

PTA Meeting Minutes

Date & location	22 January 2025, 8.00pm; Blenheim Pub		
Attendance	Anne-Marie Carlin Louise Druce Leigh-Ann Herman Matt Tarrant	Sarah Makin-Shaw Heike Oulaghan Angharad Webb Sarah Aldridge	
Apologies	Sarah Smith Claire Trower Steve Illingworth Shelley Illingworth	Scott King Will Brown Hannah Coxon	
	1. Welcome & Apologies		
	2. Last Meeting Minutes (Nov 20th)		
	3. Recent Events:		
	 Christmas Fair – Anne-Marie Carlin Crazy Hair Day – Anne-Marie Carlin Wreath-Making – Sarah Smith 		
	4. Upcoming Spring & Summer Events:		
Agenda	 Smarties challenge Wine tasting Quiz Cushion Club Disco Easter challenge Colour Run 		
	5. Financial Update		
	6. Short, medium and long-term spending strategy		
	Update2025 Plans		
	7. Constitution		
	8. Charities Commission		
	9. AOB		
Next Meeting	Tuesday 18 March, 8.00pm, The Blenheim		

Item	Subject	Action
1	Welcome & Apologies Anne-Marie Carlin, All	
2	20 November 2024 Minutes, Louise Druce	
	Outstanding actions from last meeting:	
	Matt Tarrant checked best-selling bar items, he will list / laminate top sellers and consistent price list, visible for all to refer to in the PTA shed	
	Circus booked for April 2026	
	Agreed & signed by Anne-Marie Carlin	
3	Recent Events	
	 Shortage of volunteers during recent events; idea generation for greater PTA volunteer engagement: Recruiting a volunteer / event coordinator to manage slots PTA contribution in Learning Journal Sign-up sheets for volunteer slots at PTCT events 	Louise Druce, Sarah Makin-Shaw & Matt Tarrant meeting to align on 'Project PTA Communications'
	 Matt Tarrant finalising a new PTA website, ready spring '25, that could be promoted Greater Social Media presence Inviting parents to a Stamford Green Parents Social to create a greater sense of community 	Heike Oulaghan to liaise with Toy Valentine, Epsom Social Events Manager, to check potential dates / drinks discount for a social event for parents
	 Christmas Fair, £3007 profit Need to manage Santa, Bottle & Chocolate Bar tombola queues better (e.g. briefing volunteers on 1 play per person, clearer task allocation at briefing stage, speedier Santa slots) Clear-up slots need to be part of the 	Anne-Marie Carlin & Sarah Smith: Christmas Fair 2025 task allocation needs to call out all classes and include set-up and clear-up slots Need to find volunteer(s) to
	allocation	shadow 2025
	Wreath-Making, £417 profit Need an event lead moving forward	All Event Leads: Reintroducing the PTA Event Details form
	Crazy Hair Day, £390 profit	

4 Upcoming Events

Wine Tasting 7 February

Limited ticket sales so far; class reps to promote via class WhatsApp

Smarties Challenge before February half term

Anne-Marie Carlin liaising with Asda; Heike Oulaghan shadowing, taking over in 2026

Cushion Club

Leigh-Anne Herman and Hannah Smith leading; need to communicate a date in February

Music Evening 27 February

Heike Oulaghan & Alison Condlyffe running the bar

Quiz Night 21 March

Matt Tarrant leading and commencing ticket sale 9 February; Josh Carlin acting as Quiz Master, Mrs Vidal and Mrs Williams representing staff on the night

School Disco

Shelley Illingworth leading; Angharad Webb keen to trial a break-out room for SEND children; needs to be managed via pre-registering SEND children and liaising with Miss Burgess

Louise Druce to check Miss Burgess can attend; mention during the SEND coffee morning to inform parents

Easter Egg Hunt

Shelley Illingworth leading, all in hand

Easter Raffle

Leigh-Anne Herman leading, all in hand

Sunflower competition

Anne-Marie liaising with Ellie Sillince

Anne-Marie Carlin liaising

Colour Run

Will Brown & Scott King leading, planning in progress

200Club

Needs to be promoted; ideally includes 1 x Admin and 1 x Sales/Promoting person; roles to be filled

Anne-Marie Carlin to follow up.

5 Financial Updates

Matt Tarrant to share

Matt Tarrant to return faulty snow machine

6	Short, medium and long-term spending strategy Unanimous vote to continue with - short-term (golden jumper), - mid-term (music ensemble, uniform cupboard, netball lining) & - long-term (play equipment) spending	Louise Druce to confirm final quote for extension of play equipment
	School uniform sale will shift to a 'shop', custom-built by Mr Briggs; owned by assigned classes	Date & class for first '2 nd hand uniform shop' to be agreed at next Class Rep Coffee morning
7	PTA Constitution Latest version as of 1990s; a legal requirement to access an updated version via ParentKind, incl. PTA Finance Policy, list of trustees, roles & responsibilities	Louise Druce to take this project on.
8	Charities Commission Matt Tarrant updating	Matt Tarrant to update and report back at the next meeting.