



Friends of Heighington Millfield Primary Academy

Minutes of the Annual General Meeting Dated 22nd September 2025 @ 7.00pm

| Attendees | Apologies | Online Attendance |
|--|--|--------------------------|
| Kerrie Anderson Kat Simmonds Stacey Pickwell Donna Woosey Lynn O'Neill Donna Windard Kim Sellars Amy Dyche Amy Price Sophie Fletcher Kate Holliday | Adele Cochran Geoff Cochran Tracy Pickard Julie Shaw Laura Levisley Joanne Hueso Clarissa Bray Helen Newton Louise Hibberd | N/A |

| Item | Lead |
|---|-------------|
| Welcome KA welcomed everyone for Meeting and explained the AGM and the need for voting in of committee members. Apologies | KA |
| Annual General Meeting | KA |
| Chair's Annual Report KA read the Chair's Annual Report – Attachment: Chairs Annual Report 2024/2025 | KSi |
| Financial Report KSi read the Treasurer's Financial Report – Attachment: Treasurers Financial Report 2024/2025 | |
| 2024-25 <ul style="list-style-type: none"> • 9 events hosted last academic year Start Balance- £6,660.14 Credits – £17,523.38 | |

Debits - £20,554.97
End balance - £9,681.63

Outgoings have included PTA insurance and membership, Lotteries licence, Year Rec through to -Y6 school trips, Leavers Hoodies for current Year 6, ties for new Year 6, PE drawstring bags for new Reception and 16 X No Cold Coat scheme. Also funded new gazebos, flags and banners for PTA, Activall Board in school playground, and Y6 fun day.

KA reminder of importance to keep a balance to ensure costs covered throughout next academic year to continue with events and commitments – approx. £5k.

Voting in Trustee Committee

KA explained the roles of the committee – re-election of existing members.

KSi re-elected for role of Treasurer.

KA re-elected for role of Chair.

KSe re-elected to role of Secretary.

SP willing to step in and to help cover secretary duties if at all necessary throughout the year.

All members nominated and seconded by meeting attendees.

General Meeting

Future Events

Events discussed - dates to be finalised for events for this upcoming academic year.

- Autumn Disco – Thurs 23rd Oct 25
- Light Fusion Show – Thurs 20th Nov 25
- Xmas Market – Sun 7th Dec 25
- Xmas Movie night – Thurs 4th Dec 25
- Spring Disco – Thurs 12th Feb 26
- Easter Egg Hunt – Sat 28th or Sun 29th Mar 26 (TBC)
- Summer Event (MILLFEST) – TBC
- Summer Disco – Thurs 9th July 26

Disco – Thurs 23rd Oct 25

ACTIONS

- KSi already booked disco (Lincolnshire Discos)
- KSi to order more sweets and glowsticks
- KSe to amend disco letter to school (Julie Wallis) for children to take home
- DW to organise staff volunteers

- Details of parent volunteers will be sent to WhatsApp group for each disco (KS1 & KS2) and poll for availability

Christmas Market – Sun 7th Dec 25

- PTA to hold stall within school as previous years
- PTA requested stall in first classrooms along KS2 corridor as 2024 and agreed by DW
- DW confirmed ‘Santa’s Grotto’ to be held in school as requested by market organisers
- Stall to include usual games + drinks stall (2 stalls) – reduce number of items/games from last year
- Volunteers required for both stalls = rota for this to be discussed at next meeting and volunteers to be asked for in WhatsApp group

Other events

Light Fusion Show - 20th Nov 2025

- Idea been previously suggested for PTA event – laser light show to music as alternative to fireworks
- KSi has pre-booked event for date
- Cost £2500 – deposit paid
- KSi has booked 2 x food caterers
- Suggested PTA to run stall with hot drinks and glowsticks
- Red button to start event – competition to choose a winner from KS1 and KS2
- 500 ticket sales needed to cover costs – DW to check capacity allowed
- Suggested to do pre-sale to school community before public sales
- Suggested early bird pricing of £15 for family of 4 for advance purchases, increasing to £20 for family of 4 on night
- Volunteers to be called for on WhatsApp group nearer the time – FOC entry for volunteers possibly?

Summer Fayre 2026

- Ideas discussed for next Summer event and possible options;
 - 1) MILLFEST format with live music
 - 2) Circus themed event with Big Top
 - 3) Traditional Summer Fayre
- Mixed views with meeting attendees so will open to PTA volunteers WhatsApp group in form of poll

AOB

Schemes

- Require support from PTA wider members to look into and apply for Schemes such as Tesco, Coop, Wickes and more

Easy Fundraising and Charity Hive

- PTA set up on both so to be promoted further to encourage more fundraising

School Trips

- £10.00 contribution per child to continue with school trips for this academic year (approx.220 children at school)
- PTA voted to approve this as a majority vote

Pre-loved Uniform

- Still going well and proving popular with lots of stock currently
- AD confirmed still require school logo cardigans

Spending 2025-2026

- DW as head of school confirmed that she would still like PTA to raise funds to donate towards STEM as part of the Academy Development Plan and Science curriculum to move forward – modern learning
- DW also suggested physical equipment such as climbing walls for older children in school for the playground development
- KSi suggested totaliser for these projects – display in school reception/entrance

PTA WhatsApp Group

- Needs editing/tidying and new members adding
- KA to add new members and tidy up WhatsApp group to include current PTA members

Next meeting

Mon 3rd Nov 2025 at 7.30pm at Turks Head pub

Kim Sellars