HEATHLANDS SCHOOL PTA

Annual General Meeting – Minutes

Thursday 8 October 2026, 7.30pm | Heathlands School

Present:

- Kielye Mitchell (KM) – Co-Chair and Parent
- Carrie-Ann Swinger (C-AS) – Co-Chair and Parent
- Sammy Bigland (SB) – Vice Chair and Parent
- Claire Bull (CB) – Secretary and Parent
- Rosey Francis (RF) – Treasurer and Parent
- Darryl Crawley (DC) - Headteacher
- Rachel Breame (RB) – Preloved uniform sale coordinator and Parent
- Emma Lefever (EL) – Parent
- Colleen Stimson (CS) - Parent
- Caroline Payne (CP) – Parent
- Michelle Rippingale (MR) – Parent
- Natasha Wood (NW) – Parent
- Rebecca Kidger (RK) - Parent
- Ciara Thorpe (CT) - Parent
- Gemma Ross (GR) – Grants coordinator and Parent

Apologies: Chelsea Loader (CL), Jess Wranek (JW), Chloe Turner (CTu), Stevie Mason (SM).

1. Welcome and Introductions

KM welcomed those present and thanked the outgoing committee and everyone who supported fundraising throughout the year.

2. Approval of Previous AGM Minutes

The agenda included approval of the previous AGM minutes and matters arising.

3. Chair's Annual Report

KM reported that the PTA raised just over £38,000 for the school, approximately £15,000 more than the previous year. Fundraising was achieved through a wide range of events and initiatives, including fireworks, summer and Hollyberry fayres, Frozen Fridays, uniform sales, quiz night, gifts, grants and other activities.

KM thanked RB, the fireworks committee, grants coordinator GR, and the wider committee. She reflected on the legacy left by the outgoing team and offered support drawing on seven years of experience. The importance of filling committee positions to ensure the PTA could continue was highlighted.

DC thanked the committee on behalf of school staff and conveyed the school's appreciation of the difference the PTA's work had made.

4. Treasurer's Report – RF

Income from fundraising was £59,215, compared with £50,051 in 2024/25; total income was £64,368 including £5,000 in grants and £153 interest. The Treasurer's report described income as £9,150 higher than the previous year.

A total of £43,513 was distributed to the school, including £28,947 for interactive whiteboards, £3,000 for outdoor provision, £4,363 for stationery hampers, £2,839 for the Innovation Centre grant, and other equipment and projects.

The bank balance on 31st July 2026 was £31,595. After pledged payments, outstanding grants and Year 6 leavers' books, available funds were reported as £19,634.54, of which £8,000 was earmarked for fireworks and £5,000 for contingency, leaving £6,634.54 available as of 2nd October 2026.

The outdoor provision project is ongoing, with £7,000 remaining from a £10,000 pledge. Approximately £3,560 in outstanding grants and £1,400 for Year 6 leavers' books were noted. A £500 garden allocation was discussed, ongoing. RF invited questions on the accounts and congratulated the committee.

5. Appointment of New Committee

Incoming Chair/Co-chair nominees:

Chelsea Loader (14 votes)

Emma Lefever (13 votes)

Colleen Stimson (13 votes)

Vice Chair: No appointment recorded – agreed by DC.

Treasurer: Chloe Turner, chartered accountant – (14 votes)

Secretary: Jess Wranick, hospitality experience and coach – (14 votes).

(NB: Emma, Colleen and Chelsea demonstrated a commitment to ensuring the PTA continues to thrive. They are determined to build on its success but emphasised that ongoing support from the wider school community will be essential).

Other responsibilities discussed: Fireworks committee (GG & SB); Grants coordination (GR); Pre-loved uniform (RB); Raffle & Wonka bars (C-AS); Elfridges and disco (Stevie Mason); Headteacher for the Day, Break the rules day.

A new grants coordinator has not been sought. Gemma is to provide wording for a recruitment message.

The Hollyberry Fayre will be considered after the fireworks event.

6. Plans for the Coming Year

Fireworks Evening is the next major event. Other events and activities are to be agreed by the new committee.

No new school funding requests/pledges were presented as the future of the PTA was undecided prior to this meeting. The process for considering future teacher requests, potentially through four meetings per year, was discussed.

The constitution requires review; DC will meet the new committee and send a newer version. A possible PTA name change was mentioned, subject to appropriate notice (minimum 21 days) and member approval.

KM mentioned the previous year creating sub committees for each large event taking the pressure of the PTA which worked very well.

7. Any Other Business

The constitution and teacher representation were discussed.

Christmas cards will not be run this year. SB offered to work with RB on this next year and to explore alternatives such as tea towels or Valentine's cards.

CB acknowledged that the thought of joining the PTA committee can feel daunting, particularly as everyone leads busy lives and has other commitments. However, she reassured those considering getting involved that there is a great deal of support available. She highlighted MR and NW as examples of people who are always willing to lend a hand, emphasising that there are plenty of people ready to help and that no one is expected to do everything on their own.

8. Date of Next Meeting

TBC by the new committee. Members/parents/carers/teachers are welcome to attend PTA meetings.

9. Close of AGM

The meeting closed at 8.30pm, with thanks to all involved, particularly KM.

10. Actions and points to confirm

- New committee / DC – review the constitution and discuss future governance.
- DC – send the newer constitution to the new committee.
- GR – prepare wording to recruit a grants coordinator.
- SB – investigate alternative fundraising products; discuss next year's Christmas cards with RB.
- Outgoing committee – ensure a full handover of their roles & responsibilities to their respective successors.
- New committee – confirm future meeting date, events and Hollyberry Fayre plans.

11. A final word from the outgoing committee:

On behalf of the outgoing PTA committee, we would like to say a huge thank you to everyone who has supported us over the years. We are incredibly proud of what we have achieved together and the difference we have made to our school.

We wish the new committee every success and look forward to seeing all the wonderful things they will achieve. Ultimately, we are all working towards the same goal – raising funds to provide the very best opportunities and experiences for our children at Heathlands.

Thank you again for all your support, and here's to many more fantastic years of fundraising!

Kielye, Carrie, Sammy, Claire and Rosey.