

NEWTON POPPLEFORD SCHOOL ASSOCIATION (PTFA)

MINUTES OF THE ANNUAL GENERAL MEETING

Thursday 24 September 2026 | 8:00pm | The Cannon Inn, Newton Popleford

Attendees:

Committee members: Georgia Trengove (Chair), Henry Odbert (Deputy Chair), Ant Tribble (Treasurer), Kelly Rogers (Secretary)

PTFA community members: Donna Johnston, Hannah Haines, Kirby Whittock, Jasmine Toms, Vanessa James, Jody Creedon Jake Treliving.

Apologies were received from:

Gemma Joyner, Anna Trossell, Steve Filer, Kirsty Rorke and Claire Harvey.

It was confirmed that the meeting was quorate in accordance with the Association's constitution.

Introduction from the School

Prior to the formal AGM business, the meeting was joined by video call by **Ant Pope**, representing Newton Popleford Primary School.

Ant thanked the PTFA and its volunteers for their considerable efforts and support over the previous year. He outlined the school's priorities for future PTFA funding, with a particular emphasis on activities, events and projects that enrich pupils' lives and have a positive impact on their education and wider school experience.

One potential priority discussed was the creation of an **outdoor classroom/multipurpose space**, which could be used for interventions, reading and quiet time, performances and as a shaded play area. Ant also highlighted the need to replace the school's Chromebooks.

Pupils will be invited to contribute their own ideas for how PTFA funds might be used in the coming year, with the school helping to shape these into appropriate and achievable proposals.

1. Welcome

The meeting was opened and attendees welcomed.

2. Minutes of the Previous Annual General Meeting

The minutes of the 2025 Annual General Meeting were accepted and approved as an accurate record.

3. Matters Arising from the Minutes

There were no outstanding matters arising from the 2025 AGM minutes.

4. Chair's Report for 2025/26

The Chair gave an overview of the Chair's Annual Report for 2025/26, which had been circulated to members in advance of the meeting. Hard copies were also made available to attendees.

The report reviewed the PTFA's activities and achievements during the year, including fundraising, investment in the school and the wider development of the Association.

The report was noted by the meeting.

5. Trustees' Annual Report and Annual Accounts for 2025/26

The Treasurer gave a verbal overview of the Trustees' Annual Report and Annual Accounts for the year ended 31 August 2026.

As the report and accounts had been circulated in advance, with hard copies also available at the meeting, these were not presented in detail.

The Treasurer thanked everyone involved for another successful year of fundraising and confirmed that the PTFA had ended the financial year in a strong financial position.

It was noted that some payments relating to the 2025/26 year were still to be finalised, particularly expenditure associated with the STEM classroom.

6. Independent Examination of Accounts

Thanks were recorded to Marcus Veness, who had kindly provided his services free of charge to independently examine the 2025/26 accounts.

Marcus Veness was also appointed as Independent Examiner for the 2026/27 financial year.

7. Adoption of a New PTFA Constitution

Georgia Trengove (GT) and Henry Odbert (HO) gave an overview of the proposal to replace the Association's existing 1992 constitution with the Parentkind Model Constitution for Parent Teacher Associations in England and Wales (March 2021).

The reasons for the proposed change were discussed, including the need for a modern governance framework that better reflects the current scale and operation of the PTFA and provides greater clarity around trustee responsibilities, decision-making, financial governance and the future sustainability of the Association.

Questions from members present were answered.

The following resolution was put to the meeting:

“That Newton Poppleford School Association adopts the Parentkind Model Constitution for Parent Teacher Associations in England and Wales (March 2021) as its governing constitution, replacing the Association's existing 1992 constitution.”

The resolution was approved unanimously.

8. Election of Officers and Trustees for 2026/27

Nominations were received for the Officer positions for the 2026/27 year.

The following were elected unanimously:

- **Chair:** Georgia Trengove
- **Deputy Chair:** Hannah Haines
- **Treasurer:** Kirby Whittock
- **Secretary:** Donna Johnston

The meeting recorded its thanks to the outgoing Committee members for their contribution to the PTFA.

9. Proposed PTFA Structure and Activity Lead Arrangements for 2026/27

The proposed Committee structure and introduction of Activity Leads was presented as part of the agenda and briefly discussed.

The new structure is intended to distribute responsibility more effectively, with Activity Leads taking ownership of the day-to-day organisation of defined PTFA activities while the elected Trustee Committee retains overall governance and oversight.

It was noted that Activity Leads are not Trustees or formal Committee members and will not be required to attend Committee meetings or vote on Committee or constitutional matters. Routine operational decisions may be made by Activity Leads within agreed parameters, with proposed expenditure above £50 requiring prior Committee approval.

The Deputy Chair will act as the principal link between Activity Leads and the Trustee Committee, while the Chair retains overall oversight of PTFA events and projects.

10. Priorities for the New Committee

The meeting discussed the priorities for the incoming Committee.

These include spreading workload and responsibility more evenly, improving communication and forward planning, encouraging wider parent and carer involvement and maintaining strong financial governance.

The process for school funding requests was also discussed. It was confirmed that requests are submitted by teachers for consideration and approval by the PTFA, allowing available funds, existing commitments and competing priorities to be taken into account.

In response to a question, it was confirmed that money raised through individual class cake sales remains allocated to that class throughout its journey through the school. It was also noted that classes frequently spend more than the amount raised through their cake sales during the year, with the PTFA funding the additional expenditure.

11. Fundraising and Events Programme for 2026/27

There was a brief discussion of the proposed fundraising and events programme for the coming school year.

Plans include a range of established PTFA fundraising activities alongside new ideas, including a Halloween Disco.

Detailed planning and allocation of responsibilities will be undertaken by the new Committee and relevant Activity Leads.

Action: KR to confirm the balance remaining in the school's Scholastic account and the date by which the funds must be spent.

12. School Funding and Projects for 2026/27

The meeting discussed the overall approach to school funding requests and projects for the coming year.

It was agreed that the PTFA will continue to work closely with the school to consider and prioritise requests, balancing immediate needs and existing commitments with available funds and the need to maintain appropriate reserves.

The priorities outlined by Ant Pope at the beginning of the meeting, including opportunities to enrich pupils' educational experience, the potential outdoor classroom/multipurpose space and replacement Chromebooks, will help inform discussions during the year.

The school will also seek ideas from pupils about projects and resources they would like the PTFA to support.

13. Any Other Business

No additional matters were raised.

14. Date of Next Committee Meeting

The date of the first meeting of the newly elected 2026/27 Committee will be confirmed separately.

15. Close of Meeting

There being no further business, the meeting was closed.