



AGM Agenda 2<sup>nd</sup> October 2025

PTA – Parent Teacher Association

Registered Charity No: 518338

1800 @ Hartford Primary School – Small Hall

### **Ordinary Business**

**Attendees: PTA Committee: Becky Farley, Shelley Ford, Kate Farmer,**

**Mrs Lindsay Cade (Acting Head),**

**Parents: Rachel Tomlinson, Faye Williams, Ellie, Rachael Edwards**

1] Apologies for absence / Ground rules – Charlotte Fawcett, Chloe Johnson, Katherine Butler, Amanda Eddleston. We have enough present to go ahead with the meeting with the number of attendees.

2] Minutes of the last AGM – 02/10/2024 – minutes went out prior.

3] Matters arising from the Minutes – no actions from previous meeting.

4] Chair's Report for 2024/2025 – see attached which was read out at the meeting. Mrs Cade added her thanks to Becky and Shelley who have been part of the PTA for a number of years, and to Chloe who were stepping down from the committee this year.

5] Treasurer's Report for the year ending 31/07/2025 – see attached which was read out at the meeting. Some key highlights were:

School Library service – approx. £5k, a service that allows the school to swap different books rather than buying them (significant savings compared to buying). School has requested that we do this again this year.

Colour Run – biggest event and was a great success both financially but in terms of the fun the kids and staff had – and some things we would know how to do again differently. Winter Wonderland was also a big success despite having to postpone the fireworks due to a storm – the ticket sales have been carried over to this financial year as we agreed at the time that entry and be used for the fireworks this year – already booked for 28<sup>th</sup> November 2025. Fireworks company have been great as contract did say that normally we would have lost the booking normally due to cancelling with weather.

Another key highlight is £300 from the Uniform – though this doesn't seem much, this is despite uniform being donation only. Miss Crouch and Miss Lovatt have agreed to run this on an



ongoing basis, and its helping a number of families. Parents can make requests via school rather than direct to PTA.

Another highlight is over £5k of income is from match funding – makes a huge difference to us and the more we can do this the better – even if parents support 1 event even for half an hour we can double the income for the school.

6] Appointment of an Independent Examiner of Accounts for the year ending 31/07/2026 – Debbie Darlington is proposed and agreed to do again for this financial year as our income is over a set amount. Its not a full audit but a review of the accounts. This will be done over the next few weeks.

7] Election of Officers and Trustees of the Committee – at the meeting we discussed the importance of key roles and wider involvement for year groups to support events going forward. Some attendees were interested in becoming committee members – confirmed and agreed as Charlotte Fawcett, Rachel Tomlinson, Rachael Edwards and Kate Farmer (each agreed, and seconded at the meeting) but wanted time to reflect over the weekend on the positions.

**POST MEETING:** Individuals confirmed in role as:

Kate Farmer – Chair (for 12 months to train up committee and will step down)

Rachael Edwards – Deputy Chair

Rachel Tomlinson – Secretary

Charlotte Fawcett – Treasurer

### **Special Business**

8] - Spend update so far and what's been achieved

- Our proposed “spends” for 2025/2026 and what's already agreed

It has been agreed that £9k will be committed to the school for this year, and they can decide what to use this money towards, then anything additional will need classes to support events.

- 2025/2026 plan so far

24<sup>th</sup> October 2025 – Zactiv (Steele from Gladiators) will be attending school to run a KS1 and KS2 assembly about healthy eating, and each child will receive a bottle of water. He will then be staying an additional hour for year photos and short Q&A session. As there is not time for all children to get an individual signature – we propose that there is a photo signed for each class that can be scanned and emailed out with each class photo. A competition will be launched for children to design a poster to encourage healthy eating/drink more water for a £1 entry – winners will get a signed foam hand, and their posters displayed.



28<sup>th</sup> November 2025 – Winter event – fireworks already scheduled for this night, and new committee can decide anything additional e.g. stalls/games and food or a full event like previous years.

### **Any Other Business**

9] Playground facilities - feedback was received that KS1 did not have much access to the pens/facilities near KS2 and requests that more playground activities were put in the Yr 1 and 2 playground. Mrs Cade said she would review the feedback and provide a response.

No other business was provided and meeting closed.