

MINUTES

Collingbourne Church of England Primary School PTA

Status: Draft – subject to approval at the next PTA meeting

Date | time Friday 13th March 2026 | 2:15pm

Meeting called to order by Lindsay Dunham (Chair)

In Attendance

Lindsay Dunham (LD), Harriet Phillips (HP), Megan Halvorsen (MH), Hayley Gibbs (HG).
Izzy Parmenter (IP) joined for part of the meeting.

Apologies

Sherry O (SO), Fiona Grieg (FG), Jessi Ellston (JE), Sophie Guilford (SG), Marc Furia (MF), Nicky Hall (NH),
Lloyd Badham (LB).

Approval of minutes

HP & MH had not received the minutes from the AGM held on Thursday 22nd January 2026.

Action: HG to share via Signal.

PTA Governance

Following the resignations of SO (Treasurer) and JE (Secretary) at the AGM, the PTA is currently seeking volunteers to fill both roles.

Financial Report

Balance as at 13.03.26:

Bank: £1,962.79

Cash: TBC

Total Funds available: £1,962.79 + cash held

Recent Financial Activity (January – March 2026)

Income

Valentine's Disco – £TBC

Cake & Pre-Loved Uniform Sale – £TBC

Expenditure

Event supplies – £TBC

Cash Banked: £TBC

Detailed records of income and expenditure are held by the PTA.

Grants

The PTA has successfully secured a **£1,000 grant from the Tesco Blue Token scheme**. All documentation has been submitted and we are currently awaiting receipt of the funds.

Spend Requests

HP requested **£1,100 funding for 'Finding the Will'**, a week-long Shakespeare workshop.

Decision: Approved by trustee vote via WhatsApp on 5 and 6 March 2026. The decision was noted and recorded by the committee at this meeting.

The workshop is scheduled for mid-June.

Event Reports / feedback

Valentine's Disco

The event was a great success and remains popular with families. It was agreed that events should remain as affordable as possible.

Amount raised: £XXX.

Cake and Pre-Loved Uniform Sale

Well attended with strong uniform sales. The PTA agreed that the profile of the pre-loved uniform offering should be raised as there is clear demand.

Amount raised: £XXX.

The sale will now take place on the first Friday of each term.

Action: HG to pass dates to Vicky May (VM) for addition to the school Calendar of Events.

Upcoming Events

<u>Event</u>	<u>Date</u>	<u>Lead</u>
Easter Bingo	Thursday 26 March	
The Great Chick Escape	23 March – 12 April	
Cake & Pre-Loved Uniform Sale	Friday 17 April	
Meet the PTA Evening	Monday 20 April	
New Parents Evening	Monday 18 May (TBC)	
School Disco	Thursday 21 May	
Summer Fair	Friday 3 July	

Future Event Planning

Detailed event planning notes are recorded in the **Event Planning & Operations document**.

AOB

Pond Project Update

Work must begin in **April** in order to meet the conditions of the Tesco grant.

Actions

LD to follow up with the potential contractor regarding support with the works.

Volunteers will be required to assist with clearing the area.

A separate meeting will be held specifically to plan the pond project.

Action: LD to arrange.

Deadline for completion: **Friday 10th July 2026**

Grand Opening planned at the **Summer Fair**.

Next Meeting

Provisional date: **TBC**

The meeting closed at 3:10pm.