



ST MARY'S PRIMARY SCHOOL – PARENTS & FRIENDS ASSOCIATION (PFA)

Minutes of the Annual General Meeting at St Mary's Primary School:

Thursday 06th November 2025 at 4.30 pm

	Agenda Item	Action
1	<p>Welcome and apologies</p> <ul style="list-style-type: none"> - Present: Jenny Ashworth (JA), Sarah Ballantine (SB), Jade Bellringer (JB), Morwenna Dunstan (MD), Alice Gordon (AG), Sarah Hall (SH), Kylie Harris (KH), Leanne Kiely (LK), Amy Rowland (AR), Sarah Shaw (SSH), Samantha Spies (SSP) - Apologies: - 	
2	<p>Minutes of the Annual General Meeting held on 09 October 2024</p> <ul style="list-style-type: none"> - The minutes of the last AGM were approved - No open action items 	
3	<p>Chair's report – Academic Year 2024-25</p> <ul style="list-style-type: none"> - JA talked about the successes, challenges and opportunities for the PFA. <p><u>Successes:</u></p> <ul style="list-style-type: none"> - Fundraising and recovery of bank account from low levels after the acquisition of the reading lodge. - Lovely memories for the children. - Small growth in PFA helpers. - Business match giving continues (thanks to SB) and great support from PFA staff link (thanks to SH). <p><u>Challenges:</u></p> <ul style="list-style-type: none"> - Low involvement from parent body & small committee with high workload. - Cost of living crisis and business “raffle fatigue”. - Negative feedback from school community has been very demoralising. <p><u>Opportunities:</u></p> <ul style="list-style-type: none"> - Expansion of committee to include representatives from other year groups. - Online fundraising opportunities. - Explore different ways of fundraising which require less volunteers and time. - Systems, materials and experience are in place to help reduce time. - Identification of new project and consider applying for bids/grants. 	



<p>4</p>	<p>Financial report – Academic Year 2024-25</p> <ul style="list-style-type: none"> - SB presented the total income and expenditure for the past year: <p><u>Income:</u></p> <ul style="list-style-type: none"> - A total of £10,642.77 was raised through the following events and initiatives: EasyFundraising, Textile Bank, Pre-loved Uniform, School Lottery, Christmas Cards, Movie Nights, Wonderbars & Reindeer food, Asda Cashpots, Colour Run, Halifax Match Giving, Tesco Community Grant, Summer Raffle <p><u>Expenditure:</u></p> <ul style="list-style-type: none"> - A total of £20,349.08 was spent on the following items: - Reading lodge & electrics, plus bean bags - School trips - Bibles - Bookmarks for World Book Day - Parentkind insurance - Lottery licence - TV licence - No cold child coats <ul style="list-style-type: none"> - The accounts for the last financial year presented a loss, which was mainly due to the acquisition of the reading lodge. - The bank balance stands at £7,304.59 today. - It was agreed to publish the Chair’s Report and Treasurer’s Report. 	<p>JA</p>
<p>5</p>	<p>Appointment of Officers</p> <ul style="list-style-type: none"> - JA re-appointed as Chair - SB re-appointed as Treasurer - JB appointed as Secretary and Co-Treasurer - SSH re-appointed for Social Media & Communications - AG, KH, LK, AR, SSP appointed as general committee members <ul style="list-style-type: none"> - JA to archive the Committee WhatsApp group for 24-25 and start a new one for 25-26. - There was a discussion around appointing parents as year group reps, to spread PFA news and ask for helpers. 	<p>JA</p>



6	<p>Spending for 2025-26</p> <ul style="list-style-type: none"> - There was a discussion whether to increase the current contribution of £6 per child for school trips. It was agreed to leave this contribution as it is and continue saving towards a larger project. - MD mentioned that the KS1 trim trail will need replacing. 	
7	<p>Fundraising for 2025-26 – Carols by Candlelight (CBC)</p> <ul style="list-style-type: none"> - It was agreed to hold another CBC event (the last one took place two years ago) - AG confirmed that the lights will be available again from the same sponsor (Event Sparks) - Date: Monday 15th December from 3.30 pm <p>Next steps/actions</p> <ul style="list-style-type: none"> - Inform staff of the CBC event - Publish event within school community - Create list of jobs and distribute to committee - Prepare raffle letter 	<p>MD/SH SSH JA AG</p>
8	<p>Date of next meeting To be confirmed</p>	
	<p>Meeting closed 5.30 pm</p>	

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