

# Pikemere PTA

## Extraordinary General Meeting (EGM) – Draft Minutes

**Date:** 7 September 2026

**Time:** 3.30pm

**Location:** Year 3 Classroom (KS2) -Pikemere Primary School

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### 1. Welcome and Apologies

Katie opened the meeting and welcomed those in attendance.

The meeting had been called as an Extraordinary General Meeting following the June AGM, at which no new committee had come forward to fill the required positions.

The meeting was held primarily to elect a new PTA committee and address relevant funding matters.

#### **Attendees:**

Katie H, Lydia D, Dwynny A, Nicola M, Miss Cross, Louise C, Sarah D, Jo W, Trudy B, Katie C, Adie, Vicky, Louise, Laura & Lisa

**Apologies:** none received

The meeting confirmed that sufficient members were present for the meeting to proceed and for a new board to be elected.

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### 2. Approval of Previous AGM Minutes

The previous AGM minutes had already been approved at the June AGM and therefore did not require further review at this meeting.

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### 3. Chair's Annual Report and PTA Year in Review

The Chair's Annual Report and review of the previous PTA year had been completed at the June AGM and did not require repetition at this meeting.

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## 4. Treasurer's Report and Financial Overview

An update was provided on the current financial position of the PTA.

The PTA currently hold approximately **£7,818 in available funds**, including funds from previous grants and PTA fundraising.

The committee also reported the successful award of a **£1,500 Tesco grant**, following significant community support and over one million votes. The funding was expected to be received within approximately 20 working days. It was noted that the Tesco funding would be ring-fenced and subject to specific spending requirements, including a timeframe within which the project must be completed.

The outgoing committee reflected on the importance of maintaining a healthy financial balance while continuing to support both:

- school improvement projects and educational opportunities; and
  - community-building and fundraising events.
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## 5. School Feedback and Priorities for the New Academic Year

### Music Resource Funding Request

The committee considered a funding request from **Mrs Janice Shortland, Music Lead**, for new musical equipment.

The request totalled **£1,135** and included:

| Item                  | Cost |
|-----------------------|------|
| 15 sets of chime bars | £375 |

|                             |               |
|-----------------------------|---------------|
| 65 recorders                | £200          |
| EYFS musical instrument box | £160          |
| Music trolley               | £400          |
| <b>Total</b>                | <b>£1,135</b> |

The equipment would support practical music teaching across the school and help ensure that children had access to individual instruments rather than needing to share during class sessions.

The committee discussed:

- the significant cost of the request;
- the long-term value of the equipment;
- Mrs Shortland's passion for improving music provision;
- the fact that the equipment had been sought for approximately a year;
- previous PTA support for music resources, including African drums;
- the practical benefits of the music trolley for safely moving equipment between classrooms; and
- whether partial funding should be considered instead of full funding.

Following discussion, the members agreed that the request represented a worthwhile investment which would benefit children across the school.

## Resolution

**The full funding request of £1,135 for music equipment was unanimously approved.**

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## Other Potential School Priorities

The group discussed potential future projects and areas for PTA support during the 2026/27 academic year.

### Key Stage 2 Playground

Potential improvements to the Key Stage 2 playground were discussed.

Ideas included:

- additional construction or building equipment;
- sensory play opportunities; and
- improvements based directly on the preferences and needs of pupils.

It was agreed that seeking **pupil voice**, particularly from Key Stage 2 children, would be valuable before developing any proposals.

### **Air Conditioning / Classroom Cooling**

The possibility of supporting or contributing towards air conditioning or cooling solutions for classrooms was also discussed.

It was noted that this had previously been raised with the school but had not progressed.

The new committee agreed to investigate:

- whether this would be a suitable and feasible project;
- the school's priorities and requirements;
- potential planning or permission requirements; and
- indicative costs and quotations.

**Action:** New Co-Chairs to contact the school and investigate feasibility and costs.

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## **6. Funding and Project Priorities for 2026/27**

The new committee will need to consider the balance of PTA spending for the forthcoming year.

It was agreed that regular and recurring spending commitments, such as support for:

- Forest School;
- school trips; and
- other established PTA-funded activities,

should be reviewed and formally agreed at the first meeting of the new committee.

**Action:** New committee to prioritise review and approval of regular annual expenditure at its first meeting.

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## 7. Election of PTA Committee and Voting Matters

The primary purpose of the EGM was to elect a new PTA committee.

The proposed committee structure was designed to distribute responsibilities across five people, with:

- A Chairs;
- A Treasurer;
- A Secretary.

This structure was intended to ensure that no single role relied entirely on one person's availability.

Nominations were received and the following members were elected.

### Pikemere PTA Committee 2026/27

| Role               | Elected Member |
|--------------------|----------------|
| Chair (role share) | Katie          |
| Chair (role share) | Adie           |
| Co-Treasurer       | Laura          |
| Co-Treasurer       | Lisa           |
| Secretary          | Vicky          |

The elections were agreed unanimously.

The committee acknowledged the strengths and experience that the new members would bring, including organisation, planning, finance, bookkeeping, fundraising, technology and community engagement.

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# Committee Transition and Handover

The outgoing committee agreed to providing a full and supportive handover to the incoming committee.

The handover will include relevant:

- passwords and account access;
- Google Drive and shared documentation;
- PTA email accounts;
- processes and procedures;
- bank account administration;
- charity registration information; and
- other operational responsibilities.

Individual handovers will also take place for key roles.

## Actions

### Dwyny

- To provide a one-to-one Treasurer handover to Laura and Lisa - already commenced via video links. Q&A available.

### Katie

- To provide relevant handover information, including passwords, Google Drive, email accounts and established processes.
- To add the new committee members to the committee communication channels during the transition period.
- To update the class representative list.

### Lydia

- To provide a Chair handover to the new Co-Chairs.

It was noted that the handover process would be particularly important given the timing of the EGM and the start of the new academic year.

The outgoing committee were thanked for their work and commitment during the previous year.

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## 8. Any Other Business

## **Class Representatives**

The current class representative arrangements were reviewed.

It was confirmed that the existing representatives were generally happy to continue in their roles.

Trudy will take over as the Year 6 class representative.

**Action:** Katie to update and circulate the current class representative list.

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## **Tesco Grant**

It was confirmed that the Tesco grant funding would require appropriate authorisation once received.

**Action:** Dwynny to sign for the Tesco grant funding, with Lydia acting as countersignatory where required.

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## **Raffles**

The outgoing committee provided information about the organisation and administration involved in running PTA raffles.

It was noted that:

- approximately 8–10 prizes had been collected for the summer raffle;
- raffles can require significant time and organisation; and
- the new committee should consider how many raffles they wish to run during the forthcoming year and when they should take place.

**Action:** New committee to agree the number and timing of raffles for 2026/27.

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## **PTA Banking**

The outgoing committee advised against making unnecessary changes to the existing bank account arrangements during the transition, in order to maintain continuity.

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## 9. Date of Next Meeting and Close

Responsibility for arranging future PTA meetings will now transfer to the newly elected committee.

The new committee will arrange its first meeting to:

- complete the handover process;
- review regular annual expenditure;
- establish priorities for the academic year;
- consider future fundraising and community events; and
- begin investigating potential larger school improvement projects.

The Chair thanked everyone for attending and formally closed the meeting.

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## Action Summary

| Action                                                     | Responsible            |
|------------------------------------------------------------|------------------------|
| Treasurer handover                                         | Dwyny / Laura / Lisa   |
| Chair handover                                             | Lydia / Katie C / Adie |
| Full systems and information handover                      | Outgoing committee     |
| Add new committee members to communication channels        | Katie                  |
| Update class representative list                           | Katie                  |
| Sign Tesco grant documentation                             | Dwyny / Lydia          |
| Investigate classroom cooling/air conditioning feasibility | New Co-Chairs          |
| Seek pupil voice regarding KS2 playground improvements     | New Committee          |

Review and agree regular annual expenditure

New Committee

Decide raffle schedule for 2026/27

New Committee

Arrange first meeting of new committee

New Committee