



RUDGWICK PRIMARY SCHOOL PTA

MINUTES AND ACTION NOTES

Name of meeting	PTA AGM
Date meeting held	12/10/2026
Where meeting held	Rudgwick Primary School
Present	Terry Ryan, Neil Williams, Kirsten Jackson, Karen Weideman, Cat Woolgar, Amey Hewitt, Benedict Barton, Sam Carter, Rob Owen, Becky Bishop
Apologies	Emily Barton, Lottie Barnden, Alice Carter, Lauren Kern

Meeting discussion:

Amey opening welcome

Agree minutes from last meeting – agreed

Chair report - Cat and Amey

- Highlights of last year – lots of events
 - Autumn – Quiz and Halloween Disco
 - Christmas - wreath workshop, Christmas fair, secrets room (ran out of gifts so had to buy more and put on an extra day)
 - Spring - paint and sip, bouncing bunnies, spring disco – all new events which went well
 - Summer – festival
- Funds supported pupils eg. Crackers for school Christmas lunch, Swimming Lessons KS2, Music Lessons KS1 AND KS2, Bikeability, Woodland Learning, Book Awards, Internet Safety, Y6 Leavers Gifts
- Co chairs want to thank parents, volunteers and school staff
- Special thanks to Lottie for community champions
- Special thank you to Karen as treasurer
- Special thank you Mr Ryan for his support to the PTA
- AGM marks the end of their time as co-chairs. They feel proud of achievement, funds, events and experiences. They want to thank everyone who has supported PTA
- They wish the new chair every success

Treasurer report - Karen

- Sept 25 – Aug 26
- 2 fairs biggest fundraisers
- Christmas fair raised £261 less than prev year
- Bouncing bunnies 3rd greatest fund raiser

- Cancelled last couple of quizzes due to ticket sales
- Come into this financial year with balance of £20,000 – minus £900 costs last year which still need to come off balance
- Agreement with school £16,000 for 26/27 - dropped PTA funds for bikeability and panto
- Karen putting accounts to accountant for audit
- Thank you to Cat and Amey
- Thank you to volunteers

Head report - Terry Ryan

- Thank you to Kat and Amey from the school – what you do is really valued and appreciated – he feels it is genuinely uniquely different to other PTAs.
- Feels range of opportunities for children is great, including swimming and the over and above items
- School relatively financially stable
- My thanks to the outgoing and potential incoming chairs

Parent Survey - Neil Williams (interim chair)

- 80 parents responded
- Mostly positive, although people are busy working
- Over half would like to help, about half would want to give money monthly
- There was only one piece of feedback from the survey which was read out to the committee, it included a request for more information on proposed contribution model, whether a contribution model was viable, unaffordable for some, the tone read as blaming the parents
- 60% not heard of EasyFundraising and school lottery
- Extra point made re EasyFundraising currently giving welcome bonus if 10 parents sign up - £50 per 10 people – deadline 1 Nov

Elections

Chair roll – Neil Williams

Treasurer – Karen Weideman

Secretary – Emily Barton

Marketing – Amey Hewitt

Compliance – Lauren Kern

PTA Policy – tbc

Independent fundraising Grants/sponsorship – Lottie Barnden

Local champion, business liaisons – Alice Bradley

Social media manager – Kathryn Bottrell

Event Executive – Kirsten Jackson

Event organiser/support – Becky Bishop

Financial support role – Rob Owen tbc

Event Strategy – Shalika Bellamy

PTA name change

- Change to PTFA Parent Teacher and Friends Association
- Means extended family can get involved with events and volunteering
- Need to consider name change - insurance, bank accounts, charity commission
- Amey – Parent Kind covers PTFA and lots of schools moving to PTFA
- Suggested rebrand as 'FORPS' - Friends of Rudgwick Primary School.
- Everyone at meeting in support of FORPS – will take wider to members for wider discussion - Mr Ryan commented that reason for change needs to be communicated
- Rebrand offers opportunity for marketing and comms with parents

Coming year 26/27 –

- Events agreed – Halloween Disco, Christmas fair, Little Elves Gift Shop (formerly secrets room), bouncing bunnies, spring disco, summer fair
- Additional possible events – Christmas movie night/social, World Book Day Wonka bars, scavenger hunt kit to take home pre Easter hols, Keilidh Dance, Pints and Ponies, Fundraising Fridays
- SchoolCycled – Cat approached about scheme SchoolCycled – bins to collect bottle caps which can be exchanged for equipment for the school – need to understand how much you need to collect before we commit.

AOB –

- New PTA shed and relocation – area where PTA shed now required by school so potentially need to relocate and need new shed. PTA have a small £2k buffer which would then be used for new shed and base. Options suggested - used shipping container £925, Shedstore (plastic grid) 25 guarantee 10ft 6ft £800, going to email shed companies inc. Prime Stables, Mr Ryan looking at school funding for base. Further discussion needed. Rob and Karen to form shed team.
- PTA want to buy a candyfloss machine to use at all events – £3.50 each 100 in an hour = £350, would be one of highest profit makers at fairs. 1200 watts, pat tested through school. Voted in by all at meeting.
- First Aid and Risk Assessments – PTA want to know about use of epi pens at events, Mr Ryan said ideally a member of PTA is trained, school staff are all trained. Another query regarding what qualifies a first aider for PTA events? Needs further research into first aid courses. Also, first aid kits if the school building isn't open for an event does the PTA have a first aid kit – event team will organise.
- Query re hygiene certificates for foods sales within school – further research needed. Mr Ryan said new rules re. clear labelling and hot dogs need to be cut up length ways for under 5s.

Final words Neil Williams

- Neil to add people to the committee whatsapp groups
- Next Committee meeting: Tuesday 10th November 9am in Community Room @ Rudgwick Primary School