

Cotford St Luke Primary and Fledgling extended PTA Annual General Meeting.
November 4th 2025.

Meeting held in the school library at 6pm

1. Persons present

Mike Wright – Head teacher
Adrian Jones – Deputy Head
Natalie Khan – PTA Chair
Jenny Coombes – Vice Chair
Sarah Barwood – Treasurer
Gemma Blayney – PTA secretary
Megan Gillard – Parent volunteer
Colette Thorne – Volunteer
Becky Fisher - Parent volunteer
Gavin Taylor– Parent volunteer
Louise Pike – Teaching assistant

2. Agreement of last meeting minutes

Minutes were agreed as correct by all. Thankyou to Martha for producing them.

3. Treasurers report – Sarah Barwood

Treasurer's Report for AGM 04/11/2025

- Opening Bank Balance for April 2024 = £5794.12
- Closing Bank Balance for March 2025 = £4648.41
- Money Raised April 2024 – March 2025 = £5996.60
Of which £1554.75 were spent on running costs. Therefore, profit for this period was £4441.85
- £4720.85 was spent on purchases for the school including £900 for residential coaches.
Therefore, all this year's profit and some reserve was spent on the school.

Opening Bank Balance for April 2025 – Present = £6593.86

- Current Bank Balance = £5502.25
- Income since April 2025 = £2947.62
- Running costs to date since April 2025 = £1131.15. Therefore, profit since April 2025 = £1816.47
- Purchases for school since April 2025 = £247.54

Breakdown of Finances April 2024 – March 2025

April Bingo Ticket Income £239.50

Bingo Refreshment Income £66.15

Expenses Refreshments and Supplies £58.70

May	Sports Day Income £196.70	Expenses £65.65
June	Summer Fayre Income £1861.00	Expenses £749.76
July	Ice Pole Sale Income £29.40	Expenses included in Summer Fayre above
Oct	Disco Income £660.05	Expenses DJ £190 Sweet bags £71.70
Nov	Bingo Tickets Inc Golden Ticket £232.50	Expenses Refreshments and Supplies £49.34
	Bingo Refreshments £87.00	
	Non-School Uniform for Bingo prizes £171	Expenses Bingo Prizes £64.56
Dec	Xmas Fayre Income £1458.55	Expenses £300.27
	Non-School Uniform for Rainbow Raffle £92.60	Expenses £22.36
Feb	Disco Income £585	Expenses DJ £190 Sweet bags £110.41

Additional Income April 2024 – March 2025

Uniform Sales - £54.90 (July and August)

Cauliflower Cards - £262.25

Additional PTA Running Costs April 2024 – March 2025

Event Licence Summer Fayre = £21.00

Lottery Licence = £20.00

TENS Licence Xmas Fayre = £21.00

School Assets and Supplies Purchased by PTA April 2024 – March 2025

Walkie Talkies = £324.96

Gazebos = £815

Year 6 Breakfast = £36.90

Year 6 Residential Coaches = £900

KS1 Visualisers = £104.64

KS1 Outdoor Enclosure = £2200

Cutlery and Crackers for School Christmas Dinner = £106.25

Christmas Crafts all Classes = £270

Breakdown of Finances April 2025 – Present

April	Bingo Ticket Income £132	
	Bingo Refreshment Income £46	Expenses were only prizes purchased with non-school uniform money
	Golden Ticket/Dabbers Income £22	
	Non-School Uniform for Bingo Prizes £124.26	Expenses Bingo Prizes £108
May	Sports Day Income £115.30	Expenses refreshments £37.42
	Sports Day Uniform Sale £70.86	
June	Summer Fayre Income £1832.25	Expenses £702.89
	Non-School Uniform for Rainbow Raffle £22.90	Not used as enough hamper fillers supplied
Oct	Disco Income £582.05	Expenses DJ £200 Goody Bags £44.32

Additional Income April 2025 – Present

N/A

Additional PTA Running Costs April 2025 – Present

Event Licence Summer Fayre = £21.00

Lottery Licence = £20.00

School Assets and Supplies Purchased by PTA April 2025 – Present

PTA Class Gifts for New School Year - £130.27

Mould Plaster for School Fossil Project - £7.25

Attention Buckets RE:Toni McCarthy - £37.58

Fossil Loan Box - £30.00

Sensory Items RE:Toni McCarthy - £42.44

4. Chair's report – Natalie Khan

Thanks to everyone for joining and helping run events this year as a team.

This new year we will finalise the team and new roles including roles of anyone stepping down and what they would like to continue to help with. We will also look at new volunteer roles. It has been a great benefit to share the load as a team rather than just one person trying to run all events and delegate. Jenny said she would still like to help at and with events as did Gemma.

5. Election of officers.

Natalie asked each person if they would like to continue in their current role.

Vice Chair Jenny Coombes – stepping down

New nominations for vice chair – Megan Gillard nominated herself, no other nominations. Seconded by Natalie K and Jenny C.

Secretary Gemma Blayney – stepping down

New nominations for secretary - Email read by Natalie Khan from Martha Stuart self-nominating for secretary not present due to childcare. No other nominations.

Nomination seconded by Natalie K and Sarah B

Chair Natalie Khan – staying in place. No opposition

Seconded by Jenny C and Sarah B

Treasurer Sarah B – Sarah happy to continue. No opposition.

Seconded by Natalie K and Megan D.

Mr Jones and Mr Wright asked if they would like to remain as trustees. Both agreed to continue in their roles.

Signatories for the bank account - Jenny C to be removed and Martha S to be added.

6. Dates for school year

27/02/26 disco

5/6/26 sports day

3/7/26 provisional summer fete date A Jones to inform Norton school of the date to avoid clash.

7. Requests for purchases.

Mr Wright – 2 projects coming with and update needed towards Tech within the school and Microsoft to benefit the whole school group.

Outdoor area around Telly Tubby Hill needs to work which it to be confirmed.

A grant has been given for outside Oak class area for re surface and climbing play equipment.

Louise Pike- Requests from Mrs MG and Toni McCarthy to be emailed to the PTA email.

£30.00 per class to be given for Xmas crafts. Miss Roberts to send across request. Natalie asked Louise P to get the teachers to send their requests across via email so we can review and agree them.

8. AOB

Megan G- suggested a bob a job sponsored summer holiday jobs fund raiser. To be discussed and planned by Megan and the team.

Sarah B- Kimmi is booked for next February 27/2/26

Light sabres and glow sticks suggested to sell at disco but decided not to due to causing inequality if all children can't get one plus financial issues for families with multiples.