



Stamford Green

Primary School and Nursery

Community enrichment through fun and fundraising

Charity Number: 1015916

PTA



PTA Meeting Minutes

Date & location	26 th Nov 2025, 8pm, The Blenheim Pub	
Attendance	Louise Druce (LD) Shelley Illingworth (SI) John Sheehy (JS) Heike Oulaghan (HO) Sarah Hayes (SH) Rosie Clark (RC)	Sarah Makin-Shaw (SMS) Megan Hart (MH) Ellie Sillence (ES) Becks Booth (BB) Leigh-Ann Herman (LH)
Apologies	Anne-Marie Carlin Sarah Smith Will King Liv Pearce Grace Lewis	Sam Hicks Hannah Coxon James Webb Joanne Combrinck Steve Illingworth
Agenda	<ol style="list-style-type: none"> 1. Welcome, introductions and apologies (SI) 2. Standing items <ol style="list-style-type: none"> a. Last Meeting (15/10) Minutes – to be approved & signed (SI) b. Trustees Update (HO) c. TENS Licence planning (HO, SI) d. Financial report (JS) e. Expenditures agreed including reimbursements & school requests (SI) f. PTA Constitution (LD) g. PTA Subscriptions (SI) h. Date of next meeting (HO) 3. PTA open roles and appointments <ul style="list-style-type: none"> • Finance Officer • Bulletin • 200 Club 4. PTA Shed Key sign in/out proposal 5. 2025/2026 planning (see overleaf for details): <p>Autumn Term 2</p> <ol style="list-style-type: none"> a. Doughnut Sale b. Fireworks c. School Christmas tree decoration d. Christmas tree sales e. Christmas Fair f. Christmas cards for children g. Letters to Santa h. Wreath-Making event 	

	<p>Spring Term 1</p> <ul style="list-style-type: none">a. Cushion Clubsb. Wonka Barsc. Crazy Hair Dayd. Wine Tasting or ?e. 200 Club <p>6. AOB</p>
Next Meeting	21 st January 2026, 8pm at The Blenheim Pub

Item	Subject	Action
1	Welcome, introductions and apologies	
2	<p>Standing items</p> <p>a. Last Meeting (15/10) Minutes Minutes to be approved and signed at the PTA Trustee meeting (27/11)</p> <p>Reminder of one outstanding task for the new year from the previous PTA meeting: As the ParentKind subscription expires by EOY, we need to renew the subscription and link it to the generic PTACHair@ email account, not a personal email account.</p> <p>b. Trustees Update n/a, as no trustee meeting had been held since the AGM.</p> <p>c. TENS Licence planning Christmas market (6) and Wreath Making (7) TENS completed by JS; new count will start from January 2026.</p> <p>d. Financial report JS has appointed an independent examiner for 2025/2026 accounts. JS presented a thorough finance report of latest spending vs. balances (electronic copy sent to the school separately); all expenses have been validated and agreed by the PTA. All short-term expenses (incl. golden jumper order) are up to date. JS flagged that not all recent PTA Events included the compulsory platform fee we'd agreed during the 2024 AGM recently; we need to collectively remind all event leads to make the fee compulsory. We discussed whether we could increase the frequency of running the Krispy Kreme doughnuts sale, as it generated £700 profit, but agreed to keep it to once p/a to leave space for all other fund-raising initiatives and after-school sales. Recent Lloyds Bank match-funding generated £500 for an hour's worth of a dad volunteering at the firework event.</p> <p>e. Expenditures agreed including reimbursements & school requests Agreement to purchase a Gazebo pole replacement (£18) for one of the gazebos used at PTA events. Agreement to purchase 3 x SumUp machines in the Black Friday 50% Sales event to boost the number of machines we can leverage esp. for busy events like Fireworks and Christmas Fair.</p> <p>f. PTA Constitution Ongoing, no update since the 15/10 PTA AGM; LD to continue liaising with ParentKind to update it.</p> <p>g. PTA Subscriptions</p>	<p>SI will set up a new ParentKind subscription for 2026, linked to the generic email address PTACHair@stamford-green.surrey.sch.uk</p> <p>HO will start a TENS license protocol from Jan 2026, added to the minutes for ease.</p> <p>LD will update the event planning form to include a reminder to make the PTA Events platform fee compulsory.</p> <p>Next PTA bulletin to shout out Lloyds' match-funding to encourage parents to investigate this with their employers, as many large corporations may provide a similar benefit (GL).</p> <p>Steve Illingworth will order the replacement Gazebo pole and expense it.</p> <p>JS will message Joanna Lee to order 3 SumUp machines during the sale event.</p>

	<p>Gambling License with Epsom & Ewell council expires by EOY, agreed to renew so we can continue raffles, 200 Club etc.</p> <p>As per agenda point 2a, ParentKind subscription needs to be renewed in the new year.</p> <p>h. Date of next meeting</p> <p>21st January 2026, 8pm at The Blenheim Pub</p>	<p>SI will renew the 2026 gambling license.</p>
3	<p>PTA open roles and appointments</p> <p>a) Finance Officer</p> <p>No volunteers to date</p> <p>b) PTA Bulletin lead</p> <p>Grace Lewis Fox, Y1 parent & journalist, kindly agreed to take this on moving forward. We are all very excited to have Grace on board and look forward to the new PTA bulletins, thank you for coming forward.</p> <p>School has already liaised with Grace with a brief handover.</p> <p>c) 200 Club</p> <p>Brief reminder that the 200 Club used to generate ongoing profit via easy lottery fundraising, so we agreed it is worth to re-ignite.</p> <p>Ellie Sillence kindly agreed to lead the 200Club moving forward, including setting it up before EOY and running it on an ongoing basis. LD will brief ES on what is needed and will work closely with ES to start the '200 Club drum roll' during the December nativity plays.</p> <p>We agreed that parents will volunteer across year groups with SumUps at the end of nativity plays for parents to sign up:</p> <p>Reception: SH Y1: RC Y2: TBC Y3: HO, SI Y4: SH Y5: BB Y6: TBC</p>	<p>GL to include the open role in December's PTA Bulletin.</p> <p>GL taking the lead from December.</p> <p>ES & LD to re-start the 200Club and organise SumUp machines for each year group after nativity plays to sell lottery tickets.</p>
4	<p>PTA Shed Key sign in/out proposal</p> <p>We have 3 x PTA Shed keys in total, and are trying to locate them.</p> <p>Agreement to keep one in the main safe and one will be with the PTA Chair for safe keeping moving forward; remaining keys will be in the key box in the office.</p>	<p>HO will get one set of spare PTA Shed keys cut and hand it to the school office.</p>

5	<p>2025/2026 planning (see overleaf for details):</p> <p>Autumn Term 2</p> <p>a. Doughnut Sale</p> <p>£700 profit and little effort, we will keep it as an annual event.</p> <p>b. Fireworks</p> <p>A fabulous £9400 has been raised, congratulations to all involved!</p> <p>2026 event booked for 6th November 2026.</p> <p>Discussion if we can create a safe space for children who struggle with the noise & busy atmosphere but are keen to attend; we will advertise more clearly that families can arrive close to the start of the display, and watch from a distance to avoid the rush / noise / crowds as the playground is very quiet with no crowds of people.</p> <p>c. School Christmas tree decoration</p> <p>Due Friday 28th (East Gate) and Saturday 29th November (West Gate).</p> <p>Luke and Paul will set up both trees ahead of time; baubles are in the PTA Shed.</p> <p>d. Christmas tree sales</p> <p>Trees have been delivered to the school, ahead of Sunday's Fair; 36 trees were sold at £190 profit, so we agreed we would advertise sooner and more effectively next year.</p> <p>HO set up the PTA Event using SI's and JW's recorded Teams call; as it was an in-depth 45mins recording, we agreed this could be simpler in memo format. We will trial translating the call into a memo using AI, so we have a documented briefing form for any new project leads.</p> <p>e. Christmas Fair</p> <p>Raffle sales start on Thursday 27th Nov.</p> <p>Token sales still live up until Friday 28th Nov.</p> <p>Grotto decorations are in hand, BB and SH are planning / preparing</p> <p>The Santa queue will be managed more effectively this year to avoid frustrations – LD will brief teachers at the gate to encourage families to see Father Christmas throughout the Fair to ease queuing.</p> <p>f. Christmas cards for children</p> <p>Completed</p> <p>g. Letters to Santa</p> <p>All in hand and going to plan; few voluntary contributions to date, JS will continue monitoring.</p> <p>h. Wreath-Making event</p> <p>Sales slow at n=20, agreement to send 'save the date' earlier and work on a more festive atmosphere moving forward; we will close the sale now and make the most of the event.</p>	<p>GL to add a shout-out to the Fireworks organisers Shelley & Steve Illingworth (& team) to celebrate the massive success of the event.</p> <p>HO will raise awareness next year that there is the option to enjoy the display from the playground, away from the crowd.</p> <p>HO will use ChatGPT to create a short PTA Event set-up memo.</p> <p>GL will add a brief reminder to parents/carers that a voluntary donation for the Father Christmas letters is live on PTA Events in the December PTA Bulletin.</p>
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	<p>Spring Term 1</p> <p>a. Cushion Clubs</p> <p>Date TBC, Leigh-Ann Herman and Hannah Smith kindly agreed to lead this in the new year.</p> <p>b. Wonka Bars</p> <p>We'd previously agreed to switch from the Smartie challenge to a Wonka Bar event (including golden tickets for prizes such as mufti day etc.), to be sold after school; LD will brief HO on this after Christmas.</p> <p>c. Crazy Hair Day</p> <p>Agreed to repeat it again.</p> <p>We discussed that cash donations at the school gate are not optimal; JS reminded us that for all non-uniform events, we can use a QR code via SumUp to collect easy and quick card donations (not compulsory, but intended to make it simpler).</p> <p>d. Wine Tasting or ?</p> <p>BB & SH kindly volunteered to pilot a Sip & Paint event to replace the Wine Tasting in Spring 2026, as the wine tasting evening didn't generate great interest; they will lead & facilitate, date to be agreed at the next PTA meeting.</p>	<p>LAH and Hannah Smith will confirm a suitable date at the next PTA meeting.</p> <p>HO will lead (set up after Christmas).</p> <p>LD will schedule in the 2026 Crazy Hair Day via dates for diaries.</p> <p>GL will include a brief note in the next bulletin that moving forward, for all non-uniform events, we will have a cash & SumUp QR code option for donations at the gate.</p> <p>BB & SH will pilot it in Spring 2026, date TBC.</p>
6	<p>AOB</p> <p>Weekly planners posted on PTA's IG: A few parents raised concerns about publishing class diaries on IG post with times. Less specific times will be used in the future. Some parents said they find the reminders useful.</p>	