

Englefield C of E Primary School
AGM Meeting Agenda
3rd October 2025

Attendees

- | | |
|------------------------------------|-----------------------------------|
| ○ Frankie Cheney - Acting Chair | ○ Amanda Tomes - Acting Secretary |
| ○ Kayleigh Fox - Acting Treasurer | ○ Hilary Latimer - Headteacher |
| ○ Vanessa Smith - Committee Member | ○ Luke Spires |
| ○ Mel Goulden | ○ Laura Sexton |
| ○ Kenzie Hicks | ○ R Flynn |
| ○ Poppy Town | ○ Vicky Bug-Fab |
| ○ Sophie Dixon | ○ Lee Bailey |
| ○ Hollie Mullens | ○ Martine Mason |
| ○ Lynn Dennison | ○ Jess Smith |
| ○ Matthew Jarvis | |

Meeting Notes

On Entry, PTA AGM attendees asked to sign in - Amanda

1. Introduction - Frankie Cheney

- Thank you to all that have attended and this has been our biggest turnout in recent years.
- Thank you to Nikki Jackson for her years on the PTA committee and all of the help over the years.
- Overview of what accounts we hold:
 - Restricted Fund
 - Support Fund - donations from parents, etc (Only our treasurer knows how much)
 - We don't touch it and it goes directly to the school
 - In brief it funds a TA
 - As well as other things that the school needs and can use it towards
 - Unrestricted Fund
 - This is from the events that we hold
 - We need to currently provide to the school £6.5K which is not conditional on fundraising, it is to cover essential subscriptions that otherwise the school could not provide. This does not include extras like library books, easter eggs, sports day ice lollies etc.
- Brief touch on some of the events from last year
 - Nativity - we sold refreshments, teas and mince pies. It raised - 75p.
 - Fs2 parent mentioned that they personally would not mind a £1 for a tea as it is for the school. So maybe we will try again.
 - Call out for help to put the events together
 - On Day help is generally OK but we need more
- Also putting feelers out to anyone who would like to take on the position of chair, so that Frankie can ideally have a handover next year as her eldest will be going to secondary school.

2. Financials - Kayleigh Fox

- Slides presented - end of this document
- Explained the key highlights of the accounts and what it all means
 - The savings account needs to have £8k in reserve but as a committee we agreed to keep a minimum of £16k in there which allows us to continue to cover the basics that we provide to the school each year.
 - Two years ago we had to buy a new school oven which was £6k
 - Kayleigh has listed off what we donate to school as extra on top of the £6.5k.

- Knex, pulleys/levers, classroom sundries, OPAL - in total about £1.5k additional
- Special thank you to the Irish Citibank donation and for whoever arranged this - we are still looking for who that is.
- If we have another year like COVID in which we aren't able to really raise any money, we are going to be in serious trouble.
- Last Year we raised more but could not hold events this year such as:
 - Wonka Bars - can't happen yearly due to children's expectations
 - Long Hall Murder Mystery - was not done last year
- Summer Fete
 - Debbi and Steve White donated a lot to this for free - thank you. We could not have raised as much without this kind donation
- Christmas Fayre
 - Not going to be held this year. Frankie did it almost all on her own and it is a lot for one person to take on. If we want to do this again we need more than on the day help.

3. Voting in of new members - Committee

- Confirms all current members of the PTA Committee have been re-elected and no new members.
- Thanks everyone for their votes
 - Frankie Cheney - Chair
 - Kayleigh Fox - Treasurer
 - Amanda Tomes - Secretary
 - Vanessa Smith - Member

4. Upcoming Events - Frankie

- Amanda hands out copies of what events are upcoming
- New events like the 'Harry Potter bake off' to start us off this year.
- We need help on the day BUT also parents to take on events and organize them.
- Santa Fun run will be different this year. Mrs Carney will lead this so it has been moved to a Monday to allow for this.
 - There will be a 'Fun' run which will have perhaps fun Christmas related obstacles, possibly parents and staff dressed up, etc. This will also stop some from getting cold and wet.
 - There will also be a race for those that want to challenge themselves.
- Donations and help are ALWAYS needed.
- Thank you!

5. Few words from Mrs Latimer

- Thank you to the PTA for all that you have done over the last year

- Much needed funds that the school needs to provide some of the things to children is dependent on the PTA committee organizing the events.
- Encouragement for more to be involved
- Thank you again

6. AOB

- Some suggestions from parents that attended:
 - Martine
 - Get the word out about match funding and that we are a charity so that it is more widely known
 - Salary Sacrifice
 - Lynn
 - The local parish council can organize grants and suggest we apply. Kayleigh to get information
 - Laura
 - Tesco donating - can we sign up the Englefield PTA
 - Amazon wish list of things that the school needs



AGM 2025

Englefield Primary School
PTA

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Agenda

01. Introduction and year in review (by Frankie)

Welcome, who are your current PTA, what do we do and why. Nomination forms and registration. Last years events.

03. Election of Committee members

Welcome any new nominations, count votes and agree committee members for 25/26

02. Financials from last Academic year (by Kayleigh)

Review of overall financials.

04. What's next for 2025/2026

Up and coming events.



05. Closing

Thank you, and AOB.

Introduction

Current Committee

Frankie Cheney – Chair

Kayleigh Fox – Treasurer

Amanda Tomes – Secretary

Vanessa Smith – Committee Member

Thank you to Nikki Jackson who has stepped down after several years as a dedicated committed member.

We give the school c. 6.5k per year, this is **not** conditional on fundraising, it is to cover essential subscriptions that otherwise the school could not provide. It does not include added extras (easter eggs, lollies at sports day, books for the library) and other bigger projects that the school needed.....

We have 104 children in school – this means we need a minimum of £62.50 per child to only cover the bare minimum.



Financials

	2025	2025	2025	2024
	Unrestricted Funds	Restricted Funds (See Note 1)	Total	Total
RECEIPTS				
Fundraising events	10,348	0	10,348	12,76
Donations	5,154	17,865	23,019	23,25
Interest received	80	122	202	258
	<u>15,582</u>	<u>17,987</u>	<u>33,569</u>	<u>36,26</u>
PAYMENTS				
Fundraising events	4,292	0	4,292	7,077
Funding for school activities	6,852	17,000	23,852	7,933
Administration costs	492	16	508	173
	<u>11,637</u>	<u>17,016</u>	<u>28,653</u>	<u>15,18</u>
SURPLUS / (DEFICIT) FOR THE YEAR	<u>3,945</u>	<u>971</u>	<u>4,916</u>	<u>21,08</u>
Balance b/f	26,501	11,279	37,780	24,02
Balance c/f	<u>30,446</u>	<u>12,250</u>	<u>42,696</u>	<u>45,11</u>

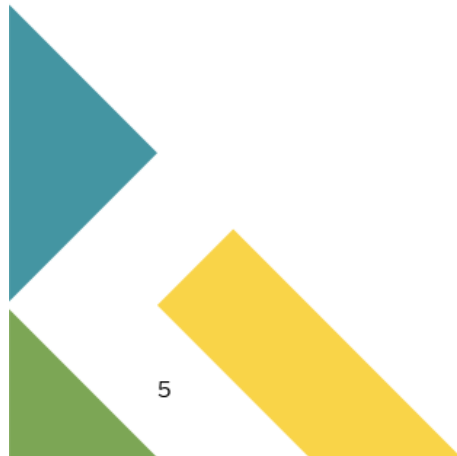
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- Restricted Funds – also known as pledge fund
- Less money in from fundraising due to fewer events (murder Mystery etc)
- The surplus from the year is due to the donations we have received from parents and other charities.
- 1.5k more to the school this year
 - Subscriptions – white rose maths, Berkshire music, honey, Ed Shed, power of reading, music, history
 - Items for the school (opal/items for classrooms/equipment.

2 October, 2025

Vote for new committee



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Up and coming events



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AOB

Thank you

