St. Polycarp's PTA – General Meeting Minutes

Date: Tuesday, 7th July 2026

Time: 7:30 PM

Location: Online

1. Attendance & Apologies

- **Apologies Received:** Shaunie, Eileen, Emma, Gemma, Sophie
- **Present:** Naomi, Owen, Kim, Carly, Sophia, Ben, Ros, Zoe, Stacey, Cliftlyn, Tally, Martyn, Jordon

2. Approval of Previous Minutes

The committee confirmed receipt of the previous minutes and agreed they were a true and accurate record of the meeting.

3. How Are We Doing?

Pupil Voice Feedback

- **Summer Fair:** Children responded overwhelmingly positively to the fair, with the prize stall and games being major highlights. Feedback on in-school prizes was also very encouraging.
- **PTA Entrepreneurs:** Mr. Peebles noted that the PTA entrepreneurs are a significant asset and could play a more central role in future fairs. All members agreed with this sentiment.
- *Action:* SM will circulate detailed student feedback via email.

Parent and Carer Community Questionnaire

- **Response Rate:** KS reported a fantastic turnout with 62 responses during a busy period (noting that the timing of future questionnaires should be reviewed). 57 respondents provided detailed, constructive comments.
- **Key Themes for Improvement:**
    1. **Communication:** Reduce the volume of messaging.
    2. **Financial Transparency:** The community would like to know more about what the money raised is spent on.
    3. **Healthier Events:** Offer healthier alternatives (reduce the reliance on sweets).
    4. **Sustainability:** Adopt more sustainable practices and better role modeling from the PTA.

Discussion & Action Steps:

- **Sustainability:** The group agreed to add a sustainability clause to the constitution. KS and SSB will draft a statement to circulate before the AGM for formal approval. Members emphasised taking staggered, achievable steps. MP suggested collaborating with the school's Eco Council.
- **Communication:** To combat WhatsApp fatigue, a hard-copy annual schedule will be placed in all book bags as a handy fridge reminder next year.
- **Funding Recognition:** MP outlined a new process to track all PTA purchases and update the community every Friday. OS suggested adding photographic signage stating *"Funded by your PTA"* to highlight purchases.
- **Volunteer Management:** NH recommended creating a centralized volunteer list for the summer fair to reduce pressure on class reps.
- **Notice Board:** Zoe noted that the main notice board is currently broken and represents a missed communication opportunity.

4. Finance Update

Treasurer's Report

- **Bank Account Balance:** £19,574.00
- **Cash Balance:** £7,000.00
- **Total Balance:** £26,574.00
- **Recent Fundraising:** £648.00 raised from Fund raisin thank you to CH for organising.
- **Audit & Compliance:** KS thanked OS for successfully having the accounts verified by an independent third party, meeting all Charity Commission responsibilities and filing records on time without issue.
- **Notice Board Upgrade:** The committee voted to approve a £500 expense to upgrade notice board bases to a more sustainable, time-saving material. MP will confirm final specifications with the PTA.

Shed Replacement Project

- **Project Overview:** The PTA is replacing the end-of-life shed with a standalone uniform shed to improve storage and make pre-loved uniform sales more frequent.
- **Progress:** BS confirmed the project is on track. Demolition and clearing of the old shed are scheduled for 19th July, with thanks to volunteering parents donating specialized time and material donations.
- **Funding:** KS noted an additional £1,000 donation from the Farnham Roundtable, supplementing the approved £4,000 budget. Ben requested adding a new gas canister cage to the plan if the budget permits, which was approved.
- The committee thanked BS for his hard work on this project, which will greatly benefit the pre-loved uniform initiative.

5. Processes and Procedures

PTA Committee Vacancies (2026/2027)

- **Stepping Down:** Naomi, Owen (stepping down as Treasurer but remaining on committee), Ben Smith, Carly (moving to uniform support role), Shaunie, Emma.
- **Remaining in Roles:** Gemma (Vice Chair), Kim (Secretary), Jordon (Treasurer), Sophia, Ros, Stacey, Cliftlyn, Katie Pravin.

KS thanked departing members for their hard work and welcomed those staying on. Committee roles will be advertised in line with the constitution, with voting taking place at the AGM on 15th September.

Proposed Constitution Amendments (AGM Sign-Off)

- **Sustainability Clause:** SSB and KS to draft a new clause placing sustainability at the center of decision-making.
- **Expense Thresholds:** SBS proposed adjusting rules to reduce the need to vote on low-cost operational expenses.
- **Compliance:** KS will review recent Charity Commission updates to ensure all necessary constitutional changes are included for AGM review.

6. Events Update

Summer Fair

- No further updates.

Stationery Packs

- KP presented a proposal to purchase standard pencil cases and stationery kits for all incoming KS2 children. This is projected to save the school approximately £1,300 against its £19,000 annual stationery budget.
- The committee strongly approved the initiative. Kits will be prepared for the start of term and placed directly on desks by MP to encourage student ownership.

7. Any Other Business (AOB)

- BS will share the risk assessment templates and documentation he developed this year so they can be carried forward for future events.

8. Date of Next Meeting

- **Annual General Meeting (AGM):** Tuesday, 15th September 2026