



PTA Meeting Minutes

Date & location	16 th April 2026, 8pm, The Blenheim Pub																	
Attendance	Louise Druce (LD) Shelley Illingworth (SI) John Sheehy (JS) Heike Oulaghan (HO) Leonie Haymes (LH) Becks Booth (BB)	Rosie Clark (RC) Liv Pearce (LP) Megan Hart (MH) Sarah Hayes (SH)																
Apologies	Grace Lewis Sarah Makin-Shaw Anne-Marie Carlin Scott King Melody Saint-John-Todd	Hannah Coxon Josie Combrinck Ellie Sillince Lisa Cheeseman																
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 (21/01) Minutes – to be approved & signed (SI) b. Trustees Update (HO) c. TENS Licence planner (HO) d. Financial report (JS) e. Expenditures agreed including reimbursements & school requests (JS/LD) f. PTA Constitution (LD) g. PTA Subscriptions (SI) h. Date of next meeting (HO) 3. PTA open roles 4. PTA funding PR drumroll 5. Review of Spring events & learnings for 2026/2027: <table border="1" data-bbox="480 1552 1433 1787" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Spring 1</th> <th style="width: 50%;">Spring 2</th> </tr> </thead> <tbody> <tr> <td>Wonka Bars</td> <td>Quiz Night</td> </tr> <tr> <td>Music Evening Bar</td> <td>Easter Disco</td> </tr> <tr> <td></td> <td>Easter challenge</td> </tr> <tr> <td></td> <td>Eid Bubble bursting</td> </tr> </tbody> </table> 6. Summer 2026 planning: <table border="1" data-bbox="480 1865 1433 2000" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Summer 1</th> <th style="width: 50%;">Summer 2</th> </tr> </thead> <tbody> <tr> <td>Sunflowers</td> <td>Y2 Big Camp</td> </tr> <tr> <td>200 Club</td> <td>Ice lolly sale</td> </tr> </tbody> </table> 		Spring 1	Spring 2	Wonka Bars	Quiz Night	Music Evening Bar	Easter Disco		Easter challenge		Eid Bubble bursting	Summer 1	Summer 2	Sunflowers	Y2 Big Camp	200 Club	Ice lolly sale
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Next Meeting	3 rd June 2026, 8pm, at The Blenheim Pub										

Item	Subject	Action																																
1	Welcome, introductions and apologies																																	
2	<p>Standing items</p> <p>a. Last Meeting (21/01) Minutes Approved & signed during recent Trustee meeting (11th March).</p> <p>b. Trustees Update (HO) Brief update on trustees agreeing to the previously discussed PTA spending plan:</p> <ul style="list-style-type: none"> • Short-term (ice lollies, sports day medals, golden jumpers). • Medium-term (illustrator for YR-Y2, children's author for Y3-Y6, quotes being collated by the school office). • Long-term (extension of adventure path, the school office will kindly manage new quotes in line with council regulations). <p>Trustees would revisit several Finance-related points, incl. banking and reimbursement, at the next meeting on 20th May, as JS was unable to attend the previous trustee meeting.</p> <p>c. TENS Licence planner (HO)</p> <table border="1"> <thead> <tr> <th>Event</th> <th>Project Lead</th> <th>TENS Applicant</th> <th>TENS Licence</th> </tr> </thead> <tbody> <tr> <td>Music Evening</td> <td>Heike Oulaghan</td> <td>Heike Oulaghan</td> <td>#1 1770029733586</td> </tr> <tr> <td>Quiz</td> <td>Mark Oulaghan</td> <td>Heike Oulaghan</td> <td>#2 1770814371526</td> </tr> <tr> <td>Y2 Camp</td> <td>Emily McMurrin</td> <td>Shelley Illingworth</td> <td>#3 TBC</td> </tr> <tr> <td>Menopause evening</td> <td>Victoria Tebbett</td> <td>Shelley Illingworth</td> <td>#4 TBC</td> </tr> <tr> <td>Circus</td> <td>Anne-Marie, Sarah</td> <td>Anne-Marie</td> <td>#5 1775505040927</td> </tr> <tr> <td>Colour Run (16/05)</td> <td>Scott King, Will Brown, Matt Pike</td> <td>Anne-Marie</td> <td>#6 1775506035398</td> </tr> <tr> <td>Drama Bar (30/04)</td> <td>Sarah Hayes, Becks Booth</td> <td>Megan Hart</td> <td>#7 DSFX1776367611187</td> </tr> </tbody> </table>	Event	Project Lead	TENS Applicant	TENS Licence	Music Evening	Heike Oulaghan	Heike Oulaghan	#1 1770029733586	Quiz	Mark Oulaghan	Heike Oulaghan	#2 1770814371526	Y2 Camp	Emily McMurrin	Shelley Illingworth	#3 TBC	Menopause evening	Victoria Tebbett	Shelley Illingworth	#4 TBC	Circus	Anne-Marie, Sarah	Anne-Marie	#5 1775505040927	Colour Run (16/05)	Scott King, Will Brown, Matt Pike	Anne-Marie	#6 1775506035398	Drama Bar (30/04)	Sarah Hayes, Becks Booth	Megan Hart	#7 DSFX1776367611187	
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Reception Play & Stay	TBC	TBC	#8
Sip & Paint	Sarah Becks	TBC	#9
Fireworks	Heike Oulaghan	Heike Oulaghan	#10
Wreath Making			#11
Christmas Fair			#12

d. Financial report (JS)

JS had sent the most recent Finance report to trustees ahead of the meeting as a pre-read and it has since been uploaded to the school website; we briefly reviewed latest in – and outgoings, all verified against events & expense forms

LD thanked JS for his commitment and dedication and thanks for his attention to detail. All accounts are accurate, up-to-date and fully reconcilable against statements and expenses

e. Expenditures agreed including reimbursements & school requests

There are no new school requests; author quotes (see agenda point 2b) are in the process of being collated, attendees were excited to hear about potential illustrators and authors the children might meet (e.g. Zehra Hicks, a long-standing friend of Stamford Green).

The school office will manage sports day medals (quotes and ordering).

As per agenda point 2b, the school will also collect relevant quotes for the next extension for the Path of Adventures.

Anne-Marie Carlin and Sarah Smith suggested we add a story-telling chair to the Path of Adventures, which we will revisit as part of the spending plans alongside the ongoing repayment plans and pending quotes.

f. PTA Constitution (LD)

Ongoing; LD is aiming to get this project finished ahead of the 2026 PTA AGM, but it will take a lot of effort to bring the 1990 constitution into the 21st century!

g. PTA Subscriptions (SI)

Stripe access is now correctly linked to the PTATreasurer@ account, and we agreed that JS will remove any unnecessary account members.

All other subscriptions are fully up to date.

h. Date of next meeting (HO)

3rd June 2026

3

PTA open roles

The role of Finance Officer remains unfilled, and while we all agree that we could not ask for a more committed, dedicated PTA Treasurer, the role should not sit with JS alone.

A YR Mum has expressed interest in the role, she has already briefly discussed it with JS and will watch over his shoulder when he is doing the next monthly accounts and support with cash-counting at Circus and Colour Run events.

If she remains interested in applying for the role, LD & SI will handle the application process including reference checks and application forms.

SI / LP to confirm with Finance Officer applicant if she wants to start the application process and let LD know.

4	<p>PTA funding PR drumroll</p> <p>A couple of parents have raised concerns that the PTA funding process is not clear enough, and that we may generate greater engagement by outlining clearer goals and achievements.</p> <p>While short, medium and long-term spending plans had been referenced in the recent PTA bulletin, we agreed that we could promote PTA successes, plans and investments more effectively. We will utilize the PTA Bulletin, create an EOY PTA infographic and even add 'fun facts' to the weekly school newsletter</p> <p>JS will collect stats & facts on PTA expenses / spending also, e.g. x number of bottles sold</p>	<p>LD will upload the recent PTA Bulletin to the school website.</p> <p>SI, LP, MH & BB will create an EOY PTA promotion of achievements, plans and fun facts (e.g. visual infographics poster) to thank and inform parents.</p>										
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<p>Sunflowers</p> <p>All in hand, thanks to Ellie Sillince</p>	<p>Y2 Big Camp</p> <p>Emily McMurrin kindly agreed to lead the 2026 Y2 camp, all in hand</p>
<p>200 Club</p> <p>All underway, thanks to Ellie Sillince</p>	<p>Drama Bar</p> <p>Taking place on 30th April, so MH applied for a short TNS license due to the late application.</p> <p>Anne-Marie Carlin and Sarah Smith would like to run the bar on the evening but need someone to manage stock and preparations.</p> <p>BB and SH kindly stepped forward as project leads.</p>
<p>Menopause Event</p> <p>Thanks to Victoria Tebbett for leading and initiating, the event is all set for TENS and PTA inventory.</p>	<p>Annual Ice lolly sale</p> <p>Y5 will continue to organise and manage this event with the teachers' support</p>
<p>Circus</p> <p>All in hand, ticket sales are going well, but BBQ helpers are needed, so a class rep message will go out</p> <p>LH and SI kindly agreed to take stock after the event to help.</p>	<p>Break the rules day</p> <p>HO agreed to lead this moving forward.</p>
<p>Colour Raffle</p> <p>Anne-Marie C. & Sarah S. are leading, no outstanding tasks.</p> <p>LD to send letter to them.</p>	
<p>Colour Run</p> <p>Preparations are underway, Scott, Will and Matt are in contact with LD & SI.</p> <p>Mrs Smith is unable to act as MC this year, so HO will check with John Makin-Shaw (who kindly agreed to take on this role the day after the PTA meeting).</p>	
<p>Sports Medals / Ice lollies</p> <p>The school office will handle the sports medals, but the ice lollies for sports day require a project lead (to manage the pre-order and freezing of c. 750 lollies).</p> <p>SI & RC will oversee, class reps need to drum up leaders per year group.</p>	

GL: Add a link to the Epsom Menopause Hub in next PTA Newsletter (BB & GL).

7	AOB We repeated that no posters shall be stapled to the PTA premises shed in future. We need to be mindful of music rights for any PTA Social Media posts; a recent Circus post was picked up on by Warner; the post has since been removed.	

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.