Friends of Heighington Millfield Primary Academy

Minutes of the Annual General Meeting Dated 22nd September 2026 @ 7.00pm

Attendees	Apologies	Online Attendance
Kerrie Anderson Kat Simmonds Kim Sellars Gemma Curtis Lynn O'Neill Stacey Pickard Donna Windard Kate Holliday Lindsay O'Shea Amy Dyche Laura Levisley	Tracy Pickard Joanne Hueso Jen Holmes Helen Newton Louise Hibberd Amy Price Sharon Reaney Sophie Fletcher Adele Cochran Geoff Cochran	N/A

Item	Lead
Welcome KA welcomed everyone for meeting and all attendees introduced themselves to the group with new headteacher (GC) present Apologies **Annual General Meeting Agenda** **Chair's Annual Report** KA read the Chair's Annual Report – Attachment: Chairs Annual Report 2025/2026 **Financial Report** KSi read the Treasurer's Financial Report – Attachment: Treasurers Financial Report 2025/2026	 KA KA/KSe KA KSi

2025-2026

- **9 events hosted last academic year**

Start Balance- £9681.63
Credits – £13,952.41
Debits - £12,990
End balance - £10,644.04

Outgoings have included PTA insurance and membership, event licences, Year Rec through to -Y6 school trips, Y6 fun day, Leavers Hoodies for current Year 6, ties for new Year 6, class visualisers and drum masterclass.

KA reminder of importance to keep a balance to ensure costs covered throughout next academic year to continue with events and commitments – KSi confirmed £3800 is average spend for usual annual donations made to the school.

Voting in Trustee Committee

KA confirmed stepping down from the role of Chair.
KSi confirmed wish to step down from role of Treasurer.
KSe confirmed willing to stay in role of Secretary.

No nominees for Chair or Treasurer present at the AGM so vote did not take place to elect committee members.

<u>Next Steps</u>

Increase Support for the PTA

KA confirmed reasons for stepping down due to lack of support in planning and organising events, possible solutions discussed;

- DW suggested creating an inventory for all events and delegating to volunteers in teams to run specific events
- L'ON offered a creche facility during meetings to encourage more parents to attend
- Discussed moving time of meeting to accommodate, however was decided that 7.30pm works for the majority
- KH suggested more frequent meetings to reduce workloads between meetings
- Members requested description and responsibilities of roles – KA and KSi to create
- GC to share role descriptions from main primary school PTA
- GC gave feedback from main primary school PTA including some meetings held online to improve attendance

Actions to be Taken Due to lack of committee members, all PTA activity currently on hold and the following steps to be taken; • Autumn disco to be cancelled. • Arrange an EGM to either elect committee members or dissolve the PTA • Provisional date of 19th October 2026 (21 days notice required) to be held at the School at 7.30pm • KA to write letter to update school community, send to JW to be sent out to all parents/guardians on 26th September 2026 • Agreed all nominees must be in by 16th October 2026 • If no nominees, EGM held to dissolve the PTA **AOB** Query raised on completion of the school field for potential event planning – GC confirmed it should be ready by Spring 2027 KSi queried school trips, GC confirmed first school trip of academic year due in October. All agreed due to funds available that the usual spend for school trips of £10 per child to be authorised for this academic year to ensure all year groups benefit. KSi confirmed 6 weeks notice required for Temporary Events License for Christmas Market – all agreed for KSi to apply in case of PTA able to continue. **Next Meeting** EGM – Monday 19th October 2026 at 7.30pm in Millfield School Hall	

Kim Sellars