

St Polycarp's PTA – Annual General Meeting Minutes

Thursday 18th September 2025, 7:30 pm – Main Hall (Prosecco & Pizza)

1. Welcome and Introductions

Kim Sweeting welcomed everyone and thanked members for attending, noting this was the best-attended AGM in memory (30 audience members)– a sign that the PTA's purpose is widely supported.

She extended a warm welcome to:

- Friends from the Mubarak Mosque
- Our new Headteacher, **Martyn Peebles**
- **Martin Par**, Chair of Governors

KS reminded everyone that the evening was about **celebration and collaboration**

2. Apologies for Absence

- Naomi Lowe

3. Approval of Previous AGM Minutes

All committee members confirmed the minutes from the last AGM as a true and accurate record.

4. Chair's Report

NH (Co-Chair) reflected on a wonderful year. Rather than take her word for it, she shared a video featuring photos of children and families at events, amounts raised, and children's feedback.

She thanked everyone for their hard work in making events happen and looked forward to the Treasurer's final financial update.

Key Achievements – Fundraising covered the cost of the AV equipment for Pope Hall (as agreed at the last AGM) and also funded:

- Additional play equipment for lunchtimes
- Presents from Santa
- Glockenspiels & music stands
- Repairs to EYFS play area musical equipment
- Travel mugs for all staff
- Year 6 leavers' hoodies, play costs, and a contribution to the leavers' party
- A new wheelbarrow and trolley for Mr Visioli

Lessons Learned

What worked well:

- Timely donations & mufti requests (e.g. Halloween sweets amnesty, unwanted Christmas gifts – Fireworks mufti raised £280)
- Use of PTA events website
- PTA entrepreneurs' initiative
- Grant applications
- Continued community growth & support (prizes, donations, event presence)

Areas for improvement:

- Order big-ticket items (e.g. inflatables) earlier for choice and better value
- Grant applications are a bigger opportunity than expected – hence the new role of **Grants Officer**
- Careful event timing is crucial

5. Treasurer's Report

Owen Sogeler reported:

- **Income (2024–25): £26,400**
- **Profit: £19,000**

A slide showed income/profit per event, with colour coding for the biggest earners. Members applauded.

Highlights: Discos, movie nights, and the Summer Picnic.

Current Holdings:

- Main account: £13,058
- Savings: £45
- Cash: £420

OS explained that earlier in the year, the PTA reviewed operational costs and decided to close the reserves account, passing funds to the school. A new reserves policy is now in place.

Independent Examiner: As income exceeded £25,000, an independent examiner must be appointed. The Treasurer at South Farnham Primary will review our accounts.

Discussion: SW asked about moving funds to a higher-interest account. OS confirmed this is unnecessary given our constitution and reserves policy.

Treasurer's Reflections

- QR codes have improved payment speed and transparency at events
- Continued progress on reducing event costs
- Regular governance and money visibility enabled more funds for school

Goals for 2025–26

- Move accounts to Google Drive for full committee access

- Work with South Farnham to adopt templates
- Obtain a debit card

6. Review of Governance Policies

The Secretary confirmed that all key governance policies had been reviewed.

Earlier in the year, the committee conducted a full constitution review. The Charity Commission confirmed no changes were required. Naomi Lowe has now been appointed as **Governors' Liaison**.

The **Reserves Policy** was reviewed and approved. Members were reminded to return **Registers of Interest**.

7. Headteacher's Address

Martyn Peeples thanked the PTA and emphasised the vital role it plays in the school's success. He praised the generosity and community spirit of members, noting the school could not operate at the same level without the PTA.

He also thanked **Sophie (Year 2 teacher rep)** for her commitment, particularly as she does not have children at the school.

Funding Priorities for 2025–26:

- A Sensory Garden – to progress the scheme of works
- A better lost property storage and retrieval system

8. Election of Officers and Committee Member

Co-Chairs – Zoe & Naomi (re-elected)

Treasurer – Owen (re-elected)

Secretary – Kim (elected)

Committee Members:

Carly (Uniforms)	Tally	Sophia
Ben (Health and safety)	Shaunie	Katie
Jordan (deputy treasurer)	Gemma	Cliflyn
Emma (Grants officer)	Eileen	Sophie Murphy (Teacher rep)

All members were formally proposed and seconded.

9. Plans for the Year Ahead (Open Discussion)

Over pizza, members discussed fundraising ideas:

Events Calendar Ideas

- School discos directly after school – supported in principle (to be reviewed by staff)
 - Adults’ “green room” waiting lounge – mixed views, further discussion needed
 - Farnham Roundtable fireworks – school earns a donation based on volunteer numbers
 - Donkey rides at events (to be explored, noting past challenges with reindeer)
 - Valentine’s Barn Dance
 - Revisit “Mums’ Movie Night” (no consensus yet)
 - Bigger World Book Day celebration – e.g. Winter Warmers, pocket-money book sale, Narnia wardrobe entrance
 - “Yes Day” to return
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10. Any Other Business

- **Eileen** – Auction a car parking space (well received)
 - **Sophia** – Fund trophies for the Daily Run (supported by Headteacher)
 - **Eileen/Emma** – Explore company fundraising matches to raise PTA’s charity profile
 - **Sophia** – Half marathon fundraiser
 - **Sebina** – Reminder of Dan’s 74-mile bike ride
 - Other ideas: Golden Ticket raffle, golf event, more muftis
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11. Date of Next Meetings

- Governance: Tuesday 13th January
 - April – TBC
 - July – TBC
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Closing Remarks

Naomi (now in her 4th year on the committee) spoke about her passion for the PTA and excitement for the year ahead.

Zoe thanked everyone for their hard work and looked forward to raising funds while creating fantastic, memorable events for children and the wider community.

Meeting closed at 9:15 pm.