



Mulbarton Primary School PTA

Charity number 1036899

Annual General Meeting 2025 Wednesday 1st October 2025 – 7pm Held at Mulbarton Primary School

Attendees

Lisa Colledge	Trustee/Chair	L Read	Parent
Jo Price	Trustee/Treasurer	K Johnson	Parent
Carla Oxbury	Trustee/Secretary	M Price	Parent
Lizzie Brooks	Trustee/Staff	L Penson	Parent
Helen Johnson	Trustee/Parent	K Rix	Parent
Natasha Hall	Headteacher	Y Stone	Parent
N Kozlova	Parent	T Cogman	Parent
C Dawson	Parent	N Palfrey	Parent
K Murdoch	Parent	C Norwich	Parent
G Ewens	Parent		

1. Apologies for absence

No apologies of absence were received.

2. Minutes of last year's AGM held October 2024

Available online or by request

3. Chair's Report for 2024/2025

LC presented a review the activities in the last academic year:

- October Disco
- Christmas Raffle
- Children's Christmas Cards
- February Disco
- Summer Fayre & Raffle
- Year 6 Leavers Festival
- Pre-Loved Uniform Sales
- Quiz Night

Plans for this academic year include:

- £750 pledged to each year group to allow for spend to be built into planning
- October Disco 10.10.25
- Christmas Cards – children to design (in action as we speak!)
- Christmas Raffle
- Spring Disco 6.03.26
- Easter Raffle instead of a Summer Raffle
- Summer Fayre Date June 2026 TBC
- Year 6 Leavers Festival 13.07.26
- Quiz Night Date February 2026 TBC

LC thanked the team for their time and effort over the last year.

LC also highlighted the need to recruit new members from Key Stage 1.

4. Treasurer's Report for the year ending 31 August 2025

JP reiterated we have held some amazing events this year raising £8,300 (before expenses). The Summer Fayre, as always, was the biggest event raising over £5,600, followed by the two discos (£1,300), Christmas Raffle (£830), Christmas cards (£600) and other donations of £915. The school uniform organised by the PTA is not about fund raising, but about recycling and providing uniform for those who need it. However, donations received totalled £377.

After event and other expenses (insurance and licenses) we raised £5,900.

Thanks to everyone involved we were able to provide £5,100 to school funding WoW days (£3,400), contributions towards school trips (£700) including Young Voices, books (£200), clubs such as science club and gardening club (£378) and other equipment including sound equipment for school events and a new tent (£420). The tents got a lot of use last year with the hot weather! We also funded the Year 6 leavers summer festival (£425).

Overall we spent what we raised in year, therefore we still have reserves from previous years to fund activities and equipment, plus whatever we raise this year. Although we have allocated £750 to each year group (to ensure we spend the funds evenly across all years) we are open to all requests if it enhances the children's education. We therefore need school staff to request for whatever they need.

It was also noted Luminous Energy (the owner and operator of the solar farm located near Mulbarton) have approached the PTA. As part of their wider commitment to supporting the communities closest to their operations, they are exploring the opportunity to provide a modest one-off donation to Mulbarton Primary School PTA in early 2026. We answered all their queries with regard to our governance process. They noted "to manage expectations by clarifying that the contribution would be in the low thousands, split proportionally between two local schools based on pupil numbers".

At this point in the meeting, attendees were asked for any feedback on events. NH noted the school continued to be grateful for the PTA's support and LB's role in liaising between school and the PTA. GE seconded this. It was suggested the school could promote the need for volunteers in the Newsletter.

Disco parking was also raised – and the potential need for an individual in a high vis or cones to stop people parking on the double yellow lines. **ACTION NH to ask for parent volunteers in newsletter.**

5. Appointment of an Independent Examiner of Accounts for the year ending 31 August 2025

JP noted an independent examination of charity accounts is only required when a charity's annual income is over £25,000. However, we do have an independent qualified accountant review the accounts and supporting paperwork and confirm the accounts are correct. The accounts are prepared and will be reviewed before the relevant Charity Commission paperwork is filed.

6. Election of Officers and Trustees of the Committee

	Proposed by:	Seconded:	
Chair / Co-Chair			
Lisa Colledge	Carla Oxbury	Natasha Hall	No objections
Secretary / Co-Chair			
Carla Oxbury	Lisa Colledge	Carla Oxbury	No objections
Treasurer / Co-Chair			
Jo Price	Lisa Colledge	Lizzie Brooks	No objections

Special Business

- It was agreed the PTA policies require no change.

Any Other Business

- October Disco plans
 - Chilly is confirmed and can set up early
 - More volunteers are needed for years 3&4, NK & CD both offered to help.
 - Free entry and trialling new start times.

- Wrist bands to be given on arrival to those with allergies. **ACTION NH to ask in Newsletter that parents make staff aware on arrival.**
 - Children to be counted in with clicker rather than ticked off a register.
 - Kitchen confirmed happy for jugs/cups to be used.
 - Need to locate squash and buy biscuits. **ACTION CO to check stock and JP purchase biscuits.**
- Christmas raffle
 - Need to source raffle prizes. Raffle to launch mid November and be drawn a week before the end of term. **ACTION JP to advertise on FB page, NH to include in request for prizes in Newsletter. CO happy to approach some companies.**
- Christmas cards
 - Designs were to be back with the office yesterday. **ACTION LB to chase any classes not yet returned.**
 - NH confirmed that the carols and crafts events will take place.
- CO suggested it is considered nearer the time that stall holder cars are moved off site before the summer fair. This will be considered in due course.
 - It was suggested that 7.30 would be a better start time for future meetings.

Distribution:

To be uploaded onto school website.