

ST Mark's CEP School Parent Teacher Association

Annual General Meeting Minutes

Date: Monday 6 October 2025

Time: 2:05 pm

Location: St Mark's CEP School and via Microsoft Teams

1. Agenda

- Welcome and review last year's minutes
 - Trustees' annual report
 - Election & re-elections
 - Head Teacher's report and School Wishlist
 - Planned fundraising
 - AOB
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2. Attendees

Mr Bird	Anna Ridger	Fab Hermosa
Mr Lawrence	Jana Page	Esha Massand
Katie James	Gwyneth Leung	Gabriella Mills
Kate Watson	Helen Rutland	Rachel Jarman
Elizabeth King	Tamzyn Beaument	Sallie May
Yi-Ting Teng	Victoria Frost	Zuzana Kocturova
Lida Willingale	Jamie Barnett	Ebeneser Aidoo
Hannah Young	Mark Battison	Mansoor Shaikh

3. Welcome and Opening Remarks

Kate Watson and Katie James opened the meeting, welcoming attendees and outlining the purpose of the AGM — to review the past year's activities, financial performance, elections for key posts, and plans for the forthcoming year.

It was noted that the PTA's registered charity name has been formally updated by the Charities Commission to: **St Mark's CEP School PTA, Tunbridge Wells** (previously "Tunbridge Wells St Mark's School PTA"). Confirmation from the bank regarding the updated name is awaited. **This has now been updated 14.10.2025**

Thanks were extended to all committee members, volunteers, and community supporters for their contributions over the past year. Special recognition was given to:

- The Round Table for their £1,000 donation towards playground upgrades.
 - Strengthened community presence and relationships.
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3. Review of Minutes from 2024 - 2025

All committee members confirmed they had reviewed last year's report. No outstanding items remained. Ongoing developments included:

- Creation of a secure sign-in/out process for sharp or hazardous event items.
 - Plans to apply to HMRC for **Gift Aid recognition**.
 - Discussion around expanding advertiser engagement and parent networking.
 - Minor amendments proposed to the PTA Constitution (updating official listed members and word changes).
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4. Trustee's Annual Reports

Overview & Performance presented by: Katie James (Co-Chair)



AGM Presentation
2025.pdf



Annual Report 2025
- FINAL approved.doc

Please see attached report and presentation

Katie read through the Trustee's report giving an overview of performance and events, highlighting once again it was a record breaking year of profits, modifying and improving processes and events, as well as an outdoor cinema and chocolate event. Thanks was given to all those involved in running and supporting these events to benefit the school and children.

Financial Accounts presented by: Yi-Ting Teng (Treasurer)

Ting reviewed the accounts for last year, including an update of the money in the bank available for spending going into next year. It was reported that we started off the year with one of the lowest bank balances after having pledged more holdings to the schools needs.

Summary of 2024–25 Accounts:

- **Total income:** £15,145
- **Total donations to school:** £12,563
- **Major fundraisers:**
 - Christmas Fair – £4,865
 - Summer Fair – £5,000
 - Outdoor Cinema and “Golden Ticket” Chocolate Bar Event – £1,631

- Additional income from grants, pre-loved uniform sales, sponsorships, and donations.
- **Year 6 Legacy Gift:** £2,040 raised for the playground project.
- **Expenditure:** Membership fees, event costs, bank account fees.

Account Balances (as of September 2025):

- Main Account: £11,209
- Savings Account: £4,000
- **Total funds held:** £16,767 (less outstanding invoices).

The PTA awaits confirmation of transfer to a **fee-free charity account**.

5. Elections of Committee Officers (2025–26)

Elections were conducted for the six core positions, with the following outcomes:

Role	Name	Co-Role	Name
Chair	Elizabeth King	Co-Chair	Katie James
Secretary	Lida Willingale	Co-Secretary	Kate Watson
Treasurer	Yi-Ting Teng	Co-Treasurer	Gwyneth Leung

Additional committee members confirmed: **Hannah Young**, **Helen Rutland**, and **Anna Ridger**.

Outgoing Treasurer: Jackie Tsui (stepped down).

6. Headteacher’s Report (Mr. Simon Bird)

Mr. Bird expressed sincere gratitude on behalf of the school for the PTA’s hard work and commitment, acknowledging:

- The wide range of successful fundraising activities.
- Support for school trips, classroom resources, pantomimes, reading rewards, and early years welcome gifts.
- The PTA’s positive impact on community engagement and school morale.

He encouraged the continuation of regular meetings between the school and PTA, emphasising collaboration and shared goals.

(Please see attached for the full report)



7. School “Wish List” for 2025–26

Proposed by the Headteacher and agreed in principle by the PTA:

Item	Description	Amount
Reading Incentive Scheme	Continuation (Version 3)	£1,500
School Trip Subsidies	Coach transport contributions	£2,800
Pantomime Contribution	Annual event for pupils	£2,500
Reception “Book Bags”	This is provided annually	£100
Library Development (“The Nest”)	Furniture and fittings for new school library space	£6,000
Class donation	£50 per class for resources	£700

The PTA agreed to consider and confirm these allocations at the next committee meeting.

8. Fundraising and Events Plan (2025–26)

Presented by: **Elizabeth (Co-Chair)**

Planned events include:

- **Playground Sales:** Each half term, including treats and pre-loved uniform sales.
 - **World Book Day Sale:** Costume hire and themed treats.
 - **Christmas Village:** Annual major fundraising fair.
 - **Participation in Local Events:** Christmas Tree Festival (King Charles the Martyr Church) and February Lantern Festival.
 - **Summer Fair:** Main community event of the year.
 - **Easter Egg Hunt:** To be designed as an inclusive event for all pupils.
 - **Year 6 Legacy Project:** Ongoing support for fundraising activities. To be led by Year 6 Parents.
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9. Any Other Business (AOB)

Topics raised included:

- Request for a summary of ongoing PTA initiatives for new parents (to be circulated).
- Desire to ensure inclusivity in all school and fundraising events.

- Clarification on how fundraising priorities are chosen — must align with the school's development plan.
 - Explanation of PTA structure: elected committee, core organising team, and wider volunteer group.
 - Clarification that class representative roles are school-led, not PTA-led.
 - Inquiry regarding “chill area” for pupils: confirmed to be in regular use at lunchtimes under staff supervision.
 - Constitution updates to be reviewed and finalised before next term.
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