



## PTA Meeting Minutes

<b>Date &amp; location</b>	21 <sup>st</sup> Jan 2026, 8pm, The Blenheim Pub															
<b>Attendance</b>	Louise Druce (LD) Shelley Illingworth (SI) John Sheehy (JS) Heike Oulaghan (HO)	Sarah Makin-Shaw (SMS) Anne-Marie Carlin (AMC) Rosie Clark (RC) Mellody Saint-John-Todd (MSJT)														
<b>Apologies</b>	Liv Pearce Megan Hart Grace Lewis	Hannah Coxon Claire Trower James Webb														
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Welcome, introductions and apologies (SI)</li> <li>2. Standing items               <ol style="list-style-type: none"> <li>a. Last Meeting (26/11) Minutes – to be approved &amp; signed (SI)</li> <li>b. Trustees Update (HO)</li> <li>c. TENS Licence planning (HO, SI)</li> <li>d. Financial report (JS)</li> <li>e. Expenditures agreed including reimbursements &amp; school requests (SI)</li> <li>f. PTA Constitution (LD)</li> <li>g. PTA Subscriptions (SI)</li> <li>h. Date of next meeting (HO)</li> </ol> </li> <li>3. PTA open roles and appointments</li> <li>4. PTA@gmail account / current access &amp; action plan</li> <li>5. Review of Autumn term 2 events / learnings for 2026</li> <li>6. Spring 2026 planning:               <table border="1" data-bbox="480 1496 1433 1832" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Spring 1</th> <th style="text-align: left;">Spring 2</th> </tr> </thead> <tbody> <tr> <td>Crazy Hair Day</td> <td>Quiz Night</td> </tr> <tr> <td>Wonka Bars</td> <td>Easter Disco</td> </tr> <tr> <td>Cushion Clubs</td> <td>Sunflowers</td> </tr> <tr> <td>200 Club</td> <td>Easter Raffle</td> </tr> <tr> <td>Music Evening Bar</td> <td>2<sup>nd</sup> hand uniform</td> </tr> <tr> <td>Sip &amp; Paint</td> <td>Easter challenge</td> </tr> </tbody> </table> </li> <li>7. AOB</li> </ol>		Spring 1	Spring 2	Crazy Hair Day	Quiz Night	Wonka Bars	Easter Disco	Cushion Clubs	Sunflowers	200 Club	Easter Raffle	Music Evening Bar	2 <sup>nd</sup> hand uniform	Sip & Paint	Easter challenge
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Sip & Paint	Easter challenge															
<b>Next Meeting</b>	Thursday 16/04/26 PTA, 8pm at The Blenheim Pub															

Item	Subject	Action
1	<b>Welcome, introductions and apologies</b>	
2	<p><b>Standing items</b></p> <p><b>a. Last Meeting (26/11) Minutes</b></p> <p>Outstanding from previous meeting, to be taken forward:</p> <ol style="list-style-type: none"> <li>1) ParentKind &amp; Peoplesfundraising accounts are still linked to outdated <a href="mailto:PTA@gmail.com">PTA@gmail.com</a> account</li> <li>2) Gazebo pole replacement order due ahead of Spring/Summer events</li> <li>3) Spare set of PTA Shed keys</li> <li>4) PTA project form update</li> <li>5) PTA Event set-up memo <ul style="list-style-type: none"> <li>• HO tried to upload Teams recording of briefing instructions to ChatGPT to create a memo, but it failed; LD suggested to trial TaskTracker to create a short PTA Event set-up memo</li> </ul> </li> </ol> <p><b>b. Trustees Update</b></p> <p>Brief update on trustees having agreed to return to Lloyds for PTA banking, as Metro conditions are no longer meeting PTA needs, which JS has since actioned</p> <p><b>c. TENS Licence planning</b></p> <ul style="list-style-type: none"> <li>• Planner showing on PTA Meeting Agenda template</li> <li>• #1 Music Evening, #2 PTA Quiz</li> </ul> <p><b>d. Financial report</b></p> <ul style="list-style-type: none"> <li>• JS presented a comprehensive report, listing in vs. outgoings since November (uploaded to the Stamford Green website prior to the meeting)</li> <li>• All SumUp machines are now labelled with distinct user IDs &amp; account names to easily identify and link them (e.g. 'Bar', 'Uniform' etc.)</li> <li>• JS noted that 200 Club generated 62 ticket sales in December <ul style="list-style-type: none"> <li>○ We discussed that some parents raised questions as to what the 200 Club actually entails and agreed that the next PTA Bulletin should include a brief explanation</li> <li>○ JS confirmed that the Epsom &amp; Ewell Lottery Licence club requires an update after every raffle/lottery event</li> </ul> </li> </ul>	<p>ParentKind &amp; Peoplesfundraising accounts need to be linked to <a href="mailto:PTA@stamford-green.surrey.sch.uk">PTA@stamford-green.surrey.sch.uk</a> (JS / SI)</p> <p>Gazebo pole replacement order due (Steve Illingworth)</p> <p>Spare PTA Shed keys to be cut (HO)</p> <p>PTA Event Planning form to include a reminder to make the PTA Events platform fee compulsory (LD)</p> <p>HO will trial 'TaskTracker' to create a PTA Event set-up memo</p> <p>HO will raise TENS License #1 for Music Evening bar and #2 for the PTA Quiz</p> <p><b>PTA Bulletin: GL will include a brief 200 Club explanation in the next issue</b></p> <p>LD will add a reminder on the PTA Event planning form that the Lottery Licence requires an update after any raffle or lottery project</p>

	<p><b>e. Expenditures agreed including reimbursements &amp; school requests</b></p> <ul style="list-style-type: none"> <li>• Short-term (Christmas crackers, golden jumpers, ice lollies, sports afternoon medals etc.) &amp; long-term (Path of Adventures and the next piece of play equipment) PTA spending agreed previously</li> <li>• LD suggested the following as medium-term PTA expense <ul style="list-style-type: none"> <li>○ Booking author visits in 2026 (potentially 2, suitable for younger and older age bands)</li> <li>○ Purchasing new books for the school library</li> </ul> </li> <li>• PTA members agreed to both suggestions</li> </ul> <ul style="list-style-type: none"> <li>• This sparked the idea of looking into a puppet or theatre company visiting the school in future, alternating with the Circus, running as a PTA event.</li> </ul> <p><b>f. PTA Constitution</b></p> <p>No update</p> <p><b>g. PTA Subscriptions</b></p> <p>Up to date</p> <p><b>h. Date of next meeting</b></p> <p>Thursday 16/04 PTA meeting</p>	<p>LD will confirm cost &amp; availability (2 x author visits)</p> <p>MSJT will source Theatre company quotes &amp; availability (for 2026/2027)</p>
<p><b>3</b></p>	<p><b>PTA open roles and appointments:</b> Finance Officer</p> <p>MSJT may consider applying for the role, following a settlement period in a new job</p>	<p>SI to follow up</p>
<p><b>4</b></p>	<p><b>PTA@gmail account / current access</b></p> <p>We need to continue updating all accounts and email references to consistently link to <a href="mailto:PTA@stamford-green.surrey.sch.uk">PTA@stamford-green.surrey.sch.uk</a></p>	<p>SI will update and link PTA Events log-in and account to <a href="mailto:PTA@stamford-green.surrey.sch.uk">PTA@stamford-green.surrey.sch.uk</a></p> <p>LD will update the school website accordingly</p>
<p><b>5</b></p>	<p><b>Review of Autumn term 2 events / learnings for 2026:</b></p> <p>Christmas Tree sales &amp; Wreath-Making generated a small profit; we discussed some general learnings to help improve these moving forward:</p> <ol style="list-style-type: none"> <li>1) We will schedule 2026 Christmas events at the end of the 2025/2026 school year so that they are then included in the last 'Dates for Diaries' issued before the summer break to help early planning.</li> <li>2) Tree sales:</li> </ol>	<p>LD will ensure that the PTA Christmas dates are included in the school's Dates for Diaries (end of summer term)</p>

	<ul style="list-style-type: none"> <li>We will include tree pictures &amp; quotes from happy tree customers next year</li> <li>We will generate buzz &amp; potential advertising early November</li> </ul> <p>3) Wreath-Making</p> <ul style="list-style-type: none"> <li>We agreed that we can optimize the setting for a more festive mood (fairy lights, dimmed hall, inclusive seating etc.)</li> </ul> <p>4) Christmas Fair</p> <ul style="list-style-type: none"> <li>We will add an event map to improve sign-posting</li> </ul> <p>5) Sticky Toffee pudding:</p> <ul style="list-style-type: none"> <li>The project lead will need to also allocate time for selling the product after the Christmas Fair and/or consider adjusting volumes</li> </ul>	
5	<p><b>Spring 2026 planning</b></p> <p>SI suggested we update and thank parents for their involvement and support on recent PTA initiatives, also by way of sharing an update on what PTA funds are being spent on</p> <p>The shared logo on PTA &amp; school IG accounts may lead to confusion, we agreed to adapt the PTA version to differentiate vs. the official school account</p> <p><b>Spring 1</b></p> <ul style="list-style-type: none"> <li><b>Crazy Hair Day</b> generated disappointing interest, we only received donations for less than half of the children. We agreed that we need to <ul style="list-style-type: none"> <li>Consider moving the event post pay-day in future</li> <li>Add an open amount to QR code and payment link</li> </ul> </li> <li><b>Wonka Bar</b> preparations are underway (HO leading); sales agreed for Friday 6th &amp; Monday 9th - Friday 13th after school only, cash and card payment allowed</li> <li><b>Cushion Club</b> will be led by Leigh-Ann Herman and Hannah Smith, date TBC</li> <li><b>Music Evening Bar</b>, 26<sup>th</sup> Feb will be led SMS, Alison Condyliffe and HO</li> <li>We agreed to shift the <b>Sip &amp; Paint</b> event, originally discussed for Spring, to Sept / October</li> <li><b>PTA Quiz</b>: Suggested for 20<sup>th</sup> March</li> </ul> <p><b>Spring 2</b></p> <ul style="list-style-type: none"> <li><b>Easter disco</b> – as planned, SI will lead</li> <li><b>Easter challenge</b> – as planned, SI will lead</li> <li><b>Sunflowers</b>: Need a new lead</li> </ul>	<p><b>PTA Newsletter (GL): The January PTA bulletin needs to include a shout-out to parents who donated on Crazy Hair Day, and an update on agreed short, medium and long-term PTA spending (see Agenda point 2e)</b></p> <p>SMS will look into incorporating a weekly 'PTA Thank You' post</p> <p>SMS will update the PTA IG image</p> <p><b>PTA Newsletter (GL): Add a reminder to follow PTA on the IG handle</b></p> <p>Leigh-Ann Herman &amp; Hannah Smith to confirm Cushion Club date</p> <p>HO will raise a TENS license for Music Bar (#1 2026) and Quiz (#2 2026)</p>

	<ul style="list-style-type: none"> <li>• <b>Easter raffle</b> – LAH to lead. We agreed to continue with this and the Colour Raffle, AMC will lead one last time and needs to find someone to shadow</li> <li>• <b>Eid's Bubble Bursting:</b> Need volunteers, 1-2 parents per class for 20mins (will go via Class Reps)</li> </ul> <p>200 Club &amp; 2<sup>nd</sup> hand uniform continuing as per usual, all in hand</p>	<p><b>PTA Newsletter (GL):</b></p> <ul style="list-style-type: none"> <li>• <b>Ask for volunteers to lead the Sunflower event</b></li> <li>• <b>Remind parents of the Eid Bubble Bursting and show past pictures</b></li> </ul>
6	AOB	

### The PTA's Purpose from its Constitution

- To advance the education of the pupils in the school, by providing and assisting in the provision of facilities, resources and educational opportunities (not normally provided by the LA).
- To foster more extended relationships between the staff, parents and others associated with the school, acting as a forum where staff and parents may work together.
- Engage in activities which support and promote the school and advance the education of the pupils attending it.