



Frinton-on-Sea Primary School PTA
Registered Charity No. 1217962

Frinton-on-Sea Primary School PTA AGM Minutes
Held at Frinton-on-Sea Primary School
Thursday 17th September, 9.00am

Present:

Katy Paternoster, Becky Spellman, Harriet (Harry) Dore, Vicky Butler, Claudia Boardman, Angela Lamb, Olivia Hearn, Nicola Baines, Tim Paternoster, C Dann, Amber Ripper, Alex Webb, Nicole Eatherton, Amber Abrahams, Kevin Emmerson-Smith, Ruth Young, Tasha Toner

Chair of the meeting: Katy Paternoster (chair of the PTA)

Agenda:

1. Welcome, introductions & apologies for absence

The meeting was opened by KP (Chair), who welcomed attendees and explained the purpose of the AGM. She reminded everyone that all parents and staff are automatically members of the PTA. A register was circulated for attendees to sign. Attendees introduced themselves and their children's year groups.

Apologies of absence were received from:

Amy Harrison (Year 1)
Melissa Carter (Year 6)
Danielle (Year 6, Year 2)
Charlie Ursell (Year 6)

2. Minutes of Previous AGM & Matters Arising

HD advised that there was no AGM last year. Emma stepped down as Chair due to workload, and the committee would dissolve. The current committee stepped forward. No matters arising except thanking Emma for her hard work in the previous years.

3. Chair's Report for 2025/26

KP summarised a highly successful year for the PTA.

Key Achievements:

- Committee unexpectedly formed after attending a meeting "just to see what was happening".
- Bank account established making us 'legal', also enabling card payments.
- PTA registered as a charity, unlocking sponsorship, match funding and compliance.

- Over £23,000 raised.
- Increased presence within school but also within local community which was one of the PTA's important PTA objectives, aside from fundraising

Key Initiatives:

- EasyFundraising promoted to parents and will be to staff, as well as new starters.
- Friday Sweets revamped with paper bags, increased portion size and 'specials' including popcorn, donuts, cookies & candyfloss.
- Promoting strong parent volunteer involvement.

Highlights:

- Summer Fete: raised just over £4,000 profit. Huge thanks to Ange, Mrs Chapman & Mrs Westow for their support given.
- Scooter Days: whole-school participation.
- Class Bake Sales: averaged £220 per sale excluding PTA donation; Year 4/5 funded a joint robotics workshop and further Year 4 benefitted from a drumming lesson; Year 6 funded multiple leavers celebrations.
- Sponsorship from local businesses contributing to the success of the summer fete and community involvement.
- Relationships being built between parents/school & the community

Challenges:

- Time-intensive nature of events.
- Grant applications often unsuccessful.
- Balancing affordability for families.

KP thanked the school, teachers and volunteer parents for their ongoing support.

4. Headteacher's Report

Mrs Chapman was away from school but, in her absence, Ange passed on her praise for the PTA's impact and fundraising over the last year. She would like to develop the playground, increase the number of scooters and storage situation.

5. Treasurer's Report for the year ending 31/08/2026

RS presented the financial summary.

Financial Overview:

- Total income: £23,000+
- Opening balance: £3,000
- Float retained: £25
- Available funds: £10,175.14

Major Costs:

- Summer fete setup
- Storage cupboards
- Card machines
- Event supplies

Earmarked Funds:

Approx £1,600 total earmarked at this date, consisting of:

- £860 remaining from class bake sales
- £300 pledged class donations
- £300 SEN supplies agreed
- plus various other smaller items agreed

Operational Reserves:

PTA aims to keep £1,000 in the bank for day to day running costs and invoices including insurance, licences, deposits and subscriptions.

6. PTA Subscriptions Review

RS advised that Parentkind will be renewed and licenses, as required. An accounting programme will potentially be required going forward but will be researched and is a small cost.

7. PTA Policies & Governance

RS advised that the first charity return has been completed for good practise, although it is not required to be submitted.

Policies are being adopted (need reading and signing by the committee) via Parentkind for the following: volunteering, complaints, code of conduct, financial control, safeguarding, serious incident reporting & conflict of interest. Everyone is welcome to view.

8. Election of Officers and Trustees of the Committee

All roles re-elected unanimously:

- Chair: Katy
- Secretary: Harry
- Treasurer: Becky
- Vice Treasurer: Charlie

KP advised that Melissa Carter had stepped down from her position as Vice Chair during the year.

KP noted she and Charlie will step down next year when their children leave the school and replacements will be required.

Informal leads proposed for PR/sponsorship, communications (Sunday Night Review), grants and Friday Sweets rota. Tasha offered to help with PR/sponsorship.

9. Plans for the Coming Year

School Requests:

- Outdoor gym equipment & training
- Playground items
- Scooters and storage

PTA Priorities:

- Art and music workshops
- Street-art projects

- PTA storage shed

Major Events:

- Christmas Fair – 11 December
- Christmas Disco – 17 December
- Summer Fete
- Colour Run

Smaller Events:

- Pumpkins
- Stockings
- Easter bonnets
- Christmas Cards

Other PTA driven project ideas:

- Special Person's Day
- Beetle Drive
- Parent business directory
- Bike Shed - a major priority due to removal of the old shed and potential with matched PTA grant or sponsorship.

10. Any Other Business

Specific event planning meetings will be arranged as required – there is no fixed monthly meeting.

Next meeting: Thursday 15 October, 9am to brainstorm events for the year with new volunteers/familiar faces. The PTA welcome the support and are grateful for all ideas/recommendations for change and improvement.

A school business directory proposed – symbiotic relationship to be utilised.

11. Closing Remarks

Attendees were invited to stay for informal discussion and to sign the attendance register. The AGM was formally closed at 10am.

Actions before next meeting:

- Easyfundraising promotion to new EY, and also staff via office
- Review and signing of new PTA policies
- Collation of any ideas before next meeting
- Bake Sale rota
- Parent business directory