

Collingbourne Primary School

Parent Teacher Association (PTA)

Annual General Meeting (AGM) – Minutes

Date: Thursday, 29 January 2026

Time: 19:30

Location: Collingbourne Primary School

Chair: Marc F

Minute Taker: Jessi Ellston

1. Welcome and Introductions

The Chair welcomed all attendees and confirmed that the meeting was quorate.

2. Attendance

Present: Marc F, Mark E, Sherry, Jess E, Nikky H, Harriet P, Hayley G, Lyndsay, Fiona G

Apologies: None recorded

3. Step Down of Existing Committee

Chair: Marc F – seconded by JE

Vice Chair: Mark E – seconded by JE

Secretary: Jess – seconded by MF

Treasurer: Sherry – seconded by Jess E

4. Election of Committee Members (2026–2027)

Chair: Lindsay – Nominated by MF, ME, HG, S, NH, HP, JE

Vice Chair: Hayley – Nominated by MF, ME, S, NH, HP, JE

Treasurer: Sherry – Nominated by MF, ME, HG, NH, HP, JE

Secretary: Jess E (Temporary) – Nominated by MF, ME, HG, S, NH, HP

Committee Members: Not specified

5. Review of PTA Constitution

The committee reviewed the current constitution. No changes recorded.

6. Plans and Priorities for the Coming Year

Valentine's Disco – 12 February 2026

- Justin confirmed booking.
- Volunteers needed: 1 drinks station, 1 DJ support, 2–3 face painters (including Sherry).
- Actions: Shed to be checked for tattoos; Lyndsay to confirm cordial, sweets, and face paints with Julie.
- Staffing: Marc (both sessions), Sherry (KS1), Hayley (KS1), Mark E (KS2), Jess (KS2).

Easter Bingo – Planning underway.

Solar Panel Project – Governors to sponsor the event.

7. Finance Update

Income: £2,983

Expenditure: £2,183

Bank Balance: £1,704.78

Cash Held: £162.51

Total Available Funds: £1,867.29

8. Any Other Business

Coloscape discussed (no further notes).

9. Date of Next Meeting

To be confirmed.

10. Meeting Close

The meeting was formally closed.