

Meeting Minutes



AGM

Meeting Details: Tuesday 15th September 2026 – Withycombe Raleigh Primary School, Old Library

Attendees: Sarah Dryden (outgoing Chair), Hannah Robson (outgoing Treasurer), Lauren Hess (Secretary), Zoe Ficken (incoming Treasurer), Emma Jones (Head Teacher), Jo Wellbeloved (Teacher Liaison), Zoe Bolwell (School/PTFA Liaison), Georgia Hawkins, Sarah Candlin, Josh Bisgrove, Teri-Ann Hole & Ann Butler

Absences: None

Next Meeting: 1st October 2026 - 7:15 pm, venue to be confirmed

Agenda:

- 1) Present and apologies
- 2) Welcome of new members
- 3) Chair report
- 4) Funding Requests
- 5) Treasurers report
- 6) Headteachers report
- 7) Re-election of positions
- 8) Adoption of the new constitution
- 9) Plans for 26/27 school year
- 10) AOB

Present and apologies

- Attendees as above
- Apologies as above

Welcome of new members

- None

Chair report: Downloadable

- Sarah thanked everyone for their support over the year.
- Ongoing challenges included volunteer capacity and maintaining consistency with comms
- Sarah confirmed that she would step down and leave the role of Chair through the formal process, but would continue to volunteer.

Treasurers report: Downloadable

- The Treasurer presented the annual statement and reported that more than £13,000 had been raised through a wide range of events.
- The pantomime has been paid for this academic year from the current year's budget. The Christmas Fair and pantomime continue to be enjoyed by pupils.

Funding Requests:

- The Year 6 books were reviewed. The group agreed to continue funding these next year because they are inclusive and provide a lasting gift, including for pupils who may not otherwise buy the book.
- A request was discussed for iPad tablets

- Trips and visits were previously supported at £200 per class across 21 classes. The group suggested reviewing whether this could increase to around £250 per class, subject to average trip costs and a formal funding request.
- The agreed route is for a funding request to come in to Jo Wellbeloved to ensure all information is on there to then be sent to Emma Jones for her approval then return to the PTFA for consideration.
- Sarah Dryden has submitted a £4k technology grant request linked to the Virgin Money Foundation
- Final thanks to Hannah for all her support and dedication while in role as Treas

☑ Actions

- Zoe Ficken to ask Mrs Hart for an update on Maths resources and follow up to see if Laylas invoice has been paid following Withyfest
- Zoe Ficken to ask Vici for the average price of trips so the committee can assess the level of support available.
- Jo Wellbeloved to check what the update is on the iPads and feedback.
- Zoe Bolwell to speak to the Year 6 contact about emailing the PTFA inbox with the formal request.

Re-election of positions:

- All members stood down
- Georgia was proposed as Chair and the appointment was approved unanimously by those present.
- Zoe Ficken was proposed as Treasurer and the appointment was approved unanimously by those present.
- No new members were recorded at the AGM. Nine continuing committee members were noted and voted back in below.

Keys roles:

- Chair / Co-Chair(s): Georgia Hawkins
- Vice-Chair: Josh Bisgrove
- Treasurer: Zoe Ficken
- Secretary: Lauren Hess

Optional Supporting Roles

- Class/teacher Liaison: Jo Wellbeloved
- School Liaison: Zoe Bolwell & Terri-Ann Hole
- Volunteer Coordinator: Sarah Candlin
- Fundraising Coordinator: Ann Butler
- Inclusion & Diversity Officer: **Open**
- Marketing/Communications Officer: **Open**
- Events Coordinator: **Open**
- Grants & Sponsorship Officer: **Open**

Adoption of the new constitution:

- Discussion around what the PTFA constitution is - fund should always be to enrich a children's school life and education. This is why we do need to scrutinise some funding requests to ensure we are acting in the best interests of the constitution and maximising our fund-raising efforts. This is why sometimes we do need to say no – for example a fridge or microwave!

Banking

- Bank access and signatories need to be updated following the changes in officers. Anyone leaving the committee should be removed from the bank account.
 - Zoe Ficken and Hannah Robson to progress the bank account changes and ensure the appropriate people are added or removed.

Plans for 26/27:

Event	Date	Time	Notes
School disco	16 October 2026	F&KS1 – 5.30pm to 6.15pm KS2 – 6.30pm – 7.30pm	
Mufti day	23 October 2026	All day	£1 contribution / No theme
Pantomime	19 November 2026		
Christmas Fair	4 December 2026	4.30pm – 6.30pm	Mufti in exchange for chocolate/sweet tombola
Mufti day	18 December 2026	All day	£1 contribution / Christmas theme
Mufti day	12 February 2027	All day	£1 contribution / Red theme
School disco	19 March 2027	F&KS1 – 5.30pm to 6.15pm KS2 – 6.30pm – 7.30pm	
Mufti day	25 March 2027	All day	£1 contribution / Spring & Easter theme
Mufti day	28 May 2027	All day	£1 contribution / colour clash theme
WithyFest	16 July 2027	3.10pm – 5.30pm	

- Christmas Fair –
 - ★ Santa required
 - ★ Mufti in exchange for chocolate/sweet tombola
 - ★ Some external stalls (no other food stalls - limited space & would be in hall same as Layla. Keep the stall fee as £25)
 - ★ Jazzy jars (challenge for Oct half term – promote well in advance)
 - ★ Mrs Dixon to run teddy tombola – same as Withyfest (confirm by Jo Wellbeloved)
 - ★ Exmouth town band to open and give festive feel
- Possibility of holding an outfit sale 2 weeks before World Book Day?
- Other events to be discussed – ideas welcome

☒ Actions

- Georgia will speak to Mandi and confirm disco and Christmas support arrangements.
- Lauren to speak with Layla – can she do food for the Christmas fair on 4th December?
- Lauren Hess and Josh to liaise on event communications.
- Committee to consider donated or unwanted Christmas gifts for Withyfest
- Zoe B to speak to Mrs Wheeler about Exmouth Town band
- Lauren to prepare A5 paper instructions for Jazzy Jar challenge – to also be circulated on MCAS and newsletter as well as share on Facebook and Whatsapp groups.

Jazzy Jar Challenge

- To be done by teachers children, and families over October half term
- Paper instructions will be prepared, printed and handed out for bookbags w/c 19/10
- PTFA and Teachers to collect jars for families to take and use – to be available at each class 22/10 & 23/10
- Committee decided against a competitions due to logistics

Any other business

- Update website – out of date – Lauren to email Sarah smart

Meeting closed with the next meeting scheduled for Thursday 1 October 2026 at 7:15 pm.

PTFA Roles and Descriptions

Core PTFA Roles

Chair / Co-Chairs - Filled

Main purpose: Lead the PTFA and ensure it runs effectively.

Responsibilities:

- Set meeting agendas and chair meetings
- Coordinate the team and delegate tasks
- Act as the main contact with the school
- Support and motivate volunteers
- Ensure decisions are made democratically

Vice-Chair - Filled

Main purpose: Support the Chair and step in when needed.

Responsibilities:

- Lead on health and safety/ risk assessments
- Support with comms inc Facebook, and be the link with school regarding MCAS messages
- Act as a general support across PTFA roles

Secretary - Filled

Main purpose: Keep the PTFA organized and maintain records.

Responsibilities:

- Take and distribute meeting minutes
- Manage correspondence and event paperwork
- Support with contact with the school
- Keep records of decisions and policies
- Maintain an up-to-date contact list
- Lead on marketing and comms with support from Vice Chair

Treasurer - Filled

Main purpose: Manage the PTFA's money responsibly and transparently.

Responsibilities:

- Keep accurate financial records
- Monitor income and expenses
- Prepare financial reports for meetings and the AGM
- Ensure proper banking and reimbursements
- File returns or reports if required (e.g. charity status)

Optional Supporting Roles

Volunteer Coordinator - Filled

Main purpose: Ensure events and activities are fully staffed.

Responsibilities:

- Create sign-up sheets
- Communicate clearly with volunteers
- Make sure helpers know their roles

Fundraising Coordinator - Filled

Main purpose: Develop and run fundraising ideas and initiatives.

Responsibilities:

- Suggest and coordinate fundraising activities
- Organise raffles, sponsorships, or donation drives
- Track success of previous fundraisers

Inclusion & Diversity Officer

Main purpose: Help ensure PTFA activities are welcoming to all.

Responsibilities:

- Promote inclusive language and practices
- Support families with different cultural, financial or accessibility needs
- Encourage diverse representation in the PTFA

Events Coordinator

Main purpose: Oversee planning and delivery of events.

Responsibilities:

- Plan a calendar of events
- Lead event planning teams
- Liaise with the school for bookings and permissions
- Ensure health & safety and logistics are managed

Communications Officer

Main purpose: Keep parents and the school community informed.

Responsibilities:

- Send out newsletters or updates
- Manage social media accounts
- Design posters and flyers
- Promote events effectively

Grants & Sponsorship Officer

Main purpose: Source external funding for school or PTFA projects.

Responsibilities:

- Research and apply for local/national grants
- Reach out to local businesses for sponsorship or prizes
- Write simple funding proposals or letters

Class Rep Liaison

Main purpose: Coordinate with parent reps for each class or year group.

Responsibilities:

- Pass on PTFA updates to class reps
- Help organise class-level contributions to events
- Encourage class reps to gather feedback