



PTA Annual General Meeting

Minutes

Wednesday 17th September 2025 @ 7.30pm Heathlands School

1. Welcome & Introductions
2. Apologies
3. Approval of minutes from 2024 AGM (18/09/24)
4. Chairs report
5. Treasurers report
6. Adoption of the constitution of Heathlands PTA
7. Adoption of policies and procedures
8. Appointment of new committee:
 - Chair (s)
 - Vice Chair
 - Treasurer
 - Secretary
9. Upcoming events:
 - Challenge 2025 (Oct 1st – 25th)
 - Quiz night (Oct 11th)
 - Fireworks (Nov 8th)
 - Hollyberry Fayre (Dec 6th)
 - Elfridges (Dec 12th)
10. AoB
11. Thank you and goodbyes

Present:

- Carrie-Ann Swinger (C-AS)– Co-Chair
- Sammy Bird (SB) – Vice Chair
- Claire Bull (CB) – Secretary
- Rosey Francis (RF) – Treasurer
- Darryl Crawley (DC)- Headteacher
- Mel Cork (MC) – Deputy Head
- Rachel Breame (RB) – Parent
- Michelle Rippingale (MR) – Parent year 3
- Natasha Wood (NW) – Parent year 4
- Harriet Brennan (HB) – Deputy Head
- Keshia Smith (KS) - Parent
- Hannah Pinhey (HP) - Parent

Apologies

- Kielye Mitchell (KM) – Co-Chair
- Veronique Tyler (VT) – Parent, Willow class rep.

1. Welcome & Introductions

- a) Everyone welcomed by C-AS
- b) C-AS opened the meeting

2. Apologies – KM & VT

3. Approval of minutes from 2024 AGM (18/09/24) – C-AS approved and will sign.

4. Chairs report

C-AS read out the report.

5. Treasurers report

RF – handed out accounts.

Income £14k higher than last year mainly because fireworks going ahead.

Hollyberry £1200 more than previous year (thanks to Kym) and Elfridges.

No summer fayre as no team.

Wonka bars £2.3k.

Frozen Fridays £450.

Disco £750.

Some great high money raising events.

Total £21,175 throughout year towards refurb of library.

Jo T in office oversees approvals.

Summary we agreed in last meeting:

Widget for teachers for creating resources

£750 for PE equipment

£500 outdoor library

£100 per class for reading corners

£420 donated towards year 1 provision – classrooms look great

Playground provision – larger project; starting October half term – more detail below.

£28k current bank balance -a lot pledged to school, £13k to come over; some outstanding grants, some for inclusion room. Some left over from forest school.

£1,400 for year 6 leavers books.

Available funds £10,774 for us to decide what we'd like to do next.

KM suggesting smaller things for quick wins.

Fireworks is next major event, £8k balance to cover this, additional £5k for contingency. We need to decide where to spend the money.

Big well done to everyone for all the successful fundraising events throughout the year.

6. Adoption of the constitution of Heathlands PTA

KM – found a new updated version. Similar model but newer; DC typed up, no major changes; just the latest version. A model by Parent Kind.

KM has proof read and approved.

Rules and regulations – powers of PTA, how membership works, committee meetings, powers, property, funds etc.

C-AS has proposed and CB seconded it; signed and witnessed. DC to take a copy.

7. Adoption of policies and procedures

C-AS read out titles of each policy to be issued with minutes.

To check these match – esp safeguarding policy which needs to match the schools.

ACTION: MC – to read safeguarding and let us know of any changes.

ACTION: RB – to read environmental policy and let us know of any changes.

C-AS agree the proposals, CB seconded.

ACTION: Committee meeting to be arranged to agree safeguarding policy.

Policies to be shared with firework committee and Hollyberry and any other sub committee.

ACTION: CB to share with Fireworks heads and Hollyberry leaders.

KM – wants policies to be shared on website.

8. Appointment of new committee:

- a. Chair (s)
- b. Vice Chair
- c. Treasurer
- d. Secretary

Co-chairs - C-AS and KM re-elected: RF recommended; RB seconded.

Vice chair – SB re-elected: CB recommended, KS seconded

Treasurer – RF re-elected: RB recommended, SB seconded

Secretary – CB re-elected: KS recommended, MR seconded.

ACTION: All to sign the Trustee Eligibly declaration.

9. Upcoming events:

- a. Challenge 2025 (Oct 1st – 25th)

Big kick off for the year.

Year 6 will go towards leavers event.

Lots of encouraging of the children to raise <or > £20.25 in October.

A few children wanting to bake – sale trail on 11th Oct, good opportunity to sell that day.

Teachers to bang the drum;

ACTION: DC to add photos on ClassDojo.

Hoping funds will be in by start of Dec.

RB said on the letter – different dates for when money needs to be in; to needs clarity –

ACTION: KM and C-AS to confirm correct date.

- b. Quiz night (Oct 11th)

Now will be at school hall.

Derek and RB to get setup at 5pm on the day- DC agreed fine.

ACTION: CB – to check drinks license, if we're not selling it. Heads to check and revert back.

- c. Fireworks (Nov 8th)
 Planning is going well.
 DC met last week and all in hand.
 Firework shed – Mr O wants to tidy it, needs a rejig which is done. Brackets for shelving for gazebo etc for storage. Roof repaired last year, floorboard to dry out before being replaced. Need some more big things to be stored.
- d. Hollyberry Fayre (Dec 6th)
 Still a few stalls uncovered, KS2 activity is the important one.
 BBQ, craft room, toys/books/games (bric a brac stall)
 Everyone to talk about it and get anyone involved as much as they can.
 Another flyer to go out to encourage people to volunteer –
ACTION: DC to put on Dojo
 VT – Rainbow tombola with KM.
 Village hall has a Xmas fayre on the same day; can we join together? Or piggyback?
 Need some sort of food offering. External offering?
ACTION: DC to ask new catering manager and to inform PTA to make arrangements.
 KS2 needs to be prioritised – a graphic to be put together to send out.
 All purchases to be run past KM.
 Could a room be allocated to teachers?
ACTION: HB to ask teachers, float idea.
ACTION: KM to arrange a Hollyberry meeting to get wheels in motion; and start planning, get in shed.
ACTION: PTA – to get in the shed to work out what's in there.
- e. Elfridges (Dec 12th)
 Need to get the cheap presents in; mens gifts are trickier.
 Too much choice last year.
 Same format as last year.
- f. Christmas cards – email has already gone out for children to start thinking about.

10. AoB

Uniform shed – RB been working hard. Ice cream money went on uniform shed. Mr O built it over summer, thank you card for that hard work.

RB painted it, water tight. Want rails on wheels, can use ones we have but will be needed for a production. Get a cover. Buy rails – agreed £45 each. Get a lock.

Still need the clip hangers for trousers.

Is there a team? – RB to lead. Parents evening – suggest parents can go in then. Parents evening at end of this term. Sign has been made.

Any works/projects for Mr O to go through DC please.

Opal – DC – our own version. In planning stages atm.

Been to visit other schools to see how they've made it work. The need is for storage, working out where to put large storage units. Need to review what's out on the playground, by Oct half term will have a plan and ask for donations for it.

Money from PTA is for the storage e.g. wellie storage for each child. Do we want large or small units? What's left will go towards equipment e.g. scooters, tyres. We don't have lots of space so need to work out what we can make work and things don't get lost.

Communication will go out when there's more of a plan in place. DC has it mapped out but not ready for any comms yet.

Year 1 continuous provision 2025/26

HB – year 1 classrooms are looking great. Still need things, e.g. magna tiles, compare bears. Torches, magnets, large things e.g. cable reels. New bid £641.27. **All approved.**

Amazon Wishlist – needs more promoting. Parents haven't been aware – needs to be advertised. The list was agreed a long time ago.

ACTION: DC to put on Dojo, website etc. It needs updating.

Party packs – HP leading on it to hire out.

11. Next meeting – Wed Dec 3rd 3.30pm

12. Thank you and goodbyes

13. Meeting finished at 9.10pm