



St Margaret's CEVA Primary School
Parent Teacher Association
Registered Charity No. 1196159

Ammended copy
8/10/25

ANNUAL GENERAL MEETING - MINUTES

15th September 2025
School Hall at 3.30pm
(Minutes Updated and Published 6/10/25)

Ordinary Business

- 1] Apologies for absence
 - *Hollie
 - *Abbie
 - *Vicky
 - *Shelly
 - *Hayley (Head)
 - *Maki (Secretary - resigned)

Present: D Legg (Treasurer), J Hallett (school rep), Lizzy (Chair), Kerry, Corinna (staff), Tessa, Georgie, Sian,

- 2] Minutes of Last AGM Meeting -

a) Bingo Events last year, reduced cost for families to enter resulted in a more enthusiastic uptake and positive response from the community. £7 for three games (6 tickets per game).

b) Easter Family Games Night held for the first time last year in school. This was a really fun community event that was very well received by those who attended (not necessarily a big fundraiser, but combined with the chocolate tombola we raised just shy of £350).

c) School Wishlist

The focus of fundraising last year was initially to replace the Hall table and bench units with something more fit for purpose. In the interim however, parts of the playground and climbing frame were condemned and so the focus of fundraising via grants shifted to this first. The playground has now been repaired thanks to a grant from the Somerset Community Fund secured by Kerry Powell. A remaining £1148.80* of grant money remains to go towards the hall tables. Originally school asked for 9 table/bench sets, but this number has been adjusted to 7 as EYFS no longer need them.

Total amount required for new tables (from current quotes) is: **£7392** (£1056 per table)

(*Pending £500 grant from Scottish Widows)

d) Whats App polls for committee members to agree dates for meetings and confirm votes for PTA spending decisions has continued to be effective this year.

3] Matters arising from last Minutes (meeting on 15.7.25)

Discussed and minutes agreed.

a) Somerset Community Foundation Grant Received (£2500)

£2101.20 spent on refurbishment of school playground September 2025 (new academic year).

£398.80 remaining, ear marked for Hall Table/Bench units. Still held in PTA account.

b) Grant from Battens Received (£250) and passed on to school to put towards Hall Table/Bench units September 2025.

c) Awaiting (up to) £500 grant from Scottish Widows (James Hughes) to be processed, also to be put towards Hall Table/Bench units (still waiting as of 6/10/25)

d) BBQ & Bucket Shaking at Rotary Club Car Show – successful event, raising £673.16 by the PTA and £750* in grant money secured by Richard Pither. Total raised at the event for the PTA and School combined was £2433. *Awaiting confirmation of £500 grant

Note – RP talked about the possibility of moving the location of this event to the Rec in order to make it a bigger event in future years and then splitting the fundraising between the village community. DL has asked him to contact the school and the PTA email address in the first instance if/when he is organising next year's event.

e) Permanent Pre-Loved Uniform Display in the reception area of school has been a great success. Thank you to Julie for monitoring and organising.

f) Astronomy Day (see AOB diary dates)

Agreed that with the handover to new committee this term, there would not be time for the PTA to organise this event.

g) In the summer term, Mrs Churchill asked for two beanbags via Julie – would they still like to request these (via a form if it hasn't been completed already)? Yes please, Mrs Churchill will complete form and forward to the PTA.

4] Chair's Report for 2024/2025 – Lizzy Mullings - See appendix Notes.

5] Treasurer's Report for the year ending 31/8/25 – Shared by Debbie Legg – See appendix Notes.

Starting Balance Sept 2024:	£2520.20
Money In:	£7109.94
Money Out:	- £3929.31
Current Balance Aug 2024	£5700.83

Main sources of fundraising 2024/2025:

Christmas Bingo, Jumper Sale, Autumn Fayre Stall (Governors), Cake Sales, Bag2School, Asda Cashpot Grant, Somerset Community Fund Grant, Battens and Lloyds Grants (Car Show), School Event Refreshments, Frozen Fridays, Easter Games Night and Choc Tombola, Bank Holiday Car Show BBQ.

Main PTA purchases for the school 2024/2025:

Bubble Science Show/ Trips Contribution, Pantomime Contribution, New Tables/Chairs for classrooms (through grant), Christmas and Easter treats, New YR starters book bags, Y6 Leavers Pool Party, Discoverers Bouncy Castle Treat, Library Books and Trolley.

Additionally, please see the attached report from the first 2 weeks of September 2025, as money from the Bank Holiday Car Show was still being processed and some invoices were only received after the school holidays.

As of 15/9/25	
Bank Account	£2,686.90
Cash Pending	
Deposit	£1,023.75
Petty Cash	£138.98
	£3,849.63

7] Election of Officers and Trustees of the Committee 2024-25

Chair – Sian Davies

Treasurer – Hollie Woodford

Co-Treasurer – Annabelle Browning

Secretary – None

School Liaison - Julie Hallett

Ordinary Committee members:

Tessa Rayner

Kerry Powell

Debbie Legg (bank signatory for Autumn Term)

Lizzy Mullings

Georgie Elsworth

Vicky Miller*

Abbie Heather

Vikki Turvey

(Post Meeting)

Jess Lawrence

Shelly Wallbridge

Jen - TBC

Leslie - TBC

D. Legg to update Charity Commission with new details following next meeting and to meet with new committee for finance handover.

Any Other Business

9] Other business

a) Diary Dates for the Year, including Termly Playground Tidy Up?

Notes made of previous fundraising and events. For the Autumn Term the handover to new committee will be the focus. Sian will investigate the possibility of running a Christmas Fayre at the end of term and speak to school.

b) Kerry – Possible grant opportunity from TOGG Committee (Tintinhull Open Gardens Group)

Original request from school was for 9 table/bench sets for the hall. Adjusted to 7 tables as of October 2025. Total funding required £7392 (some grant money can already be used towards at least one table).

c) Termly Meetings between PTA Officers and School

New committee to organise.

d) Christmas Bingo – Who is happy to run this? Or organise a Christmas Fayre?

Sian to investigate dates etc for a possible Christmas Fayre.

e) Agree general donations to school for this year (see treasurer report)

Agreed to pay for pantomime in full:

Up to £1161 Pantomime Trip Donation (includes £230 for coach) – final figure may be ever so slightly different based on number of pupils in school.

Updated – invoice sent to school for £1296 for panto tickets only 6/10/25. Committee voted via Whatsapp in favour of paying this total. DL to action. 10 Votes Yes, 0 Votes No.

*Please see appendix notes re: edited estimated total.

£200 approx Christmas and Easter Gifts

£109 Parentkind membership

£20 Renewal of lotteries license **Paid 6/10/25**

£300 approx YR and Y6 (new starters and leavers treat)

£150 treat for Discoverer's Preschool

OTHER:

a) Possible alternatives to Bag2School fundraising. Permission to use the space in the old bus shelter in the village for a clothing bin if one can be secured.

Committee to Research agreement with clothing company, if it doesn't work out how quickly can it be taken away?

There was an Air Ambulance one in the village that had to close because people threw rubbish in here and it was set on fire. May be too difficult to police.

b) KP requested the PTA consider purchasing fans in the summer for classes. Mrs Churchill shared that the school has had works done to the ceilings/rooves over the summer holidays which will

help to reduce the overall temperatures. Generally temperature management is something that would fall under premises management and part of the School's responsibility, or the Arch Diocese as the owners of the school. The purchase of fans or alternative solutions is down to the school, but parents are encouraged to contact the Diocese to highlight their concerns as a first step.

Appendix Notes 1:

PTA Chair End of Year Report

As we come to the end of this school year, I am delighted to reflect on all that we've achieved together as a PTA. It has been a busy and rewarding year, filled with fun events that brought our school community closer and raised valuable funds to support our children.

Autumn Cake Sale

We began the year with a well-supported Autumn Cake Sale. As always, the home-baked contributions from families were fantastic, and the event proved to be a wonderful way to start the year.

Find Paddington at the Governors' Autumn Fayre

At the Governors' Autumn Fayre, our *Find Paddington Bear* game was a big hit with the children. It was such a joy to see their excitement and engagement throughout the day.

Christmas Bingo and Raffle

Our Christmas Bingo and Raffle was another highlight. The new pricing structure meant the event was more accessible to more families, and this really showed in the turnout. The hall was buzzing with festive spirit, and the raffle raised brilliant funds thanks to the generosity of our supporters.

Easter Games Night

Organised wonderfully by Debbie, the Easter Games Night was full of fun, laughter, and energy. Families really enjoyed the evening, and it was great to see the children participating in the games with such enthusiasm.

Ice Lolly Fridays

Once the weather warmed up, Ice Lolly Fridays became a simple but much-loved weekly tradition. They were a great way to bring smiles to children's faces while raising extra funds in a relaxed and enjoyable way.

Support and Collaboration

I would like to extend a heartfelt thank you to Julie, Maki, and Debbie for their amazing support throughout the year. Their time, energy, and commitment have been invaluable. We are also proud to have built such a positive working relationship with the school; their openness and encouragement have helped us make every event a success.

End of Year BBQ at the Car Show

We closed the year with our BBQ at the Car Show—a fantastic finale! The atmosphere was brilliant, the food was delicious, and it was the perfect way to bring our community together to celebrate the year.

Looking Ahead

Sadly, this year marks a turning point for the PTA, as the whole committee will be stepping down due to other commitments. This has not been an easy decision, but please be assured that we will continue to support the school and future PTA efforts however we can.

Finally, I want to thank every parent, teacher, and child who has supported the PTA this year—whether by baking a cake, running a stall, buying a raffle ticket, or simply turning up to enjoy the events. Your involvement is what makes the PTA such a vital part of school life.

With gratitude and best wishes,
Lizzy Mullings
PTA Chair

Appendix Notes 2: Finance Report

Treasurer's Report
Academic Year 2024-25

Debbie Legg - Treasurer

Charity 1196159

St Margaret's CEVA Primary School PTA
1st September 2023 - 31st August 2024

Starting Balance	£	2,520.20
Money in	£	7,109.94
Money out	-£	3,929.31
Total Profit this year	£	3,180.63
Current Balance	£	5,700.83

Fundraising Highlights

Christmas Bingo & Jumper

Sales

Autumn Fayre

Cake Sales

Bag2School

Tintinhull Hall Donation Tin

School Event Refreshments

Easter Events

Frozen Fridays

Bank Hol Car Show

Grants

Lloyds Match Funding Grant

Asda Cashpot

Somerset Community Fund

Battens

(from Summer Bank Hol Car Show Event) For purchase of

classroom tables and chairs

(via Parentkind)

For purchase of Playground equipment and repairs

For purchase of Hall table/bench units

Bought For School This Year

Trips / Events Donation

Pantomime Contribution

New Tables and Chairs for

Classrooms

Christmas Gifts for Pupils

Easter Gifts for Pupils

New Y8 Starters Book Bags

Y6 Leavers Treat

Discoverers Treat/Visit

Books and Library Trolley

Running Costs

Small Lotteries Licence

Sum Up Platform Fees

PTA Events platform fees

Parentkind Membership

*National Festival Circus Deposit

Forecast Expenses for 2024-25 (agree at AGM)

(estimated costs before potential supermarket donations etc)

Pantomime Contribution	£1161 approx	Full Cost
Christmas Gifts for Pupils	£150 approx	
Easter Gifts for Pupils	£50 approx	
Parentkind Membership	£109	
Small Lotteries Licence	£40	

Year 6 Leavers Treat	£150 approx	
New YR Starters Book Bags	£150 approx	
Discoverers Treat/Visit	£150	
Circus Final Payment	£2400 remaining	(we have paid £100 deposit to secure Sunday 10th May)
Rough Estimate		

Remaining Grant Money to be allocated

£	250.00	Battens	Hall Table and Bench Units	Note - forwarded to school on 4/9/25
Up to £	500.00	Scottish Widows	Hall Table and Bench Units	Pending receipt from donor
£	398.80	Somerset Community Fund (remaining)	Hall Table and Bench Units	Remains of original £2500 grant after payment of invoice for playground repairs
£	1,148.80			

Note – due to a tying error, the total estimated cost of the pantomime was originally listed as £1661, not £1161 as quoted by school. The rough figure of £1200 was shared in previous discussions at meetings/via Whatsapp. Document amended 7/10/25

Treasurer September 25
Date

Reference/ Receipt Location

Reason

Method

Who

Amount

Previous Month

£ 9,700.83

4/9/2025

£ 250.00

School

Cash

15/9/25

£ 2,101.20

Somerset Landscapes Ltd

Standing Order BACS

Pending

£ 900.00

Scotus Widows Grant
(James Hughes)

Grant BACS

Initial donation towards purchase of new benches and tables at school from Kingtons Grant.
Request for new tables, approx £1000. £1100 each, 11 required. Long term fundraising goal.
Bartons Grant £250 (this), and Scottish Widows Grant £300 (pending)

Match Funding Grant from Scottish Widows, organised by Richard Pither as part of the fundraising for the Car Show event.
Emails in Car Show folder

£ 3,848.63

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