

Friends of St Mary's PTA
Annual General Meeting Minutes
Date: Thursday, 23rd October 2025
Time: 20:00
Location: St. Mary's School, Silkham Road, Oxted

1. Attendance

Present:

- Tim Digby (Chair); Elliott Gilmore (Secretary); Amy Wilson (Treasurer); Tim Samuels (Headteacher).
- Rhi Stagg; Jess Kyte

Apologies:

(None recorded)

2. Welcome and Introductions

The Chair, Tim Digby, opened the meeting by welcoming all attendees and expressing appreciation for everyone's efforts over the past year. Tim also introduced Headteacher Tim Samuels and acknowledged the ongoing commitment of all PTA members and volunteers.

The Chair invited nominations for committee positions and opened the floor for re-election and new candidate proposals.

3. Review of Current Committee and Acknowledgements

Over the past year, the PTA has developed a strong and dynamic team:

- Events Team: Jenny Nair and Rhi Stagg
- Sponsorship Lead: Jess Kyte
- Media & Tech: Billy Stagg
- Advisor: Katie Digby
- Support: Jess Son (former Chair, continuing to assist through Party in the Playground 2025)

The Chair thanked the team for their dedication, flexibility, and enthusiasm, noting that all members have contributed significantly across multiple roles and events.

4. Chairman's Report

The Chair provided an overview of PTA activities and achievements for the year (August 2024 – August 2025):

Highlights of the Year

1. Festive Afternoon – December 2024
2. Elfridges – December 2024
3. Quiz Night – January 2025
4. Taylor Swift Tribute Show – 2025
5. Limpsfield Legion Parents' Party – March 2025
6. May Fayre – May 2025
7. Legoland Trip – June 2025
8. Festival in the Field – June 2025

Forthcoming Events (Autumn 2025 – Summer 2026)

1. Quiz Night – October 2025
2. Party in the Playground – October 2025
3. Festive Afternoon – 5th December 2025 (TBC)
4. Elfridges – 12th December 2025 (TBC)
5. Kids' Discos – January 2026 (TBC)
6. Limpsfield Legion Party – 6th March 2026
7. May Fayre – 16th May 2026
8. Festival in the Field – 19th June 2026
9. Year 6 Leavers' Events – July 2026

5. Treasurer's Report

Amy Wilson presented the financial report.

- Accounts (Sept 2023 – Aug 2024)
Independently reviewed by a qualified parent (MA), and filed with the Charity Commission by 31 May 2025.
- Accounts (Sept 2024 – Aug 2025)
Finalised and pending independent review by a parent who is a Chartered Accountant specialising in charity accounts. These will be filed with the Charity Commission by 31 May 2026.

Top Five Fundraising Events (Profit)

1. May Fayre – £7,388
2. Party in the Playground – £6,969
3. Taylor Swift Tribute Show – £1,578
4. Festival in the Field – £933
5. Quiz Night – £748

Additional Fundraising Initiatives

- Second-Hand Uniform Sales – £1,230

6. Committee Elections

No new nominations were received. The existing committee agreed to stand for re-election, and all were re-elected unanimously for a further one-year term:

Chair: Tim Digby

Treasurer: Amy Wilson

Secretary: Elliott Gilmore

7.Guiding Principles for PTA Fund Use

The Chair reiterated the PTA's guiding principles for the use of funds:

1. Enhance the Educational Experience – Support projects that enrich learning and school life beyond core funding.
2. Benefit Current Pupils – Ensure funds raised directly benefit children currently attending St. Mary's.
3. Create a Lasting Legacy – Invest in initiatives with long-term impact for future cohorts.
4. Support Equity and Inclusion – Ensure funded initiatives are accessible to all pupils and align with the school's ethos and educational aims.

8. Potential Projects for PTA Funding

The committee discussed several ideas for future investment, focusing on projects that align with the principles above. Specific project proposals will be considered following a cost analysis and consultation with the school leadership team.

Short Term This Year	Type	Potential Project:
	Sports / Infrastructure	Shade on the playground / field / Permanent <u>Gazebos</u>
	Learning Environment	Classroom Air-conditioning
	IT & Interactive Learning	Class set of iPads
	Staff Wellbeing	Provision of Tea and Coffee
	Learning Resources	Class Budgets
	Creative Arts	Collaborative Mural / Art Project
Medium Term 1 – 3 Years	Type	Potential Project:
	Sports	Development of Cricket Strip & nets
	Creative Arts	Development of a designated creative arts space – Music / Creative Arts Room
	Rolling Funding / Ongoing Commitment	Air-Conditioning; iPads; Further development of shade on the playground / field; Class Budgets; Provision of Tea and Coffee
Longer Term 3 – 5 Years	Type	Potential Project:
	Sports, Outdoor Learning, Active Playtimes	Covered Space
	Sports	Swimming Pool Cover / Shelter

9. Summary of Actions and Next Steps

- PTA Committee to review and prioritise potential projects for 2025–26.
- Tim Samuels and Mark Tunnell (School Business Manager) to conduct a detailed cost analysis and explore potential funding sources.
- Link proposed projects to specific PTA events for targeted fundraising.
- Explore community engagement opportunities to identify potential partners and supporters.

10. Meeting Close

The Chair thanked all members for their continued commitment and collaboration. The meeting closed at 21:10.

Minutes prepared by:
Elliott Gilmore, PTA Secretary

Date: 27th October 2025