



COOKHAM DEAN PRIMARY SCHOOL PTA COMMITTEE MEETING MINUTES

of the meeting held on Friday 12th September at 9am

ATTENDEES:

Pippa Jeans [PJ] 3
Michelle Partiar [MP] 1/3
Marie Hepworth [MH] 1/5
Mrs Reekie [FR]

The PTA committee met for a short meeting to discuss a few items of consideration that could not wait until the next PTA meeting scheduled for 23rd October 2025. PJ opened the meeting and thanked everyone for coming.

ITEMS FOR DISCUSSION / VOTE

Item 1: Is the PTA happy to cover the cost for the Eco-School Green Flag accreditation that the Eco warriors achieved at the end of the summer term. One of the parent volunteers had paid this out of their own pocket and had requested to be reimbursed. Total cost is £288 minus £65 which has been fundraised.

Committee voted that we were happy to cover the cost but as per our constitution we do need to pre-approve costs with a vote and we should make sure this is communicated at our next PTA meeting. The first step should be to request the cost via the Headteacher who can then request as part of the wishlist.

ACTION: MP to pay the invoice

Item 2: The Gravity Grand Prix organizing committee have asked the PTA whether we would be willing to donate some of our raised profits from the café sales. Other concessions pay a fee for their 'pitch', around £300 which goes towards the events fundraising. They have not previously charged the PTA but given our revenues are asking this year.

Committee voted that we were happy to give a donation of 10% of our profit. We decided this was better than a set amount in case our revenue was not as good as previous years.

ACTION: PJ to communicate the decision to the GGP organisers.

Item 3: It has come to our attention that the constitution held with the Charity Commission is from 1992 and extremely outdated – we are therefore planning to revise our constitution. FR commented that a new constitution was put in place more recently but it seems this was not communicated to the Charity Commission so therefore is not official.

ACTION: PJ to look into the process for updating the constitution

UPDATE: MH has also found a newer constitution from 2018

The meeting was closed – the usual PTA meeting format will resume for the next PTA meeting on Thursday 23rd October.