



Shirley Junior School PFTA

Registered in accordance with the Charities Act 1960 No. 1108417

Annual General Meeting - Minutes

7pm, 9 October 2025

1. **Welcome:** Kass Colley opened the meeting and thanked all for coming

Attendees: Kass Colley, Jen Bleeck, Sarah Scott, Zoe Konn,

Apologies for Absence: Reena Jewell,

2. **Approve Minutes for 2024** - Minutes from 2024 approved, no matters arising

3. **Chair's Summary & Finance Report** - see appendix 1 and 2 for details.

4. **Senior leadership team**

Jo Tearle Kerri Davie

KD gave thanks. The theme at school this year is about community and togetherness, school want to build on this in their relationship with the wider school community. School building not amenable to have parents in, so SLT looking for ways to encourage the theme in other ways, e.g. Inviting people in to assemblies, hoping to have a month by month planner for all years so events are easy to see.

Echoed by JT, gave thanks for the PTA support and activities and events the children enjoy so much.

5. **Election of the 2025/26 Committee Members/Trustees**

The following roles were voted in:

Role	Nominee	Nominated/Seconded by
Chair	Kass Colley	Jen Bleeck, Rachel Holloway
Co-Chair	None	
Treasurer	James Madgwick	Jen P, Nat Steel
Secretary	Zoë Konn/ Sarah Scott	Sarah Scott, Jen P/ Zoë Konn, Jo Tearle

General Volunteers – Reena Jewell, Jen Cook, Emily Arbery, Tracey Sandall, Kate Jackson, Tabytha Greenhalgh, Jen Bleeck, Rachel Holloway, Lynsey Powell, Gayle Doulton, Jess Butts. Suggestion to move to whats app rather than messenger approved, with the emphasis on this group being PTFA volunteers/ helpers rather than using the term committee. For anyone who ever said “I’d like to help but I don’t want to be on a Committee”

Signatories on bank accounts – Jen Pillinger, Jen Bleeck, Zoë Konn, Kass Colley in process. James Madgwick to be added.

6. **Confirmation of other Non-Trustee Roles**

Teacher Rep	
	Jo Tearle
Class Reps	
Year 3	
Honeybees	Jackie Young, Emily Arbery

Red Admirals	Emily Smith, Kitty Galpin
Fireflies	Marle (acute), Coetzee, Kathy Payne
Year 4	
Hawks	Charlotte Carroll, Sally Kendall
Magpies	Sarah Scott, Hilary Pearson
Warblers	Yasmine Arafa, Sarah Doherty
Year 5	
Ocelots	Debra Deacon, Chris Fox
Geckos	Tabytha Greenhalgh, Reena Jewell
Kinkajou	Rachel Holloway, Maria Dimech
Year 6	
Meerkats	Jen Cook, Katy Durston
Rhinos	Leanne Vaughan
Leopards	Gayle Doulton, Jen Pillinger
Other Positions	
Parent Forum Co-ordinator	Jen Cook
Cake sale organiser	Abigail Gallagher
Grant organiser	Emily Arbery
School Lottery	Jen Cook
Easyfundraising	Jen P to write a blurb about the browser extension which can be used to raise the profile of easyfundraising through weekly comms on a periodic basis

7. Funding suggestions

- A stage and AV equipment in the hall. Speakers behind the children means they are able to be heard better. Modular system would be best, same as currently have, as some parts can be reused
- Reading books for classrooms - the study texts shared in class. No funding for this so photocopies are having to be used. 3 texts per year, across the school, could be 15 per class instead of 30. 135 per year group x 4. Potential supplier of books on parentkind. School to provide information about what is needed/ cost - submit to PTFA
- Gardening funded for two years, then over to PTFA/ school to fund.
- Blinds in the upper windows of hall need fixing - are electric but either broken or snagged so won't move

8. Diary dates for 2024/25

Autumn Term

Junior Quiz (adults) Friday 17 October

Crazy Hair Day Friday 17 October

Cake sale Friday 24th October

Clothing collection 6th Nov

Firework display Friday 7th Nov

Christmas wreath making Weds 26th November

Family Christmas Disco 5th December

Supporting with Christmas lunch & Christmas Jumper day Thursday 11th December

Elfridges Wednesday and Thursday 17th/18th December

Spring Term

Junior Disco (kids only) Friday 6th February
 Cake sale Friday 13th February
 Non-uniform day Friday 13th Feb
 Little recyclers Clothing collection -Thurs 26th Feb
 World book day - book swap 5th March (thursday)
 Friday 27th March Break the Rules Day
 Easter Scarecrow Trail - from Monday 6-12th April

Summer Term

Tidy Up Day 17th April
 Colour Run Saturday 25th April
 Cake Sale Friday 22nd May
 Little recyclers Clothing collection - Thurs 4th June
 Tidy Up Day 2 Friday 5th June
 Summer Fair Saturday 20 June
 Welcome evening for new Year 3 parents tbc
 Junior silent disco (in school celebration) Thursday 16th July
 Parent silent disco *New Event* Sat 18th July

9. AOB

- Confirm dates Summer fair, break the rules (20/06 and 27/03 respectively)
- New clothing collections organised (dates above)
- Poly tunnel/ Garden. Arun will be gardening lead, an extra adult (volunteer sourced from parent group, rotational basis?) one afternoon pw, and one teacher. Raised beds to be made (site team), soil will be needed, benching for plants. Resource will be open to all but mainly used by years 3&4. Shingle or bark in between beds for use in winter also (need to risk assess material as potentially throwable)
- Wreath making and Elfridges lovely events although not big fundraisers - aimed as enrichment events for the children. Xmas markets/ fairs are labour intensive and not much profit. The two session disco Christmas generated much more income so worth continuing with two sessions.
- Easy fundraising is a good potential source of passive income but requires publicity so people are aware how to do it. Also occasional drives via parentkind which can make any money. Gets lost in the noise of other events so would need publicity away from the separate events. To be pushed via weekly comms/ FB periodically.
- Thanks to jen p for being treasurer for 3 years.
- Second hand uniform. Thursday afternoons a potential second session. More/ clearer signage, sorting of clothes. Publicise more and request volunteers for a rota of sorts.
- School visitors - tightening of policy, trust wide means there is a lengthier process for 'regular visitors' (eg 4 times in a month, working with children). For PTFA/FOSIS volunteers who are to be DBS checked, the same process will apply. Other volunteers will be required to have ID checked on a case by case basis and must be supervised by a staff member or DBS checked volunteer at all times and must not be with the children. School are happy to undertake DBS checks and the process includes an induction (in person) so grouping applications is most time efficient.

Chair Report Kass Colley - Oct 2025

Dear Parents, Carers, Staff, and Friends,

As we reach the end of another successful year, I'd like to take this opportunity to extend my heartfelt thanks to everyone who has played a part in supporting our school community.

First and foremost, a huge thank you to both the Infants and Juniors PTAs. Your time, energy, and dedication are the driving force behind so many of the fantastic events, initiatives, and opportunities that enrich our children's time at school. Whether it's organising fairs, discos, raffles, bake sales — or standout highlights like the spectacular fireworks night, the vibrant colour run, and the fun-filled summer fair — your efforts make a real and lasting difference. These events don't just raise vital funds; they create magical, lasting memories for our children and bring our school community together.

To the school staff, thank you for your ongoing support, encouragement, and collaboration. Your partnership with the PTA is invaluable, and your willingness to go above and beyond never goes unnoticed. Your behind-the-scenes help and genuine commitment are deeply appreciated.

Together, you've helped nurture a spirit of warmth, community, and generosity. The impact of your support goes far beyond what you might realise — from improving resources and opportunities for our children, to fostering the inclusive and positive culture that makes our school so special.

On behalf of the entire PTA and school community, thank you. Your support truly means more than words can express.

Here's to another year of working together — continuing to make our school a place where every child can grow, learn, and thrive.

Warm regards,
Kass Colley
Chair of the PTA

Treasurer's Report Year Ending 31st August 2025 Jen Pillinger

Summary

Our total fundraising income this year was nearly £13,000. We have spent around £6,500 on items for the school which is similar to last year. The bank account is healthy with over £16,000 to be brought forward to the 2025-2026 financial year.

Income

As usual our 3 biggest events, the Summer Fair, the Colour Run, and Fireworks, were run together with FOSIS and they raised a whopping £6,342 for our school. That means a fantastic total amount raised for these events was over £12,000.

For Christmas we were not able to run a Christmas Fair or a substantial Christmas Market due to our committee members and the FOSIS committee members being stretched too thin at this time of year. We did run Elfridges for the children, and a Wreathmaking evening for the parents. Elfridges made another small profit due to fantastic contributions from the parents and due to having purchased quite a lot of presents in previous years which were still available. The extra money will, of course, be carried over to this year's Elfridges as this is not run as an income raising event. The Wreathmaking event raised £116 for our school.

Together with FOSIS we ran a family disco which raised an amazing £1,020 for our school. This was a large increase on previous years.

For just the Junior school the quiz night did run this year and raised £560. It was so lovely to have this event back up and running. The junior's disco was well attended as always and in total raised

just under £700. Our other fundraising events throughout the year (second hand uniform sales, cake & lolly sales, crazy hair day, break the rules day and non-uniform day) raised around £1,624 after sharing some of the income with FOSIS.

In addition, we continued to raise money through the School Lottery, Easyfundraising & Bags to School and these income streams raised around £1,304. The most profitable being the school lottery which raised £1,176. Our corporate Astro appeal raised £750.

Spending

We gave SJS just over £6,500 this year. The biggest expenses were:

- replacing the Astro turf
- replacing the pond fencing and gate
- purchasing a new polytunnel for the gardening curriculum being set up this year
- the Smartsacks for the new Year 3's starting in September 2025

In addition, we purchased a Christmas tree, crackers & gifts, christingle supplies, replacement whiteboards for the classrooms, replaced the outside tap, hired the kit for the silent disco and paid for the inflatables for the end of the year celebrations which the children love.

Other Comments

Our income depends on making our fundraising events successful, which we couldn't do without volunteers, so thanks to all those who helped the past year.