

Waterbeach Community Primary School
Parent Teacher Association
Registered Charity Number: 289681

ANNUAL GENERAL MEETING
9 OCTOBER 2026
8pm The Brewery Tap, Waterbeach

Attendees: Jane Fowler (JF), Nichola Fischer (NF), Janice Purr (JP), Adriana Baciú (AB),
Siobhan Brixey (SB), Laura Uttley (LU), Lilly Gyimes (LG)

Also in attendance: Jessica Farish (JFa), Jenny Pace (JP), Robert Schumann (RS)

Apologies: Rebecca Lewis

Agenda

- 1. Chair's Report**
- 2. Treasurer's Report**
- 3. Election of Officers**

4. Trustee Eligibility Declaration
5. WhatsApp Announcements Group
6. Constitution and Policies
7. Winter Raffle considering changes to year group organisation
8. AOB

Notes

1. Chair's Report:

A huge thank you to everyone for your support this year. This year we ran a number of our usual events and also some new ones: in the absence of the Winter Fair - Wreath Making which was very successful; and the hot drinks and mince pies stall at the Carols on the Playground event. Both events we plan to run again this year. The school has started to spend some of the money we have raised and I'm happy about how they are using our funding to support and develop opportunities for the children at the school (sensory room, EYFS garden following the removal of the climbing equipment, sensory circuits and upgrading the projector and audio equipment in the hall).

The ice cream sales in the summer were very successful and thanks to all who have been involved in their planning and execution. We weren't able to run as many as we would have liked, so a goal for next year would be to get a plan on how we can increase the number of ice cream sales in the summer term.

The school are also investigating ways to help keep the classrooms cool in the increasingly hot summer terms and we have received the money from the GoFundMe that was set up by a parent last term. We will work with them to ensure that this money is available to them when needed.

We are always considering different ways that we can continue to raise money for our school that will also be fun for the children and their families. Ideas are always welcome!

There has been a lot of change within the school structure this year with the departure of the previous headteacher and a new head not yet appointed, but we are going to continue as before and run events to carry on the great work that we do!

2. Treasurer's Report: (Please also see full Treasurer's Report for accurate totals, amounts listed below are approximate)

- a. Thanks to all committee members
- b. We did not run the Winter Fair last year and therefore did not make as much money as in previous years. The Hamper/Prize Raffle was still very successful and raised £1400
- c. Three discos raised £3600 which is a drop from last year, partly due to cancellation of the summer disco due to the heat.
- d. £482 - Non uniform days (x3)
- e. £700 - Quiz night
- f. £450 - Wreath Making event. This was very well received and we are planning on improving it this year by also providing a 'family' wreath making event on the Saturday.
- g. £120 - Carols hot drinks/mince pies
- h. £170 - Ice cream stall
- i. £200 - Feast
- j. £56 - easyfundraising
- k. Money we have spent: A book for every reception child starting school, venue hire and photo booth for Year 6 leavers party, hall projector, silent disco Year 4, £10,000 given for the school to spend.
- l. Total fundraising approx. £7500
- m. Closing account amount £13,208

3. Election of Officers:

- a. Chair - Jane Fowler
- b. Co-Chair - Not elected
- c. Treasurer - Nichola Fischer
- d. Deputy Treasurer - Adriana Baci
- e. Secretary - Laura Uttley

4. Trustee Eligibility Declaration:

All committee members are trustees of the charity and must sign the Trustee Eligibility Declaration.

5. WhatsApp Announcements Group:

- a. Review - Overall (once we got to grips with it!) the uptake has been good and it has helped with the organisation of volunteers for events and general communication.
- b. Consideration of a volunteer organising app/website (volunteersignup.org) We will trial this at the autumn disco and see how we get on.

6. Constitution and Policies:

This has not been actioned this year, although I (JF) would like to get this actioned as a priority this year to bring us in line with ParentKind.

7. Winter Raffle:

Again, we are not running the Winter Fair this year but we would still like to hold the Winter Raffle and have each Year Group make a hamper to be raffled off. We will ask mixed year groups to donate items in both colours. We are also looking for some top prizes/donations and will confirm the draw date to go on the tickets before they are ordered.

We discussed potentially setting up a Santa's Grotto in school on a Saturday towards the end of term (suggested date 12th December) in the absence of the Winter Fair and to provide an affordable option to families whilst also raising money for the school. If this goes ahead, then it could also be the time we hold the draw.

8. AOB

- a. DBS - Committee members
 - i. JF will check with Liz about how we go about arranging these for this year.
- b. Poster for easyfundraising
 - i. AB will arrange for a poster/easyfundraising information to be distributed to parents.
- c. BOOKERS
 - i. Do we need a Bookers card? We did have an account previously, but this account is now closed. It was decided that it is not necessarily cheaper to get things from Bookers and so we will continue without an account for now, but we agreed we would open an account as and when it was needed.
- d. Welcome Jess & Jenny to the PTA!

Action items

- ☐ JF - to speak to site team and Interim Head to see about a Saturday for a Santa's Grotto - potentially 12th December.
- ☐ SB - to ask previous Santa if he would be available to be Santa for the day.
- ☐ NF - will order raffle tickets (2000).
- ☐ JF - To ensure all elected members complete the Trustee Eligibility Declaration.
- ☐ JF - finish autumn disco admin - google form (incl. Song request), and set up (through school) the payment option on School Gateway.
- ☐ JF - Find out whether people need to sign to say they have read the policies and set up a way of recording this information if so.
- ☐ NF - to look into viability of ice pops for future summer discos.
- ☐ JF - speak to Liz about getting DBS for committee members.
- ☐ JF - to arrange adoption of new Constitution, Code of Conduct and Policies.
- ☐ AB - to make a poster / distribute information about easyfundraising to parents.