add a quiet / break-out area (DBS-checks needed) 	<p>Volunteers needed, to be listed at the next PTCTs:</p> <ul style="list-style-type: none"> Christmas sticky toffee pudding sale Christmas tree sale Stall coordinator PTA bulletin coordinator PTA Shed Guardian Staff Thank You Coordinator <p>Action: Louise Druce</p>
7	<p>AOB</p> <ul style="list-style-type: none"> Large proportion of Firework ticket purchases on the PTA website <i>excluded</i> the voluntary platform fee contribution, leading to immense financial losses. Agreement to stick to certain drink brands and create a set list of what we buy for events, reflective of past sales. Hall tiles project ongoing, to be flagged at PCTC as might be more convenient if parents/carers are in school then. No obvious or easy solution to the congested pick-up situation, esp. on Fridays. No option to 	<p>Unanimous vote that event owners set up any future ticket sales as 'compulsory' so that platform fees are covered.</p> <p>Matt Tarrant & Steve Illingworth to coordinate the 'best-sellers' drinks list.</p>

	add a 3 rd exit or use the car park as overflow due to resourcing/logistics/safety.	
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