



COOKHAM DEAN PRIMARY SCHOOL PTA MINUTES

of the AGM meeting held on Thursday 23rd October at 7.30pm

ATTENDEES:

Pippa Jeans [PJ] 3
Michelle Patiar [MP] 1/3
Marie Hepworth [MH] 1/5
Jessica Harris [JH] 5
Isadora Bennett [IB] R/5
Mrs Reekie [FR]
Sylvia Rai [SR] 2/4
Holly Jenkins [HJ] R/3
Vicky Holloway [VH] R

Jana Harris [JaH] 1
Maddi Parkinson [MP] 1
Emma Lange [EL] R
Georgina Francis [GF] R
Tori Dixon [TD] 5
Dan Pearson [DP] 5
Clare Parks [CP] R/3
Vanisha Kneafsey [VK] 1

1. WELCOME

PJ welcomed everyone to the AGM meeting for the 2024/2025 school year and thanked all attendees for coming. Apologies were received from Chanel Ledgerwood, Gemma (Yr 4), Claire Greenwood, Abbe Oxley, Jo Steele and Lisa (Yr 2). PJ expressed her appreciation to everyone who has supported the PTA throughout the year, noting it has been another exciting and successful one.

2. CHAIR'S REPORT

PJ started by running through the objectives from last year and how the PTA performed against them.

Objective 1: Raise in excess of £26,500 to provide ongoing financial support of the school whilst at events and continue our support of the healthy eating choices. PJ was very pleased to say we made just over £33,000, so this financial objective was very much achieved. PJ thanked everyone for their collective effort and shared how proud she was of what was achieved.

Objective 2: Increase our focus on sustainability. PJ mentioned that by having our dedicated bar team (Isa & Abbe) we are able to effectively minimise waste. Challenges remain around large events such as the summer fete, where committee volunteers still found themselves sorting recycling despite best efforts to label bins clearly.

Objective 3: Utilise all possible avenues to further increase our ties to local businesses and volunteer community. PJ mentioned that we now have a strong relationship with the Cookham Dean village hall team, which is more collaborative as they are now borrowing some of our equipment for their events so it's great that we can help them.

Objective 4: Ensure the good we are doing is seen by all parents and teachers. PJ thanked the dedicated parent volunteers who attend almost every event, emphasising how valued

they are. She also noted that the committee is now better supported by additional parents, which has helped distribute event planning workloads.

PJ went on to say that 2024/2025 was all about building on what we'd learned the year before. It was PJ's 2nd year as chair and she felt that we had done a good job of minimising volunteer time and maximising output. We were also able to run 3 new events as follows:

1. Bingo night for parents/carers – A big thank you to Chanel. All who attended agreed it was a great night!
2. Mini marathon – thank you to Tori for this one, it was a wonderful event, really well supported and enjoyed across the school. We have not got this in our official calendar for 25/26 due to the school raising money for Thames Hospice – but if they don't end up doing something similar then we may add for later in the year.
3. Panto Tickets – A wonderful afternoon enjoyed by many families. This year's booking is with the Kenton Theatre in Henley. The Panto and Legoland ticket schemes continue to be a great way to offer family experiences while raising funds with minimal volunteer time.

PJ also noted that another new highlight for 24/25 was having Copas turkey rolls at the Christmas tree pick-up party which were very popular – Copas have agreed to do more for us this year.

PJ wanted to finish with some personal thank-you's. As she has stressed before, her role with the PTA could easily become a full time job, and these are the people that ensure it doesn't come to that. In no particular order:

- Class reps for supporting the "donations before paying" approach and helping to create memorable events for the children.
- Mich, Marie, Isa, Jess and Clare for always responding to her many messages and helping keep ideas moving.
- Chanel and Tori for running parent events, which take significant effort but raise important funds.
- Isa & Abbe for keeping everyone refreshed at events
- Helen, Holly, Dani, Charlie, Esme, Tori & Kimberly for taking on substantial roles throughout the year.

PJ apologised in advance if she inadvertently missed anyone.

3. TREASURER'S REPORT

MP presented the Treasurer's Financial Report for the year ending 31 August 2025. The balance of the PTA account was £33,455 and the balance of the Voluntary Contribution Fund (VCF) was £22,106 on 31 August 2025.

MP said that it was another successful year of fundraising, with total funds (excluding VCF) raised of £33,494 - thank you to everyone involved. A printout of the 24/25 Headline figures was passed around. MP commented this is up circa £4,000 when we compare the same time last year – key factors are a charity donation received by Centrica (£1,500), the Mini Marathon proceeds which was a new event (£1,477) and an increase in funds raised (£1,000) from the leavers vs remainers cricket match. We also had the full impact of not including drink stocks in the event numbers so overall events we'd expect to show as more profitable.

Headline events for Terms 1 and 2 were the GGP, generating money from sponsorship donations as well as the café. The Christmas Tree Sale and Christmas Raffle were also significant money makers. We also raised a whopping £444 from the sale of chutney and £1,100 from the mulled wine event as the end of the year.

Terms 3 and 4 saw an incredible amount raised by the much loved Swimathon, as well as a significant amount from the new Mini marathon event, also thoroughly enjoyed by the children. The impact of these two events combined meant a significantly stronger result for the middle term, which has historically been quieter.

The key event for terms 5 and 6 is of course the Summer Fete. 2025 raised less than 2024, most likely attributed to the scouts event clash, not as much sponsorship and a lower silent auction. However, funds raised from the Leavers vs Remainers cricket match, quiz and Legoland ensured this term was a huge success.

Second hand uniform sales did very well this year, raising £1,129 (very similar to last year), and we also received £832 through the 50:50 Club and £606 from Running Club.

Payments into the VCF account totalled £6,352 (transferred) + £2,469 (transferred post year end date) for the year (compared to £7,637 in 2023-24).

Total expenditure for the year was £28,100 (2024: £30,173). Key monies were £9,000 donated to the school to spend on the curriculum. This is an ongoing amount agreed by the PTA. We also made donations of £17,384 to school to fund new projects including Pentagon play equipment (£7,000), new laptops (£2,500) and contributions to school trips (£3,500). The PTA also donated £393 towards the year 6 leavers events and £1,341 was spent on PTA expenses including refreshments, insurance, film license, event licenses and drinks stock.

MP then talked about the outlook for the coming year. Of the £33,455 in the bank, the following are earmarked for use in 2025/2026 year:

- £9,000 for curriculum sport
- £170 for neurodiversity resources
- £10,000 for an outdoor classroom

This leaves funds of approximately £14,285 allowing the PTA to support school projects in 2025/2026 without pressure of increased short term fundraising. This is less than previous years mainly due to the pre committed spend of £10k on the outdoor classroom.

MP also wanted to note that as in previous years, the VCF balance continues to decline and future school budgets should take this into account.

The report was reviewed by those present and MP proposed that it be committed to the minutes as final. All attending approved. A full copy of the report can be obtained from the PTA Chairs.

HJ asked by how much the VCF contribution is falling – MP/FR confirmed approximately £6,000. FR mentioned that the school and Governors are looking to rebrand in the hopes of increasing donations towards the end of autumn term.

4. VCF SIGNATORY

MP reported that the previous VCF signatory (besides herself) has now stepped down so we need to add someone else. Mrs Croft and Mrs Reekie will be added – **ACTION: MP.**

5. PTA COMMITTEE 2025/2026

- PJ stepped down as Chair but advised she was happy to continue for 2025/26. TD nominated PJ and this was seconded by IB. PJ was unanimously re-elected as Chair.
- MP stepped down as Treasurer but advised she was happy to continue for 2025/26. PJ nominated MP and this was seconded by SR. MP was unanimously re-elected as Treasurer.
- MH stepped down as Secretary but advised she was happy to continue for 2025/26. PJ nominated MH and this was seconded by JaH. MH was unanimously re-elected as Secretary.
- PJ nominated JH for the role as co-chair and this was seconded by SR. JH was unanimously voted in as Co-Chair.
- PJ nominated IB for the role as social secretary and this was seconded by JH. IB was unanimously voted in as Social Secretary.
- The Charities Commission will need to be updated with the details of the new trustees. **ACTION: MP.**

6. OBJECTIVES FOR 2025/2026

PJ proposed maintaining last year's objectives, as they remain strong and aligned with the PTA's purpose.

Objective 1: Raise in excess of £28,000 to provide ongoing financial support to the school.

Objective 2: Continue our focus on sustainability and our support of the healthy eating school ethos.

Objective 3: Utilise all possible avenues to further increase our ties to local businesses and educate the school community on how the money is being spent.

Objective 4: Continue to build out the PTA from a technology perspective which ensures the volunteer's administrative load is minimal.

PJ confirmed that this year's calendar offers a good mix of events for the children. A surprise summer-term event is also planned.

As always we have already hit the ground running in September with the Gravity Grand Prix, Boundary Walk and Halloween disco, as well as chutney and apple juice making and tea towel sales. Next half term is equally busy with the Christmas events.

We have moved our fundraising out of terms 3&4 (spring) in part because of how the calendar falls but mostly to allow families to support the school in its fund raising endeavours for Thames Hospice.

After Easter the focus will shift back to the summer fete, alongside other much-loved events including story telling night, child choice day, musical soiree etc!

PJ wanted to make two final points to before closing the AGM;

- 1) We need to update our constitution as we have been operating on the same one since 1992! We subscribe to a charitable organisation called ParentKind which provides support, advice and insurance to PTAs so we will adopt their most recently recommended constitution. This will be filed shortly with the Charity Commission.
- 2) The PTA are always keen to hear feedback on events and suggestions on how we better achieve our goals!

7. 2025/2026 AGM DATE

The PTA AGM for the 2025/2026 school year should be held at the same time next year – October 2026. This allows all to settle back into school and set objectives for the coming year. Actual date to be confirmed.

8. ANY OTHER BUSINESS / CLOSE

There were no additional items of business and the meeting closed.