



Chapelford Village Primary School

chaPTA Annual General Meeting – Minutes

Date: Monday 12th October 2026

Time: 9:00am

Venue: Chapelford Village Primary School

Meeting chaired by: Laura Tottie, Headteacher

Minutes recorded by: Amy Webb, Acting Deputy Headteacher

Present: see sign in sheet

Apologies: Carly Gaulton

1. Welcome and Review of the Year

1.1 Welcome

Laura Tottie, Headteacher, chaired the meeting in the absence of a nominated Chair. She welcomed everyone, facilitated introductions and outlined the purpose of the Annual General Meeting.

1.2 Review of the Year

The committee reviewed the fundraising events and achievements from the previous year.

Key achievements included:

- The introduction of the Mother's Day and Father's Day Fairs, which were new events and had been well received by parents and the school community.
- The Summer Fair, which was a successful community event and provided an opportunity for families to come together.
- Continued fundraising activities that supported school improvements and provided resources and experiences for children.

The committee recognised the value of offering a varied programme of events to encourage community involvement and raise funds for the school.

1.3 How Funds Have Supported the School

The committee reviewed contributions made to Chapelford Village Primary School, including:

- Artificial grass.
- Cushions for reading areas.
- The trim trail.

chaPTA has also purchased snacks for school discos and stock for fundraising fairs to support the delivery of events throughout the year.

1.4 Financial Report

The committee reviewed the current financial position and discussed income from fundraising activities and other sources.

The following figures were reported:

- Current bank balance: Approximately £11,600.
- Income raised through events: Approximately £4,500.
- Income from Roberts Recycling: Approximately £1,300.
- Income from School Lotto: Approximately £678.

The committee discussed the importance of maintaining a financial reserve to ensure that chaPTA can meet future commitments and continue to support school initiatives.

A target reserve buffer of between £2,500 and £4,500 was discussed as a desirable amount to retain.

The committee also discussed the current negative balance associated with PE tops purchased through chaPTA. It was noted that this reflects the upfront purchase of stock, rather than necessarily indicating a longer-term loss, as the stock is available for sale.

Outcome: The financial report was accepted, and the committee agreed to work towards maintaining an appropriate financial reserve while continuing to fundraise for school priorities.

2. Committee Elections and Role Summaries

2.1 Committee Elections

The committee discussed the key roles required to support the effective running of chaPTA and the responsibilities associated with each position.

The following appointments were agreed:

Role	Appointed person
Chair	Elizabeth Bower – teacher and parent
Vice-Chair	Rachel Jenness – parent
Treasurer	Paula White
Vice-Treasurer	Joe Mason
Secretary	Amy Webb
Other committee members	To be confirmed from those attending

All appointments were accepted by those nominated. It was noted that most of the appointed officers were new to their roles, with Paula White continuing in her existing role.

The committee agreed the following actions:

- Paula White to update the relevant Charity Commission records to reflect the committee appointments, as required.
- Laura Tottie and Paula White to be named on the bank account to ensure the appropriate banking arrangements are in place.
- Amy Webb to share an overview of the key committee roles and responsibilities with Paula White.
- Amy Webb to update the chaPTA information on the school website.
- The membership of the wider committee to be confirmed.

2.2 Volunteers and Responsibilities

The committee discussed the importance of continuing to encourage parents and carers to become involved in chaPTA activities and fundraising events.

It was agreed that the school community should continue to be encouraged to support events and volunteer where possible. Ms Loomba volunteered her expertise in looking at funding through charities.

Amy Webb's role will include supporting the Chair through social media communications and the introduction of a regular newsletter.

Agreed action: Continue to promote chaPTA and opportunities for involvement across the school community. Amy to send out the minutes and thanks for attendance and members to reply confirming if they'd like to be involved.

3. Communication and Community Engagement

3.1 Social Media and Website

The committee discussed how communication could be improved to raise awareness of chaPTA activities, celebrate fundraising achievements and encourage greater parental engagement.

It was agreed that:

- The school's Facebook page would be used to promote chaPTA events and share updates with families.
- The chaPTA information on the school's website would be updated to provide accessible and up-to-date information.
- Half termly newsletter

Action: Amy Webb to support social media communications and update the website.

3.2 chaPTA Newsletter

The committee agreed to introduce a chaPTA newsletter to share information with parents and carers.

The newsletter will be produced every half-term and will include:

- Fundraising achievements and the impact of funds raised.
- Updates on completed events.
- Information about upcoming events and opportunities to get involved.
- Progress towards fundraising priorities.

Action: Amy Webb to coordinate and produce the newsletter each half-term.

4. Future Goals, Fundraising Priorities and Diary Dates

4.1 Fundraising Priorities

The committee discussed future fundraising priorities, including the purchase of equipment to support a more inclusive and accessible playground.

The committee agreed that fundraising should continue to focus on projects that enhance children's experiences and provide opportunities for all children to participate in school life.

A shared annual schedule of events was discussed to support forward planning and communication across the school community.

Action: The committee to use the shared annual schedule to coordinate event planning, responsibilities and communication.

4.2 Events for 2026–27

The committee reviewed planned fundraising activities for the academic year, including:

- Pumpkin Competition.
- Christmas Disco and Christmas Fair/Snowman Hunt

- Chocolate Bingo.
- OPAL Stay & Play.
- Mothers’/Fathers’ Day fairs
- Summer Fair.
- Summer Discos.

It was noted that the Christmas card project had already been completed. The school will receive 20% commission from the Christmas card sales.

Amy Webb shared information about the easyfundraising app as another potential way for families to support chaPTA through eligible online purchases.

Paula White suggested the Snowman Hunt to be repeated as a low-cost way of raising money.

The committee agreed that the Christmas Fair would be the immediate focus for the next planning meeting.

Paula shared that we have a new way of taking contactless payments – Square.

Action: Committee members review the shared annual schedule and contribute to the planning and organisation of forthcoming events. Amy to finalise date and send out the schedule with minutes and add to the website.

4.3 Fundraising Requests

The committee discussed the importance of directing fundraising towards agreed school priorities, including accessible playground equipment.

Further requests and specific spending proposals will be considered as fundraising progresses and the committee's financial position is reviewed.

5. Any Other Business

The committee discussed additional opportunities to increase community participation and fundraising, including the easyfundraising app and the suggested Snowman Hunt.

These ideas will be considered further as part of the committee's event planning.

6. Actions Agreed

Action	Person responsible	Deadline
Update Charity Commission records as required following committee appointments	Paula White	To be confirmed
Arrange for Laura Tottie and Paula White to be named on the bank account	Paula White	To be confirmed
Share an overview of key committee roles and responsibilities	Amy Webb	To be confirmed
Confirm the wider committee membership	Committee	To be confirmed
Update chaPTA information on the school website	Amy Webb	To be confirmed
Promote chaPTA activities through the school's Facebook page	Amy Webb / committee	Ongoing

Produce a chaPTA newsletter each half-term	Amy Webb/Liz Bower	Each half-term
Use the shared annual schedule to support event planning	Committee	Ongoing
Plan the Christmas Fair	Committee	Next meeting
Consider the easyfundraising app and Snowman Hunt as fundraising opportunities	Committee	To be discussed

7. Date of Next Meeting

Date: Monday 19th October 2026, chaired by Liz Bower

Time: 9:00am

Purpose: Christmas Fair planning.

The meeting closed at [insert time].

Minutes prepared by: Amy Webb

Date circulated: 12th October

Approval of minutes: To be confirmed at the next meeting.