

Friends of St Michael (FOSM) PTA AGM Minutes

Held in person and via Zoom

Thursday 9th October 2025 – 5:30pm

Attendees

Charlotte Timms (Chair), Amber Stephenson (Secretary), Sharon Barnes (Treasurer), Trudy Gilloway, Chloe Adams (Outgoing Chair) , Rachel Tillotson, Lucy Buckley, Justin Sorubio, Elena Alfonso, Mr Lane, and other PTA members.

Apologies for Absence

Mrs Lyons.

1. Finance Update – Presented by Sharon Barnes (Treasurer)

Opening balance (01/09/2024): £19,065.

Income for Spring Term: £5,978.

Expenditure: £2,670 (primarily for pantomime tickets).

Summer Term Income: £17,373

Expenditure: £12,468 (including dog mentor costs).

As of 1st September 2025, the balance stood at £27,330.

Following the purchase of the school minibus, the remaining balance is £4,413.

The PTA still needs to transfer £3,000 to the school to complete the payment for the minibus and an additional £600 for the branded wrapping.

2. Election of Committee Members

The following members were elected to the committee:

Charlotte Timms (Chair),

Amber Stephenson (Secretary),

Sharon Barnes (Treasurer).

Committee members: Trudy Gilloway, Chloe Adams, Rachel Tillotson, Lucy Buckley, Justin Sorubio and Elena Alfonso. All elections were approved unanimously by show of hands.

3. Adoption of PTA App – My PTA

The committee discussed the introduction of the 'My PTA Events' app to streamline payment collection and event management, replacing the ScoPay system which can no longer be used by the PTA. The app is free to register and use, but an optional £299 annual upgrade reduces transaction fees from 3.95% to 1.5% and enables customised advertising. After comparing alternatives such as ClassList (which would cost £4.75 per child plus £1,000 setup), the PTA unanimously agreed to proceed with My PTA Events and to purchase the upgraded account.

4. Events for 2025–26

The committee reviewed planned events for the academic year:

- October: Cake Sale (completed successfully)
- November: Christmas Fair and Pantomime
- January: School Talent Show (initiative from School Council)
- February: Valentine's Event
- March: Mother's Day Secret Shop and Book Sale (linked to World Book Day)
- April: Break the Rules Day
- May: Quiz Night
- June: Father's Day Event
- July: Summer Fair.

The Colour Run will now take place every other year due to workload and field maintenance considerations. A Book and Uniform Sale will be held in March to encourage reading and recycling.

5. Christmas Fair Planning

The Christmas Fair will be held on **Friday 21st November 2025**. The following arrangements were agreed:

- Mufti Day for Bottle Donations: **7th November**
- Mufti Day for Chocolate Donations: **14th November**
- School Decorating Day: Wednesday **19th November** (from 1:30pm)
- Frost Bar to manage refreshments and bar service.

The fair will include the BBQ, Secret Shop (pre-ordered via the app), Santa's Grotto, Bottle Tombola, Chocolate Tombola (with only even numbers winning to control prizes), and hot drinks/hot chocolate stalls. External stalls will be limited to prioritise school fundraising. Games such as 'Hook a Duck' and the bouncy castle will be retained. Parents will be invited to assist with decorations and stall coordination. Parents to be appointed a stall by year group to sign up to operate as opposed to signing up to any stall. This reverting back to the system we used to follow ensures class teachers can approach their year group parents efficiently.

6. Fundraising Focus 2025–26

Following the successful purchase of the school minibus, the PTA's new fundraising goal is a 7 piece outdoor gym equipment for the playground area (estimated total cost £10,000 including groundwork). The aim is to install the equipment by summer 2026, ready for use in September.

7. Communication Improvements

Members discussed improving communication for volunteers. A dedicated PTA WhatsApp group will be used for quick coordination alongside ParentMail updates. The new My PTA app will support notifications and online sign-ups for events. Year group WhatsApp groups can also help share reminders, but the PTA Whatsapp group will be the official channel. Miss Timms to be added to the group by Mrs Barnes.

8. Any Other Business

Suggestions included a Christmas Movie Night (subject to parent volunteers), second-hand uniform sale, and better event scheduling to avoid overlapping requests from parents. Volunteering will be encouraged on a year-group basis for better coverage. Christmas Movies can go ahead with parent volunteer ration 1: 6 for EYFS and Year 1 and 2 classes and 1:10 for Year 3 – 6. Some members of the PTA who are DBS checked must be present. Some of the adults could be staff members but the majority of numbers need to be made up from parent volunteers due to the staff committing to helping out at the Christmas Fayre.

Example:

Reception and Year 1 = 20 adults

Year 2 and 3 = 16 adults

Year 4, 5 and 6 = 18 adults

Meeting Closed

The meeting concluded with thanks from the Chair for everyone's continued support and participation. Next meeting date to be confirmed.