

## **St. Anne's Fulshaw PTA Annual General Meeting – Minutes**

Held on Monday, 20 October 2025, Online at 8pm

### **1. Attendees**

Karen O'Connell – KC  
Sam Dalziel – SD  
Jen Lewis – JL  
Jane Dobner – JD  
Jo Drake – JDR  
Susie Withington – SW  
Clare Daniel – CD  
Amanda Kutsawa

### **2. Apologies**

No formal apologies were received.

### **3. Approval of Minutes from previous AGM**

The minutes from the previous AGM were reviewed and approved, subject to a correction noting that KC and JD had not agreed to be trustees at that point in time as previously recorded. The amendment will be made before finalising the record.

#### **Action:**

- Update previous AGM minutes to reflect correction regarding trusteeship.

### **4. Chair's Report**

The Chair, Karen O'Connell-Franklin, summarised the year's achievements, including the launch of the PTA website for online ticket sales and donations, the introduction of the Parents' Lottery, an updated constitution, and a £500 grant secured from Tesco. The PTA organised several successful events throughout the year despite changes in committee membership. KC expressed gratitude to the committee, volunteers, and school staff for their ongoing support and strong collaboration with the school.

### **5. Treasurer's Report**

Treasurer Sam Dalziel presented the financial summary. The PTA began the year with £11,400 and ended with £10,400, a reduction of £1,000 due to higher expenditure. Total income was £5,700, with key fundraisers including the Christmas Fair (£3,160), Summer Fair (£560), cinema and school disco (£300 each), and various workshops and passive fundraising activities. Major

expenditures included music tuition support (£3,600), school term donations (£1,500), leavers' hoodies (£560), art workshop and school trip contributions (£1,000 total). While income was lower than previous years, this was attributed to a smaller school population. However, SD explained that she had carried out an analysis of fundraising over the past five years and noted that the per-head amount raised was stable. KC added that a significant event was cancelled at short notice due to the departure of a previous Committee member who had ownership of it and that we likely would not have the £1,000 shortfall otherwise. The importance of maintaining a financial buffer was noted.

**Actions:**

- Focus on improving fundraising participation and profitability for major events.
- Maintain at least one year's worth of school contribution as financial reserve.

**6. Motion for Approval**

KC outlined new PTA policies for formal approval. These include volunteer, purchase, and reimbursement procedures. The purpose is to document current practices and meet the requirements of grant applications. Members supported the approach, and no objections were raised. Final confirmation from Claire was requested following her review of the documents.

**Action:**

- Claire to review and confirm approval of new PTA policies.
- Policies to be made available to members on request.

**7. Election of Officers**

The following officers were elected unanimously:

- Chair – Karen O'Connell-Franklin
- Vice Chair – Jen Lewis
- Treasurer – Sam Dalziel

**8. Plans and Priorities for the Coming Year – Open discussion**

KC explained the upcoming year's plans. Priorities include fundraising for 30 new iPads and a charging trolley (target £10,000), focusing on external grants, sponsorship, and initiatives such as the Waitrose Green Tokens scheme. Key events planned include the Christmas Fair (5 December), Spring Family Disco, Outdoor Cinema Event, and Summer Fair. Smaller social fundraisers such as wreath making, yoga, and creative workshops will continue to build community engagement. There was also discussion about boosting awareness of Easy

Fundraising through various formats of communications. CD confirmed that the Cauliflower Cards commission raised this year is £115.50.

**Action:**

- Coordinate iPad fundraising campaign via grants and community sponsors.
- Distribute PTA termly newsletter and 'How You Can Help' leaflets in bookbags.
- Promote Easy Fundraising with a demonstration video and wider communications.

**9. Any Other Business**

Several points were raised under AOB:

- Christmas jumper appeal – collection and resale for £1 per jumper to support sustainability and inclusivity.
- Green Room Theatre partnership and M&M Theatrical Productions confirmed, with potential community press coverage.
- Proposal to host a prospective parent coffee morning linked to a scheduled school tour date.
- Agreement to develop a Parent Ambassador scheme to support new families.
- Confirmation of payment method for non-uniform fundraising days and use of online donation links.

**Action:**

- Publicise Christmas jumper appeal and coordinate collections.
- Schedule and publicise prospective parent coffee morning.
- Develop and distribute information for Parent Ambassador initiative.

**10. Date of next meeting**

The date of the next PTA general meeting will be confirmed and circulated to members in due course.