



The Oaks Infant School

Parent Teacher and Friends Association

Enriching and enhancing our children's time at The Oaks

AGM Meeting Minutes – 25th September 2026

Committee members attending: Emma Maggs, Kelly Jenkins and Helen Rudd

Other PTFA members: Jenny Wynn, Emma Foley, Amber Box, Laura Mulligan, Claire Alexander, Jessica Shonk, Nadine Jones, Tracey Phillips, Lola Pool, Kyrie Stennings, Emma Austen and Steph Manktelow.

Topic	Notes	Actions
1) Welcome and introductions	➤ EM welcome everyone and thank you for attending ➤ EM introduced herself and passed a sign in sheet around, EM confirmed everyone happy to have their names added to the meeting minutes, which will be published on the school website. ➤ Meeting to follow format recommended by ParentKind (Governing Body for PTFAs).	
2) Apologies for absence	➤ Ellie-Mae Cooper and Coralie Brincat	
3) Minutes of the Annual General Meeting held on 26 th Sept 2025	➤ Previously approved by the committee. Published on the schools website, shared last year.	
4) Matters arising from the 2025 AGM Minutes	➤ 2024/25 Accounts were audited by Lola Pool and submitted to the Charity Commission by EM & KJ before the June 2026 deadline. ➤ Joanna Newman resigned from the PTFA before the end of the academic year. ➤ KJ and EC were added as new members. ➤ Charity Commission was updated to reflect all changes.	
5) Chair's Report for 2025/2026	➤ Chair's report has been shared via email, in the school newsletter and through our FB page, in advance of the meeting. ➤ We continue to use guidance from ParentKind for the operation of the PTFA. ➤ The role of the PTFA and the constitution that it adheres to was discussed. ➤ ParentKind membership provides support services and Zurich insurance cover. ➤ All payments made to the trust are sent via bacs and expenses claimed by the committee only being paid by cheque, which have to be dual signed. ➤ Highlights – successful roll out of the Zeffy platform for booking and donations; no booking fees and automatically registers gift aid. Financial summary has been shared with school in advance of the meeting – biggest fundraiser was the Summer Sizzler with £1,129 in profit.	➤ Look to add other members to the bank as a signatories.



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	➤ Noted we that didn't hold a big sponsored event this year due to the Courtney Orange gymnastic school visit. ➤ Continue to have good community links, King George's Café are continuing to support our park trails. The local Rotary Club once again provided a grant of £250 which has been used for the Interactive Science Workshop. ➤ Thank you to everyone who has contributed to make this year happen, including the staff for giving up their time. ➤ Feedback – little feedback throughout the whole year, but any feedback is useful. ➤ Coming year – events have already been planned and organised to get the fundraising started this year. ➤ Asked if anyone had any questions before continuing.	
6) Treasurer's Report for the year ending 31/08/2025	➤ A Fundraising update has been shared with the school community, allowing to see how much the different activities have added to the charity. ➤ KJ Confirmed financials: ➤ Total income without expenses - £10,178.14 ➤ Bank balance - 1st September 2025 - £3,925.92 ➤ Bank balance - 31st August 2026 - £4,193.69 ➤ The multiple ways funds have been generated was discussed as per the Fundraising Update document published on the website. ➤ Total profit generated - £9,209.76 ➤ Different donations made to the school/purchases made for the benefit of the children – estimated at £8,604.45 ➤ Bank balance today - £4,266.89, starting the new year with a similar amount to last year. ➤ Event cost were kept to a minimum, sourcing products at the best price possible. ➤ Committee keen to ensure that any funds raised were re-invested into the school as quickly as possible, to ensure that current cohort benefit from the funds raised.	➤ We haven't paid OCMAT for this panto as yet – waiting to here from Michelle.
7) Appointment of an Independent Examiner of Accounts	➤ RLP Accounting have agreed to audit the accounts for 2025-26, free of charge, prior to the Charity Commission return being completed. All voted in favour.	➤ Bank statements and accounts to be sent to Lola.
8) Election of Officers and	➤ Current committee stood down ➤ Nomination for Chair – Emma Maggs. All voted in favour ➤ Nomination for Secretary — NONE	



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Trustees of the Committee	➤ Nomination for Treasurer — Kelly Jenkins. All voted in favour ➤ Nominations for Ordinary Committee members – Coralie Brincat, Ellie Mae-Cooper and Helen Rudd. All voted in favour ➤ EM thanked the previous committee for their support. ➤ EM mentioned that any additional committee members can be voted in during the course of the year if necessary. ➤ Confirmed that everyone is welcome to attend the PTFA meetings, the committee members are responsible for ensuring that the constitution is upheld, but support from all members is essential.	
AOB:	➤ EM would like to highlight that this will be the last year on the committee for EM, KJ and EC ➤ We need to actively look for replacements who can shadow this year if possible, along with a new Secretary – happy to discuss in more detail ➤ JW Highlighted the vital role of the PTFA at the Oaks, the contributions it makes to the school have a significant impact that is highly valued. She also thanked EM and the committee for all of their hard work last year. ➤ Some really great ideas about making the PTFA more known to people; termly leaflet of updates (via email and printed for bookbags), introductory information about the current committee and what we do, make ourselves more approachable and known, the reintroduction of class reps, survey asking why people don't feel they are able to get involved or come to the meetings, a money thermometer on the notice board recording our fund raising – try to emphasise the importance of what the PTFA does and brings to the children at the school.	➤ Advertise for new members to take over from next year and a current Secretary. ➤ Look into match funding and re advertise ➤ Apply to Amazon and Top Cash Back ➤ Look into a simple leaflet style template that can be easily updated each term. ➤ Create class rep WhatsApp group – find a parent from every class to join.

Meeting minutes approved as correct by all attending committee members on 25th September 2026

**The next meeting will be:
Friday 9th October at 9am**

Please come along, have a chat, give us your ideas... Everybody is welcome.