



William Penn School

Parent Teacher Association

Registered Charity No. 1134936

PTA AGM MEETING MINUTES
MONDAY 29th SEPTEMBER 2025

Attendees:

Rachel Kerry

Steph May-Hills

Katie Eversfield

Emma Mitra

Chloe Betts

Alice Higginson

Rachel Osgood

Anca Andries

Harriet Buckley

Mr Brookes – Head teacher

Mrs Constable – Deputy Headteacher

Michelle Dancy

ORDINARY BUSINESS

1) Apologies for absence: Lucy Hugget

2) Chair's report for last academic year 2023/2024 - Attendees had a copy of the meeting minutes from the AGM September 2024. All happy and agreed minutes.

Chair report attached to these minutes – see end of minutes.

RK – read her chair report for the last academic year 2024/2025.

Lots of thanks you's! Parents, committee members, grandparents, staff, previous committee members, the list is endless!

RK explained that we have set up 'crib sheets' for each of the events that we have done and will continue to do. These are all on the pta one drive – easy to use and great as and when new members take over the pta. Feedback has been taken on from surveys, hence the 'Neon' themed disco in october.

Every parent if apt of the PTA and are always welcome to come along to our meetings.

NEXT MEETING DATE: MONDAY 13th OCTOBER

3) Treasurers report for the year ending July 2025- KE Treasurer ran through figures from the last academic year: £4959.48 was raised (£2300 more than previous year!)

See report attached to these minutes.

The events that we did cost us £2202.72

We purchased items for the school which cost us £1882.90

There is a surplus in the bank of £5708.83. £5k of this is what we inherited from 23/24 as a PTA from the previous year. We have made CB aware of this and that we want to spend it on a large project at the school. We have only spent money for 24/25 form funds that we have raised.

Top money makers were Summer Fair, Terracycle Scheme, Spring Extravaganza, Glass Painting, Pop up shop and Ice Lollies.

Even though our expenses were high, we have invested in items that we can use again (ie disco lights) meaning our expenses for this next year will be less.

4) Appointment on an Independent Examiner of Accounts for the year ending 31st July 2026 – we do not need to do this as we don't have funds of over £25k.

5) Election of Officers and Trustees of the Committee

Chair – RO nominated RK, seconded by AC. RK chair for another year

Secretary – CB nominated SMH, seconded by RO. SMH Secretary for another year

Treasurer – RK nominated KE, seconded by SMH. KE Treasurer for another year.

Other Officer(s)

Ordinary Committee members – RO

HB

AC

CB – new to the committee

MR B – new to the committee

Class reps all ok and confirmed. CB – Cadbury

RO & CN – Fox

SMH – Fry year 3

NL – Fry year 4

NLo – JBB year 5

RK – JBB year 6

6) Review of current constitution and confirmation of any amendments – parent kind information left out and copies available for members to take away and read.

Review of current policies and confirmation of any amendments – same as above.

7) AOB

Mr Brookes made a request on behalf of the governors, for new members. They are a small committee and are needing new members to continue the work they do and to keep up to date with Ofsted Standards.

Alice Higginson – showed an interest in the role and is going to email the office to apply.

PTA Chair's report – Sept 2025

As highlighted last year, our PTA at William Penn is about much more than simply fundraising. The PTA exists to provide closer links between home and school, and it is an

excellent way to bring staff, parents and friends together socially in support of the school and enhance the school's community. We are all a part of the PTA; this is not defined by being on the committee. As a registered charity we continue to ensure that we follow the guidelines set out by the charities commission.

There have been several successful events this year, I shall highlight a few. The first being the introduction of the Christmas pop-up shop which was a huge success, the children thoroughly enjoyed selecting gifts for their loved ones and we had lovely feedback from recipients. The Summer Fair which again for a second year exceeded our expectations in terms of income and volunteer support. With over 40 volunteers this was a real team effort

Our year 6 leavers disco was a great collaboration and run in house for the first time by William Penn teachers (including DJ!) and the PTA which allowed us to invest in lighting, tailor the event and save financially long term. Lastly to mention, the consistent fundraiser staples of the raffles and ice pop sales! The Treasurers report to come will provide further details of funds raised from the following;

EVENTS SEPTEMBER 2024- JULY 2025

- ★ Harvest Festival
- ★ Christmas UV Disco
- ★ Christmas Pop-up shop
- ★ Raffles (including January cheer-up, fruit basket & cakes)
- ★ Spring extravaganza
- ★ May pole refreshments & strawberries
- ★ Ice pop Fridays
- ★ Glass painting
- ★ Summer Fair
- ★ Leavers disco

Please see an overview below of how the children have benefited from their PTA, with further details to come in the Treasurers report.

ITEMS/ EVENTS FUNDED BY PTA SEPTEMBER 2024- JULY 2025

- ★ Tarpaulin for sand pit
- ★ Water tray for KS1
- ★ Sensory tent
- ★ DJ for the Christmas disco
- ★ Over 100 new books
- ★ Horsham Parade entry

- ★ Hedging for Forest school
- ★ Two visualisers to aid classroom teaching
- ★ Disco lights (no external DJ needed for future events)
- ★ Planters for the playground
- ★ Fans
- ★ Orienteering control punches
- ★ Summer fair inflatable
- ★ BBQ Butchers meat
- ★ JBB Leavers party food & sweets
- ★ Y6 Leavers books
- ★ Minibus annual subscription for 2025 (to assist transport of children to extra-curricular activities during the school day if needed).

I owe a huge thanks to all the volunteers who have supported at the events we have done this year. Including a special mention to some Grandparents that have been in school supporting another generation! To the committee members who have given up their time to attend meetings, organise behind the scenes, come up with innovative ideas, support with events and add a huge amount of value by sharing ideas and thoughts to make us a successful PTA. You are all outstanding and I am very grateful to be part of the committee with you, what a supportive group of people.

A massive thanks goes to all the teachers at William Penn who have supported us and gone above and beyond giving up their Sundays for the Horsham Parade and the Summer Fair. Thank you to Mrs Constable who has once again this year attended our committee meetings and accommodated so many requests from the PTA. We look forward to working with Mrs Constable again the new academic year and welcoming Mr Brookes.

The PTA re-formed in 2024 and the efforts of Roger Lewis (previous Chair), Neil Gallagher (previous Treasurer) and Kathy Haines (previous Secretary) allowed our current PTA to hit the ground running. They did a fantastic handover and answered numerous questions, meaning we can continue and build on their very thorough work. Our current Secretary, Steph May-Hills and our Treasurer, Katie Eversfield have thrown themselves into their roles and been instrumental in the success of our PTA this year, thank you to you both. Your organisation and thoroughness allow us to operate successfully.

As all of us on the PTA this year were carrying out our roles for the first time, we have been utilising existing 'how to/ watch out' information provided by previous members and adding and updating throughout the year so if we, or a new committee in the future, wants to put on a similar event, we know some of the 'watch outs' beforehand.

At the end of the summer term, we sent out a PTA Feedback survey of 10 questions to all parents/ carers which was completed by 17 people. From the feedback we have taken on board suggestions such as; more themes for events as the 'neon' disco was well received and hosting discos in October for KS1 and KS2. A copy of the survey results is available to anyone who would like to see it, a few highlights were positive comments such as;

'They've all been wonderful and really proactive with new ideas and events for the kids, it's been lovely to see THANK YOU 🙏'

'This is the first year we have had so many exciting things going on for the children through the PTA's hard work and dedication.'

'I think the PTA have done a fantastic job with all the fundraising activities. You have put in so much hard work and dedication, and it is very much appreciated. Thank you.'

Looking ahead to the coming academic year. Our first committee meeting following the AGM will be our opportunity to review plan for the events detailed on the school calendar. The first event being the 'Neon Disco' on Wednesday 22nd October.

We now have a fully functioning PTA committee which has been adding value to the school for the second year. A continuing key theme this year has been how we can ensure everyone feels welcome and can be a part of the PTA in a way that suits them. With this in mind, we would like to implement an open meeting policy for our regular meetings. Some meetings will be held in person at 3.30pm afterschool, others via Teams/Zoom call in the evenings. The idea is that everyone who is a member of the PTA (all of you) are welcome to join these meetings, we shall advertise the dates and times in the school newsletter.

Committee meetings on the other hand will be reserved for all members who are voted onto the committee at the AGM (or co-opted later if required). Our constitution states that we need to have 3 committee meetings a year and these are important as only committee members hold the right to vote on decisions.

Rachel Kerry

PTA Chair

William Penn PTA

Funds Reconciliation

For the year ended 31st July 2025

£

Cash at Bank 31/07/2024 5,708.69

Cash in Hand 31/07/2024 0.00

Uncleared Cheques 31/07/2024 0.00

5,708.69

Surplus - year to

31/07/2025 £873.86

6,582.55

Cash at Bank 31/07/2025 6,572.55

Cash in Hand 31/07/2025 10.00

Uncleared Cheques 31/07/2025 0.00

6,582.55

I hereby certify that the above reconciliation, together with the attached Income & Expenditure

Account, are a true record of the accounts of the William Penn PTA for the year ended 31st July

2025.

Katie Eversfield

16 Coombe Hill

Billingshurst

West Sussex

RH14 9LA

Date: 13/09/2025

William Penn PTA

Income & Expenditure Account

For the year ended 31st July 2025

31/07/2025 31/07/2024

£ £ £ £

Income

Harvest Festival 319.82

Fruit Raffle 19.00

Christmas Raffle 77.50

Disco 340.46 232.23

Pop up shop 243.81

February Raffle 320.00

Spring Extravaganza 466.24 282.73

Planters 50.00

May day 178.00 172.20

Ice pops 258.76

Glass Painting 375.00

Summer fair 1806.72 1,578.00

Terracycle 450.00 400.00

ParentKind 54.17

Total Income 4959.48 2,665.16

31/07/2025 31/07/2024

£ £ £ £

Expenditure

Harvest Festival 18.99

Christmas Raffle .28

Disco 267.81

Pop Shop 45.59

February Raffle 36.44

Spring Extravaganza 92.90 60.50

Planters 225.99

May day 84.36 58.23

Ice Pops 62.36

Glass painting 45.06

Summer Fair 802.96 800.49

PTA operating expenses 519.98 168.83

Donations to the school 1882.90 6910.23

Total Spend 4085.62 7998.