

KILMINGTON SCHOOL PTFA AGM

Attendees:

Mrs White, Hana, Hannah, Lizzie, Helen and Anneka

Apologies from Claire, Charlotte.

Hana as acting chair welcomed everyone and shared a letter of thanks to the PTFA from the school council.

Constitution amendments:

Lizzie ran over the changes made to the constitution. The five main changes are as follows:

1. Reduced number of additional members required to make the Committee reflecting the small school.
2. When the AGM needs to be held, providing more flexibility.
3. When nominations for roles can occur, increasing it to include at the AGM itself.
4. Reducing the number of auditors needed, to reflect the size and quantity on our books.
5. Reducing the number of members requests required to call a Special General Meeting (SGM).

Everyone agreed and were happy with the changes to the Constitution.

ACTION: Lizzie to send updated constitution to Randa to publish on the Kilmington School website.

School Update

Mrs Burleigh has secured tickets for KS2 to see Bournemouth Symphony Orchestra in Exeter in January. She has also secured a grant of £200 towards the coach. The intent is to charge the children ~£2 leaving the PTFA to cover the remaining cost of £120. The committee agreed.

Mrs White requested the subsidy of the subscription to Kapow for the DT syllabus. Total cost of £156. The committee agreed.

Mrs white also informed the members that they will be retiring the basketball posts that the PTFA originally funded. These will not be replaced as they still have use of the netball nets.

Treasury Report

Helen ran through the report and advised the committee that it should consider specific fundraising activities for large price items to prevent fundraising deficit. Please find report included in the 2025 PTFA documents.

The bank account has now switched to a charity account, which means there is a slight charge if we make over a certain number of deposits.

Gambling license - Helen reminded the committee that it needs to declare profit/income etc. after each event.

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Helen announced she will be stepping down. Everyone thanked Helen with a small gift for all her help and expertise.

Fundraising for 2025/26

Events and event ideas	Status/post meeting notes
Sweets in a jar - already started, quite good uptake.	Confirmed, currently running. Post meeting note: £32 raised.
Tesco's grant - Anneka has put together a bid for one of the Tesco's blue token. Bid is called Pure Imagination and covers a trip and related books. Closing date Fri 31st.	Application submitted by Anneka.
Second hand coat sale - suggested for the first week back after half term. Donations to arrive from Monday with an idea that parents can look while waiting for their parents eve slots. £1 per coat, and left on Thursday eve can be bagged and collected with bags4school.	Confirmed and advertised post AGM. 3-7 November.
Bags4school - scheduled for Fri 7 November	Confirmed.
School cake sales - everyone agreed to increase cake sales to two per term. Mrs white suggested advertising for volunteers to support prior to each sale.	1 cake sale conducted (Fri 26 Sept). 21 Nov scheduled. Remaining cake sales to be scheduled.
Christmas hampers - agreement to go back to more hampers rather than individual items, having a selection of different sizes/products. Pub evening to wrap hampers.	Scheduled for Wed 17 Dec To be planned at next committee meeting. Post meeting note: Lizzie has some small baskets for hampers.
PJ day - money raised to buy items for the hampers.	Confirmed. Date booked 28 Nov.
Unwanted gifts - suggestion was made for donations of unwanted gifts to prop up raffles.	Poster required. To be discussed at the next committee meeting.
Easter raffle - discussion around prizes. No decisions made. Lizzie thought that the value of the wheelbarrow prize was only covered by selling tickets at Millers so this needs to be factored in.	To be planned at the next committee meeting.
Coffee and cake morning – suggested date Saturday 7 Feb. Village Hall or Baptist church. Will need volunteers to commit to helping as weekend.	To be planned at the next committee meeting. Location and date to be confirmed. Request for help needs to be advertised. Hana & Lizzie available. Other committee members to confirm.
ACTION: Lizzie to ask heather about hosting at the Baptist church.	
ACTION: Committee members to confirm availability.	

Break the rules day - to be planned for the same time. Rules can be decided nearer the date ready for the poster.	Confirmed and scheduled Friday 22 May. Rules to be decided and poster created nearer the time.
Tom Glover comedy night - Hana still finding out if this is possible	Tbc – awaiting info
Paint session with Karen - Hana awaiting on availability.	Tbc – awaiting info
Silent disco - Lizzie can ask as Chardstock as they have experience running one.	Tbc – awaiting info
Summer raffle - huge success last year thanks to effort of Natalie getting all the prizes. Natalie thought we'd be able to get similar contributions.	To be discussed in spring term committee meeting.
School/village fete - Anneka and Lizzie like idea to host something at the school. All agreed it would take a lot of planning and a lot of volunteers.	More details required (proposal?) at the spring committee meeting.
Carole service refreshments - set up at the back of the church for parents and family members to purchase. No sweet cakes etc obviously on display to avoid disappointed kids pre bedtime.	Tbc – awaiting info
ACTION: Lizzie/Hana to confirm with Mrs White that she is happy with idea	
ACTION: Anneka to ask at St Giles if this would be ok and any restrictions on what we could provide.	
Caroles around the village - club to learn and practice followed by a walk during school day so it's still light.	Post meeting note: noting time of year and clubs already underway this term suggest this is an idea for another year.
Light up Axminster - Hana thought this would be a good opportunity. It's last Saturday in November. Stalls 3pm-9pm plus set up and pack away. Therefore minimum of 8 volunteers needed. It was agreed that although good opportunity, given previous support levels, this may be hard to achieve.	Idea for another year.
Sports day - use of the cricket pavilion for refreshments. Host slightly earlier in school year to avoid disappointment	Tbc – to be discussed in the Spring term committee meeting.

Spending/Events to fund

Letter from Santa and gift for classes- strict limit of £30 per class (total £120), anything over this the PTFA will not fund. Last year timings were tight, need to allow more time this year (post meeting note – aim for 1 Dec letter to be issued).

ACTION: Hana to find out from Charlotte the template used last year and timings needed.

End of year trip - suggestions so far: visiting pantomime/theatre, Foxdown farm, aquarium.

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Bus transport may be our limitation, suggestion to shift dates earlier to deconflict with Woodroffe activity week and to book early for better price. The Tesco grant may be a possibility however may be too late for this years school trip.

Bibs for sports day - 4 team colours, 30 of each colour.

ACTION: Hannah to search for bib options and get idea of prices. Post meeting note: no school catalogue, est cost for mesh football bibs £173.

Subscriptions - Magazine (Kapow £156) and newspaper (£275) subscriptions totaling £431.

Bournemouth Symphony Orchestra - PTFA to contribute £120

Committee and Officers

All Committee members and officers stood down.

Hana nominated herself for chair, no other nominations. Members were happy for Hana to continue and seconded her nomination.

Helen stepped down as treasurer. Hannah nominated herself and members seconded.

Lizzie nominated herself as Secretary, members seconded.

Anneka and Natalie nominated themselves as Committee members. Nominations agreed by those attending.

ACTION: Lizzie to ask those on the PTFA Committee Whatapp group for anyone else wishing to continue as committee members.

Post meeting note: Charlotte and Kerry to continue as Committee members. No other committee members declared on WhatsApp that they wanted to continue.

Helen reminded the committee that the Charity Commission will need to be updated - anyone stepping down as a committee member will need to be retired from the commission. Anyone new needs to be added.

ACTION: Lizzie/Hannah to update Charity Commission once formal handover from Helen.

Lizzie suggested booking in all the years committee meetings and events in advance so they can be advertised.

ACTION: Lizzie to create a calendar of PTFA dates so parents can see the events planned.

Any Other Business

No AOB

Hana closed the meeting and thanked everyone for coming.