The Oaks Infant School

Parent Teacher and Friends Association

Enriching and enhancing our children's time at The Oaks

AGM Meeting Minutes – 26th September 2025

Committee members attending: Joanna Newman, Emma Maggs, Coralie Brincat and Helen Rudd

Other PTA members: Kelly Jenkins, EllieMae Cooper, Laura Mulligan, Hannah Tang and Jenny Wynn

Topic	Notes	Actions
1) Welcome and introductions	➢ Joanna welcome everyone and thank you for attending ➢ JN introduced herself and passed a sign in sheet around, JN confirmed everyone happy to have their names added to the meeting minutes, which will be published on the school website. ➢ Meeting to follow format recommended by ParentKind (Governing Body for PTFAs).	
2) Apologies for absence	Lola Poole	
3) Minutes of the Annual General Meeting held on 4th October 2024	➢ Previously approved by the committee. Published on the schools website, shared last year.	
4) Matters arising from the 2024 AGM Minutes	➢ 2023/24 Accounts were audited by Aaron Jacobs and submitted to the Charity Commission by EM before the June 2024 deadline. ➢ JN updated the constitution with a resolution to allow for online and hybrid meetings. JW mentioned that previous parent had asked about joining remotely – work with her to organise this for the next meetings. ➢ Coralie Brincat and Lauren Bardwick were added as new members of the of the PTFA. Although LB unfortunately had to resign at the beginning of the year. ➢ Sabrina Barton, Emma Alexander, Natalia Gulbis all resigned from the PTFA at the end of the academic year. Charity Commission was updated.	➢ JW/EM – to ensure remote meeting access available for future meetings.
5) Chair's Report for 2024/2025	➢ Chair's report has been shared on the school website and link sent via Arbor in advance of the meeting. ➢ We continue to use guidance from ParentKind for the operation of the PTFA. ➢ The role of the PTFA and the constitution that is adhered to was discussed. ➢ ParentKind membership provides support services and Zurich insurance cover.	

	➢ All payments made to the trust are sent via bacs and expenses claimed by the committee only being paid by cheque, which have to be dual signed. ➢ Highlights – brilliant sign up to all the events, using the PTA events platform for booking. Once again the volunteer sign up was high, so all events were able to run smoothly. Financial summary has been shared with school in advance of the meeting – biggest fundraiser was the TCS mini marathon, incredibly grateful to the school community for embracing the event and we were able to claim £881 in Gift Aid. ➢ Largest contribution to the school last year was the donation towards new Ipads for every class, followed by a contribution to replace the play equipment for the KS1 playground. ➢ Continue to have good community links, King George's Café are continuing to support our park trails. The local Rotary Club once again provided a grant of £250 which has been used for the Sensory garden creation. ➢ Thank you to everyone who has contributed to make this year happen, including the staff for giving up their time. ➢ Feedback – lots of positive feedback over the course of the year, any feedback is useful. ➢ Coming year – events have already been planned and organised to get the fundraising started this year. ➢ Asked if anyone had any questions before continuing.	

6) Treasurer's Report for the year ending 31/08/2025	➢ A Fundraising update has been shared with the school community, allowing to see how much the different activities have added to the charity.
	➢ EM Confirmed financials:
	  ➢ Total income without expenses - £18,862.50
	  ➢ Bank balance - 1st September 2024 - £4,500.75
	  ➢ Bank balance - 31st August 2025 - £3,952.92
	➢ The multiple ways funds have been generated was discussed as per the Fundraising Update document published on the website.
	  ➢ Total profit generated - £16,332
	➢ Different donations made to the school/purchases made for the benefit of the children – estimated at £15,921
	➢ Bank balance today - £4,099.42, starting the new year with a similar amount to last year.
	➢ Event cost were kept to a minimum, sourcing products at the best price possible.	

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	➢ Committee keen to ensure that any funds raised were re-invested in to the school as quickly as possible, to ensure that current cohort benefit from the funds raised.	
7) Appointment of an Independent Examiner of Accounts	➢ LPA Accounting have agreed to audit the accounts, free of charge prior to the Charity Commission return being completed. **All voted in favour.**	➢ EM to send Accounts to Lola Pool
8) Election of Officers and Trustees of the Committee	➢ Current committee stood down ➢ Nomination for Chair – Emma Maggs. **All voted in favour** ➢ Nomination for Secretary –– Joanna Newman. **All voted in favour** ➢ Nomination for Treasurer –– Kelly Jenkins. **All voted in favour** ➢ Nominations for Ordinary Committee members – Coralie Brincat, Ellie Mae-Cooper and Helen Rudd. **All voted in favour** ➢ JN mentioned that any additional committee members can be voted in during the course of the year if necessary. ➢ JN thanked the previous committee for their support and the new committee members for coming forward. JN pleased to be on hand to help behind the scenes for the next year. ➢ Trustee eligibility declaration to be signed by all present newly elected committee members. New trustee personal details, required to update details with the Charity Commission. ➢ Confirmed that everyone is welcome to attend the PTFA meetings, the committee members are responsible for ensuring that the constitution is upheld, but support from all members is essential.	➢ Trustee eligibility declaration to be signed by all present newly elected committee members. ➢ JN to update Charity commission and Parentkind with new trustee details and roles. ➢ EM to update bank to remove EA and add KJ ➢ EM to update PTA events to give admin access to KJ and EC ➢ JN/EM to share access to gmail with KJ.
AOB:	➢ JW thanked Joanna for her efforts over the years and to all the volunteers involved. Highlighted the vital role of the PTFA at the Oaks, the contributions it makes to the school have a significant impact that is highly valued. ➢ Date for autumn term dress down day has been agreed for Wednesday 15th October (in line with Minterne's dress down day) and Friday 17th October is DLD day this year.	

Meeting minutes approved as correct by all attending committee members on 26th September 2025

The next meeting will be:

Friday 10th October at 9am

Please come along, have a chat, give us your ideas… Everybody is welcome.