

LOOSE PRIMARY SCHOOL PTA

ANNUAL GENERAL MEETING – MINUTES

Date: September 2026

Venue: Loose Primary School

Chair: Nikita

Minutes: Andria

Welcome & Introduction

The Chair welcomed everyone to the Annual General Meeting and thanked members for attending.

The Chair reflected on the achievements of the PTA over the previous year, highlighting the successful events held, the support of the wider school community and the significant funds raised for the benefit of the children at Loose Primary School.

It was recognised that PTA events provide more than fundraising opportunities, also helping to bring families together and create positive memories for the children.

Chair's Report

The Chair presented a review of the past year.

The PTA had delivered a variety of events throughout the year, including:

- * Summer Festival
- * Laser Light Show
- * School discos
- * Christmas wreath making
- * Sip & Paint
- * Children's Easter painting
- * Other smaller fundraising and community events

The Chair thanked the PTA committee, treasurers, volunteers, parents, teachers and everyone who had contributed time, donations, sponsorship or practical support throughout the year.

It was acknowledged that many hours of work take place behind the scenes to organise and run PTA events.

The Chair also highlighted the importance of ensuring that PTA funds are managed responsibly and spent appropriately in accordance with the charity constitution and for the benefit of the children.

Treasurer's Report & Accounts

The Treasurer's Report for the 2025/2026 financial year was presented and discussed. The accounts were agreed by those present.

The financial summary was noted as follows:

2025/2026

Income £44,506

Expenses £20,300

Profit £24,205

Donations to school £22,123

Carried forward from 2024/2025 £34,032

Available to donate to school £26,000

The £26,000 currently available for new school projects and initiatives takes account of reserved funds for ongoing commitments.

The meeting noted that £22,123 had already been donated to the school during the year, including:

- * £15,000 – OPAL Play equipment
- * £5,000 – New Sensory Garden
- * £1,588 – New Outdoor PA system
- * £72 – Sports Day ice lollies

The PTA also recognised that previous support from Driscoll's will no longer continue. The PTA will therefore continue to look for new corporate sponsorship opportunities.

School Wishlist & Future Funding

The school wishlist and priorities for the coming academic year were discussed.

- OPAL Project

The PTA discussed continuing to support the OPAL project and recognised the impact it is having on the children.

The school has further plans for the development of OPAL, and the PTA acknowledged the passion and drive of staff to continue improving provision for the children.

- Extracurricular Activities & School Trips

The possibility of the PTA contributing towards extracurricular activities and school trips was discussed.

It was suggested that PTA contributions, alongside contributions from parents, could potentially allow different trips and experiences to be offered.

It was felt that this could be positively received by parents.

Any funding would need to be distributed appropriately throughout the school so that the whole school benefits.

Demonstrating the Impact of PTA Funding

The importance of showing parents how PTA fundraising is directly benefiting the school was discussed.

Ideas included:

- * Holding open play sessions.
- * Sharing photographs of projects and resources funded by the PTA.
- * Providing parents with more information about what their fundraising has helped to achieve.

The aim is to make the impact of PTA fundraising more visible to the school community.

Upcoming Fundraising Events

Bingo Night – 25 September

- * Organisers: Charlotte, Rachel and Martin
- * Doors open: 7:00pm
- * Bingo starts: 7:30pm

- * Nicola to check arrangements for alcohol and soft drinks.
- * 13 people currently booked.

KS2 Disco – 2 October

- * DJ booked.
- * Parent email to be sent Friday.
- * No fizzy drinks following feedback from the previous disco, when children had been shaking the bottles.
- * Novelties still need to be arranged.
- * Booker's run: Nikita and Andria.

Christmas Wreath Making – 20 November

- * Mulled wine and mince pies to be provided.

Christmas Fair & Light Show-27th November

- * Orchard Hall to be used for vendors/stallholders.
- * Number of tables that can fit in Orchard Hall to be established.
- * Advertising to be developed.
- * PTA stalls to be located outside.
- * Food vendors to contribute 20% of food profits.

Christmas Gift Shop – 3rd and 4th December

The PTA currently has over 800 gifts for the Christmas Gift Shop.

Further shopping needs to be completed.

Bags will be distributed to classes with labels so that children can bring their gifts into the gift shop.

PTA Christmas Cards – info to be handed out to classes on 14th October

Lisa is coordinating the PTA Christmas cards.

DBS Checks

The possibility of obtaining DBS checks for additional PTA members was discussed. Further arrangements are to be considered.

PTA Container & Uniform

The PTA container needs to be sorted.

It was agreed that this can be completed next Tuesday 22nd September.

A pop-up uniform shop will be held, with any remaining uniform to be taken to Cash for Clothes.

PTA Mixer

The idea of holding a PTA mixer was discussed as a way of thanking volunteers and supporters and to encourage parents to come and meet members of the PTA.

It was suggested that:

- * Products already held by the PTA could be used where appropriate.
- * A “bring a bottle” approach could be used.
- * The event could be open to everyone who would like to attend.

Class Representatives

It was agreed that one class representative from each class should join the PTA WhatsApp group. Class representatives will then be able to share PTA information with the rest of their class.

PTA Policies

Four new PTA policies were discussed and agreed by those present:

- * Safeguarding Policy
- * Expenses Policy
- * Volunteering Policy

* Complaints Policy

The policies will be sent to the school for checking before being added to the PTA section of the school website.

Treasurer / Financial Administration

The Treasurer's Report also highlighted ongoing improvements to the way the PTA manages its finances, including improved expense reconciliation and cash management. A new fee-free purchasing platform, Zeffy, is planned to bring PTA shop items and event purchases onto one platform.

Any Other Business

No further business was recorded.

Date of Next Meetings

Tuesday 30 September 2026 – 7:15pm

The Walnut Tree

Tuesday 6 October 2026 – 2:45pm

Loose Primary School

Close of Meeting

The Chair thanked everyone for attending and for their continued support of the PTA.

The meeting was then closed.