Stamford Green
Primary School and Nursery

Community enrichment through fun and fundraising
Charity Number: 1015916

PTA

PTA AGM Minutes

Date & location	23rd Sept 2026, 7:30pm, Stamford Green School Hall	
Attendance	Louise Druce (LD) Shelley Illingworth (SI) John Sheehy (JS) Megan Hart (MH) Liv Pearce (LP) Heike Oulaghan (HO) Sarah Makin-Shaw (SMS) Jo-Anne Combrinck (JC) Alison Condlyffe (AC) Karin Valtersson (KV) Scott King (SK) Leonie Haynes (LH) Gina Beadle (GB) Will Brown (WB) Scott King (SK) Hannah Smith (HS) Dave Loughlin (DL) Rosie Pethica (RP) Hayley Frew (HF) Lyndsay Dickson (LD) Megan Fry (MF)	Sarah Hayes (SH) Ellie Sillince (ES) Alexia Armstrong (AA) Angela Borst (AB) Sophie James (SJ) Jennifer Stevens (JS) Claire Hetherington (CH) Mellody St John Todd (MJT) Laura Routledge (LR) Rachel Moilliet (RM) Kate Kellett (KK) Barbara Williamson (BW) Becks Booth (BB) Jo Lee (JL) Rowena Williams (RW) Olivia Azah (OA) LeighAnn Herman (LH) Scott Whaley (SW) Sarah Brooks (SB)
Apologies	Claire Trower James Webb Grace Lewis	
Agenda	**Ordinary Business** 1. Welcome, introductions and apologies – SI 2. Approval of Minutes from the last AGM on 15.10.25 – SI to sign 3. Approval of Minutes from the last PTA Committee Meeting 3.6.26 – SI to sign 4. Matters arising from the Minutes - SI 5. Trustees update a) Event Leader purchasing arrangements as per PTA Finance Policy – SI b) PTA Code of Conduct – LD 6. Report and review of 2026/2027 from the Chair – SI 7. Financial Report and Statement of Accounts to 31 August 2026 from the Treasurer – JS 8. Appointment of an Independent Examiner of Accounts for the year ending 31 August 2027 – SI	

	9. Election of Officer Committee Members and Trustees for 2026/2027 – HO/SI a) Chair b) Vice Chair c) Treasurer d) Secretary e) School Leader f) Finance Officer 10. Election of Ordinary Committee Members for 2026/2027 - SI a) Class Representative and Communications Lead b) PTA Bulletin Lead c) Second Hand Uniform Lead d) PR Lead **Special Business** 11. Adoption of the new PTA Constitution - LD **Any Other Business** 12. Proposed PTA Events for 2026/2027 - SI a) Autumn Term 1 b) Autumn Term 2 c) Spring and Summer Terms lookahead 13. TENs License update and planning - HO 14. PTA Subscriptions Review – JS a) Parentkind b) Lottery license 15. Spending strategy – short, medium and longer term – LD
Next PTA Meeting	15th October 2026, 7.30pm, The Blenheim: PTA Christmas planning to be a focus.

Item	Subject	Action
Ordinary Business		
1	**Welcome, introductions and apologies** The Chair welcomed attendees and noted the apologies listed above	
2	**Approval of Minutes from the last AGM on 15.10.25 – SI to sign** The minutes were approved and signed by the Chair, SI	
3	**Approval of Minutes from the last PTA Committee Meeting 3.6.26 – SI to sign** The minutes will be circulated ahead of the next meeting for approval.	
4	**Matters arising from the Minutes** LD provided an update on the ongoing police investigation into the fraud referenced at the 2025 AGM. The matter remains with the police and is still a live investigation.	
5	**Trustees update** a) Trustees have agreed a new Finance Policy in line with Parentkind and Charity Commission guidance. As such, all expenditure must be agreed in advance and recorded in the minutes moving forward. Attendees supported this unanimously. b) Attendees also supported adopting the Parentkind Code of Conduct as an ongoing source of guidance and best practice for volunteers, incl. guidance on a pre-set limit of free drinks for event volunteers. c) The previous year's accounts, completed by JS, have been independently reviewed by AA.	
6	**Report and review of 2026/2027 from the Chair – SI** *As I look back on my first year as PTA Chair, I feel incredibly proud of what we have achieved together and deeply grateful for the time, energy and creativity given by every event organiser, volunteer, teacher and member of school staff. It has been a year full of teamwork and community spirit.* *A special thank you goes to our Year 6 parent volunteers who supported us so generously and have now moved on — their enthusiasm helped create so many memorable experiences for the children.* *For those of you who are new to Stamford Green, a warm welcome and all parents/carers are members of the PTA, so thank you in advance for support and volunteering.* *Autumn began with Reception Stay and Play, followed by the afterschool doughnut sale. Our secondhand uniform sales and the 200 Club started in Autumn and ran throughout the year, quietly raising funds in the background.*	

	After half term we enjoyed the breathtaking Fireworks display, and Christmas brought a wonderful flurry of festive activities: Sticky Toffee Pudding sales and the drawing competition, Christmas Card designs, wreath making, Christmas tree sales and a magical Christmas Fair complete with snow. Behind the scenes, Father Christmas' elves were busy preparing Santa Letters for the children. *Spring delivered the hugely popular Wonka Bar extravaganza, Crazy Hair Day, and the sunflower growing and drawing competitions. Quiz Night was a fantastic evening — and a well-deserved win for our brilliant teaching staff. The children shone at the Music Evening, enjoyed the Easter Challenge, and danced the night away at the Easter Disco.* *Summer brought sunshine and smiles with the Colour Run, ending in the Colour Party finale. We celebrated Eid with bubblebursting fun, supported the Year 6 production of High School Musical with the drama bar, and welcomed the Circus back to Stamford Green. Walking up to the top field to see the Big Top and hearing the children's excitement is always a highlight of the year.* *Our PTA motto is Community enrichment through fun and fundraising, and these events do exactly that. They enrich the lives of all Stamford Green families while raising vital funds for day-to-day experiences at school.* *This year we have been able to provide golden t-shirts and jumpers, ice lollies and medals for Sports Day, Christmas craft supplies, crackers and materials for Santa Letters. We've funded Christmas trees for East and West Gate, author and orchestra visits, sandpit maintenance, and the Sunshine Beams — the newest addition to the Path of Adventures.* *I want to thank our wonderful PTA committee members: Heike, our brilliant secretary; Sarah, our social media lead; Grace, our bulletin coordinator; John, our wonderful treasurer; James and Jo, our fantastic Class Rep and Comms Leads; and Meg and Liv, our brilliant co-vice chairs. Your support has been invaluable.* *Thank you to every event organiser for the time given to plan each event, for the Bookers drinks run, the setting up and clearing away, and the care taken to make each event magical.* *A special mention goes to the BBQ squad, whose delicious food and reliable support make such a difference.* *And finally, a heartfelt thank you to Mrs Druce, Mrs Lee and all the teachers and school staff who give their time so generously behind the scenes. You are truly wonderful, and we appreciate you so much.* *What puplis are saying about the PTA:* *Evan: "The PTA are so fun; they bring us so many amazing events that I love to come to. My favourite is the Colour Run."* *Penny: "The PTA brings us lots of treats from the fundraising. My favourite thing to play on the Path of Adventures is the Sunshine Beams"* *Lydia: "Making a community, bringing us together with unity, events that everyone can come, and the smiles never get numb"*	
7	**Financial Report and Statement of Accounts to 31 August 2026 from the Treasurer – JS** JS presented the annual and most recent expense report and confirmed that the detailed income and expenditure report will be appended to the final minutes. As per agenda point 5c, the accounts will be independently examined by a suitably qualified examiner. Upon a parent querying funding, LD and JS outlined key projects funded by the PTA in 2025/2026: Short-, medium- and long-term spending priorities across the year, including recent author visits and the Path of Adventures.	*JS will append the detailed finance report and statement of accounts separately*

	They explained that unreliable historic data and non-guaranteed income currently limit the PTA's ability to set a dependable annual budget. Better forecasting will be developed as stronger benchmarks become available. LD thanked JS for his support and commitment as Treasurer in the past year and announced he will not stand for election again; SI presented a thank-you gift on behalf of the PTA.	
8	**Appointment of an Independent Examiner of Accounts for the year ending 31 August 2027** JS offered to examine the 2027 accounts after stepping down as Treasurer. It was noted that JS also independently examines the school Trust Fund. SW, a parent who is a chartered accountant, offered to check with his current employer if he could support in future and stated that he saw no conflict of interest in JS completing the review; a further potential spouse volunteer was also identified for the future. The committee discussed whether the Finance Officer responsibilities could be shared. SW will confirm with LD if he can consider applying for the role. In line with Parentkind guidance that the appointment of the independent examiner should be put to a vote at the AGM, attendees unanimously agreed to JS completing the review.	
9	**Election of Officer Committee Members and Trustees for 2026/2027** Each role was nominated via proposer and seconder: • Chair: HO proposed Shelley Illingworth, Sarah Makin-Shaw seconded. • Vice Chair: SI proposed Liv Pearce, Sarah Hayes seconded. • Vice Chair: SI proposed Megan Hart, Heike Oulaghan seconded. • Treasurer: JS proposed Alexis Armstrong, Megan Hart seconded. • Secretary: LP proposed Heike Oulaghan, Sarah Makin-Shaw seconded. • School Leader: SI proposed Louise Druce, Hannah Smith seconded. • Finance Officer: Vacant; role description to be published in the next PTA Bulletin.	*Vacant Finance Officer role description to be published in the next PTA Bulletin*
10	**Election of Members for 2026/2027 with specific jobs** Each role was nominated via proposer and seconder: • Class Representative and Communications Lead: • SI proposed James Webb, Heike Oulaghan seconded • SI proposed Jo-Anne Combrinck, Louise Druce seconded • PTA Bulletin Lead: SI proposed Grace Lewis, Megan Hart seconded • Second-hand Uniform Lead: SI proposed Claire Tower, Leigh Ann Herman seconded • PR Lead: HO nominated Sarah Makin-Shaw, Liv Pearce seconded Following adoption of the new constitution (agenda point 11), these are defined Volunteer Roles rather than Elected Ordinary Committee positions.	*LD to update the description of PTA Member Job roles in line with the new constitution.*

Special Business		
11	**Adoption of the new PTA Constitution – LD** LD explained that the existing constitution dated from the 1990s and contained outdated provisions and was no longer fit for purpose. Parentkind's model constitution has been developed with legal input and agreed with the Charity Commission, fully meeting its purpose. As part of the review, the meeting discussed the distinction between trustees, elected committee members and volunteer roles, and the quorum required for future AGMs. Officer roles will be Trustee roles (agenda point 9). Roles listed as Ordinary Committee members (agenda point 10) will instead be described as defined PTA member roles and do not require the people to be trustees. Someone queried if the new Constitution will prevent aforementioned fraud of PTA funds, LD clarified that all policies, procedures and the Code of Conduct have been reviewed by the trustees to ensure the charity delivers benefit and there is trust and confidence moving forward. The meeting voted to adopt the Parentkind model constitution.	
Any Other Business		
12	**Proposed PTA Events for 2026/2027 – SI** a) Autumn Term 1 - Event controls: Event leaders should use the Activity/Project Planning Form, agree expenditure in advance, source best value and record stock at the start and end of each event. - Suppliers should be reviewed periodically, with local-business sponsorship considered where appropriate. • Stay & Play, 25 September: 110 tickets sold at the time of the meeting. Expenditure of up to £350 for stock was approved. • Paint & Prosecco, 9 October: Target attendance of 20. Expenditure of up to £500, including alcohol and materials, was approved. Stock should be managed to minimise leftovers or purchased with remaining autumn term 1 events in mind (expiry, suitability). • Sticky Toffee Pudding: Attendees agreed to reduce the order from 12 to 9 boxes, reflective of last year's sales. Alternative products, such as Christmas cookies or Christmas pudding, may be tested next year. • 200 Club: ES confirmed arrangements are in hand. • Doughnuts, 16 October: Expenditure of £420, for 55 boxes, bags and napkins, was approved. b) Autumn Term 2	*All Event leads to complete opening and closing stock records and ensure expenditure is agreed in advance.* *PTA Committee to agree Autumn Term 2 expenditure at the next meeting on 15 October 2026.*

	Expenditure will be agreed at the PTA meeting on 15 October. c) Spring and Summer Terms The lookahead was deferred to the next PTA meeting.	
13	**TENs Licence update and planning – HO** HO confirmed that the TENs licence position is up to date, with two remaining events for the calendar year, Wreath making and the Christmas Fair.	
14	**PTA Subscriptions Review – JS** a) Parentkind The meeting agreed to continue the subscription at £130 for support and guidance. b) Lottery licence The meeting agreed to continue the licence for raffle and 200 Club The new treasurer will renew / maintain both subscriptions.	
15	**Spending Plan – LD** LD outlined short-, medium- and long-term spending strategy and thanked the PTA for their contributions last year. The short-term spending on golden t-shirts and sports afternoon ice lollies and medals are gratefully received by the children. With regards to the medium term spending an author, Zehra Hicks, has been booked. The long-term spending continues as per the PYA meeting on 3.6.26 with the next adventure on the Path of Adventures on the field. As per the PTA Bulletin, a feasibility study and climate resilience work continues, but Surrey County Council own the building so this needs to be a consideration. LD reassured parents that all curriculum sports equipment is covered. Goals have been provided but LD will speak to Mr Loughlin and Mr Gordon to see if any upgrades are needed. Mr Gordon's request for royal-blue socks (£44.00) to match the school kit was approved by attendees.	

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.

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