Primary School PTA Annual General Meeting Minutes

School: Glazbury Primary School
Date: Friday, 2 October 2026
Meeting opened: 10:10 am
Meeting closed: 10:30 am
Venue: Glazbury Primary School

1. Present

- Laura Booth (LB)
- Vicky France (VF)
- Emma Regan (ER)
- Jen Russell (JR)
- Joe Lilley (JL)
- Mike Hughes (MH)
- Katherine Holcroft (KH)
- Lorna Porter (LP)
- Sachin Sharma (SS)

2. Apologies for Absence

- Liz Dodd (LD)
- Natalia Millan Aldao (NMA)
- Amanda Wilcock (AW)
- Louise Barrett (LBA)

3. Opening of Meeting

The meeting was opened at **10:10 am**.

4. Financial Report

The current PTA account balance was reported as **£3,722.82**.

It was agreed that **£800–£1,000** would be earmarked towards the children's pantomime.

The committee also noted that the previous year's biggest fundraiser had been the wreath-making workshops, hosted by Laura Booth, which generated a profit of **£923**.

5. Election of PTA Committee

All existing positions were stood down and the following positions were elected:

Position	Nominee	Proposer	Seconder
Chair	Laura Booth	Vicky France	Lorna Porter
Vice Chair	Amanda Wilcock	Laura Booth	Lorna Porter
Secretary	Emma Regan	Laura Booth	Vicky France
Social Media Secretary	Jen Russell	Laura Booth	Sachin Sharma
Treasurer	Lorna Porter	Laura Booth	Lorna Porter

6. PTA Notice Board

It was agreed that the existing notice board in the front playground would be replaced with a **larger display board**.

The new board will provide parents and carers with clearer information about:

- What the PTA does
- How PTA funds are being spent
- Upcoming events
- Future fundraising activities

Vicky France will update and decorate the new notice board.

It was also suggested that staff provide more suggestions and information for the notice board in the school office and that this should be updated more regularly.

7. Upcoming Events

Children's Painting Event – Monday, 19 October 2026

A children's painting session will be held in the school hall from **3:30 pm to 5:00 pm**, organised by Emma Regan.

Children will be able to create a canvas artwork to take home. Parents and carers will also be welcome to participate.

The event will include:

- An art-supplies hamper raffle
- Refreshments
- Cakes

Own Clothes Day – Friday, 23 October 2026

An own-clothes day will be held on the last day of term. Children will be invited to make donations of prizes for the upcoming Bonfire Bingo.

Autumn Bonfire Bingo – Tuesday, 3 November 2026

The Autumn Bonfire Bingo event will take place with hot dogs and refreshments available to purchase.

A bingo caller app was suggested and will be investigated.

Christmas Wreath-Making Workshops – Tuesday, 1 December and Thursday, 3 December 2026

The extremely popular wreath-making workshops will return and will be held in the school hall during the evenings.

The workshops will be run by Laura Booth.

Christmas Goodie Bags – First Week of December

It was agreed that the popular Christmas goodie bags would return this year.

Following a suggestion from Vicky France, they will be distributed during the **first week of December**, allowing the children to enjoy them earlier in the Christmas period.

Christmas Film Night – Friday, 11 December 2026

A Christmas film night will be held for the children. Always a popular and fun event .Snacks and juice will be provided.

Decorate-a-Bauble Event

The school will again hold its decorate-a-bauble event.

The children's decorated baubles will be displayed on the Christmas tree in the school hall during the Christmas period before being taken home by the children on the last day of term.

8. Fundraising Ideas

A number of fundraising ideas were discussed.

Spring/Summer Flower Show

Natalia Millan Aldao suggested a flower-growing project where children plant and grow a flower bulb before taking part in a flower show for parents/carers . Parents and carers would then have the opportunity to purchase the plants.

Mother's Day and Father's Day Pop-Up Shop

It was agreed to continue with the popular pre-loved gift pop-up shop, Buy a Loved One a Gift, for Mother's Day and Father's Day.

Birthday Money Box

Jen Russell suggested introducing a birthday money-box scheme.

Children celebrating a birthday could come to school in their own clothes in return for a **£1 donation**. They would receive a small gift and party hat and be made to feel extra special on their birthday.

YPO was suggested as a possible supplier for the party hats.

Pre-Loved Uniform Sale

Natalia Milan Aldeo suggested holding a pre-loved uniform sale.

As this has proved unpopular in previous years, it was agreed that only **jumpers and cardigans** would be accepted going forward. These would be made available free of charge or in return for a donation to PTA funds.

Soak the Teacher/Office Staff

A soak-the-teacher/office-staff event was suggested. The popularity and staff willingness to participate would need to be considered.

Halloween/Bonfire Sweet Cones

Selling sweet cones around the Halloween and Bonfire period was also suggested as a potential fundraiser.

9. Suggestions for Spending PTA Funds

The following ideas were discussed as possible ways to spend PTA funds for the benefit of the children:

- Wet-play equipment for school
- A trip for all children to Farmer Bertie's
- A visit to Wild Wings Sanctuary, or an arranged visit from the sanctuary to school Supporting a struggling animal rescue centre
- A dinosaur golf event
- A light trail, with Vicky France to investigate whether a group discount is available
- A visit from Santa
- A small Christmas gift purchased by the PTA for each child to be given to them by Santa

These suggestions will be considered by the PTA and school as appropriate.

10. Cake and Refreshment Donations

Emma Regan will contact **Morrisons in Leigh**, who have kindly offered to donate cakes and juice for various PTA events.

Swatee, a school parent, has also generously offered to donate items from her shop in Leigh when possible.

11. Parent/Carer Representation

A suggestion was made that each year group could have a parent or carer representative within the PTA.

This would help strengthen communication between the PTA and parents and carers across the school.

12. Transparency Around PTA Spending

The committee agreed that it is important to make it clear to parents and carers how PTA funds are being spent.

This information will form part of the new, larger notice board in the front playground.

13. Actions Agreed

Action	Person responsible
Arrange larger front-playground PTA notice board	PTA / VF
Update and decorate the new notice board	Vicky France
Investigate a bingo caller app	PTA
Organise children's painting event	Emma Regan
Organise Christmas wreath-making workshops	Laura Booth
Contact Morrisons in Leigh regarding cake and juice donations	Emma Regan
Investigate group discount for the light trail	Vicky France
Consider parent/carer representatives for each year group	PTA
Provide more regular information for the school-office notice board	School staff / PTA
Consider and prioritise proposed uses of PTA funds	PTA / School

14. Any Other Business

No objections or concerns were raised.

15. Close of Meeting

There being no further business, the meeting was closed at **10:30 am**.

Minutes prepared for PTA records.