PARENT TEACHER ASSOCIATION (PTA)

Minutes for Annual General Meeting (AGM)

Taken by Carole Reed

Date & Time: Wednesday 4th November 2026 at 7pm
Location: Chew Valley School library
Chairperson: Claire Dellbridge and Chrissie Graham
Secretary: Carole Reed.

Attendees: Claire Dellbridge, Chrissie Graham, Deborah Elsom, Bryony Skipworth, Carole Reed, Laura Higgs, Becca Tilling, Lizzie Langdon, Georgina Bishop, Karen Heverin, Georgie Duckworth, Vicky Gallet.

Apologies for Absence: Julianna Terran, Catherine Borthen, Kate Alvis, Kate Miller, Tracey Kidd.

1. Welcome and Opening Remarks. C.D welcomed everyone to the meeting and we introduced ourselves to each other for the benefit of the new members.

2. Approval of Minutes. The finance accounts have been approved. Last year's AGM minutes are on the school website.

3. Matters Arising. None

4. Chair's Annual Report.

Last Year's Overview

Events
We've had some successful events this year with lots of helpers from across the committee. January's Bingo night was well attended and a fun evening, it was lovely to see a whole table full of Y7s joining in and over £1000 was raised from the evening.

Our annual Quiz is normally held in March but the initial date put forward clashed with a proposed school activity (which unfortunately then didn't end up happening on that date). The quiz was instead held in June this year.
Given the work that goes into the event is the same irrespective of how many teams are there, it was slightly disappointing to only have 10 teams when the hall has capacity for so many more. The evening was great fun through and raised nearly £500. Huge thank you to Will Terran who generously stepped in as our new quiz master and did a fantastic job. A number of attendees commented on how great the evening was and seemed willing to try and get more people to come next year. It was noted that a significant number of parents were new to the school (last year's Y7) so hopefully we will be seeing an engaged set of parents coming through.

Both events remain valuable social events in the calendar, giving us more visibility to the parents and the wider community.

We've also had almost the entire committee involved in helping running bars to support the school in their various music, theatre and dance events.

Pre-Loved Uniform
The **pre-loved uniform sales** continue to be a big earner for us.

We have purchased further sturdy storage boxes this year and the storage area off the main hall is vastly better than the old stock cupboard meaning the stock is reasonably easy to access.

Orders are regularly being emailed in and we have a good level of donations.
Parents are invited to email in requests. CD currently manages this and is able to pop to the storage reasonably frequently as she is in school twice a week anyway. We are aware that this is not therefore necessarily a long-term system but CD is more than happy to continue with it for this coming year.

The ordering system brought in over £450 last year so is definitely worth continuing if we can.

We have done a few in person events with the Y7 induction evening being a very important one to encourage new parents to purchase all their uniform needs from us. This was very successful, resulting in us selling out of many of the smallest sizes and taking nearly £800.

We also attended Harvest Home where we were given a pitch with great visibility and saw a fairly steady amount of customers, selling well over £400 of stock, a considerable increase on last year so it looks like word has got out that we will be there and this is definitely something worth doing next September. Harvest Home kindly give us a free pitch as a charity and it is a great event for raising the profile of what we are doing.

As the stocks are so accessible it may be worth having the boxes out at other school events that are well attended by parents and where we will have a presence running the bar anyway.

500 Club
The 500 Club continues and is a good regular fundraiser although has been seeing numbers falling as subscribers often leave when they no longer have children at the school. The signing up form has been re-designed to be vastly more simple in the hope that more parents will be encouraged to participate. With everyone having banking on their phones, setting up a standing order is very simple so we need to continue to push this at all events and on social media to hopefully turn around the decline in numbers.

Donations
We've been supported by a very generous gift from the Chew Valley 10k team (unfortunately in their last year) and also from Harvest Home.

<u>Support To The School</u>
In the last year we have supported a wide range of requests including:
Outdoor education equipment (trackers), WW2 Workshop, Cameras, Calculators, Lab equipment, Bug Fest visit, Table Tennis Table, Library books, an Author visit and Workshop, and Psychology and Geography Text books.

We currently have a healthy balance of £19,000 in our account, this is the same as this time last year so all requests from the school have effectively been met by this year's fundraising.
We welcome more applications from the school in the coming year.

Thank yous
I'd like to finish with some thank yous.

Firstly, to all the staff at Chew Valley School, but special mentions for:
Facilities team for helping us set up and tidy away after events and staying on site to lock up when we all leave
Reception for facilitating the expansion of our pre loved uniform offering, and witnessing the 500 club monthly draws
Catering for letting us use the kitchen as a serving space at events
Julie Seeley, Natalie Lane and Jennifer Hollow for sorting our access to the school for events and carrying out various printing and website update requests
And of course, the Senior Leadership Team.

A BIG thank you to the committee for all their hard work, efforts and support across the last year, it has been great to see so many of you involved in person and to have welcomed some new faces on board.

And particular thanks to a few of you:
Kate Miller - for quietly running the administration of the monthly 500 Club draw,
Carole Reed for being our secretary for the year

We're gutted to say that Deborah is standing down from her role as Treasurer as she no longer has any children at the school! Deborah has undertaken this role for years and done SO much to support the running of the society, way above and beyond the duties of Treasurer! Its hard to express how much she will be missed and I think we will likely only discover quite how much she has been doing once we start trying to operate without her!!

Thank you, Deborah, for everything that you have done for the Society over many years – you have been amazing

6. Treasurer's Financial Report

We have had another successful year of fundraising with net income £11136.67, compared to £12209.715 in 2024/25.
The 500 club remains our biggest event at £2326.90 with Chew Valley 10k donations of £3315.36. This was the last 10k so expect funds raised to be £3k approx. less next year.
Uniform sales continue to raise each year which is a great earner as all clothes are donated.
The bingo night proved very popular with net profit of £1000.33.
Successful bids paid to the school were £8089.60 compared to £15823 in 2022/25.
Please see the accounts below for more details.
We currently have reserves of £21,286.25 in the bank accounts. Bids already agreed for the school total £6032.

Ringfenced funds of: £477.56 for the Drama dept, £225.64 for the Music dept and £96 for the PE dept and £1062.53 in the Marmion House account so funds available to spend currently are £13,392.52 before any more fundraising activities.
Recommend that we continue to push the bids in school to spend as much of the reserves as possible for the benefit of the students.
A balance of £5k in reserve would be a recommendation.

CHEW VALLEY SCHOOL PTA ANNUAL ACCOUNTS

1ST SEPTEMBER 2025 TO 31ST AUGUST 2026

09/11/2026

OPENING BALANCES	£18,530.18
CURRENT and DEPOSIT AC's	£18,280.18
PETTY CASH	£250.00
500 CLUB	

CLOSING BALANCES	£21,436.25
CURRENT and DEPOSIT AC's	£21,286.25
PETTY CASH	£150.00
500 CLUB	

ACTIVITY			
EVENT	EXPEND	INCOME	P/L
500 CLUB	-£20.00	£2,346.90	£2,326.90
BINGO	-£225.58	£1,225.91	£1,000.33
QUIZ	-£236.02	£729.79	£493.77
SCHOOL EVENTS	-£572.80	£1,311.55	£738.75
UNIFORM SALES	-£109.14	£1,411.49	£1,302.35
MARMION HOUSE	-£315.00	£949.46	£634.46
TOTAL	-£1,478.54	£7,975.10	£6,496.56

DONATIONS OUTGOING TO SCHOOL	
Seneca	£645.83
PA System Music	£243.86
Ammeters & Voltmeters	£659.40
Books library	£120.04
Library books bid	£54.82
History workshop bid	£1,248.00
Scholastic Book Fair	£192.37
Author Visit	£225.00
Library Books	£54.44
Science Dept	£144.36
Library books bid	£139.36
Science Textbooks	£408.00
Geography Textbooks	£700.00
Library books bid	£235.19
Psychology Books	£685.14
Table Tennis Table	£224.95
Attendance	£100.00
Science bid	£333.25
Maths calculators	£438.00
Mini beast talk	£685.00
Author talk	£522.59
TOTAL DONATIONS TO SCHOOL	£8,059.60

OTHER EXPENDITURE	
INSURANCE	£171.00
TOTAL OTHER EXPENDITURE	£171.00

DONATIONS INCOMING TO SCHOOL SOCIETY	
DONATIONS	£300.00
EASY FUNDRAISING	£266.81
GIFT AID	£189.16
STANDING ORDERS	£420.00
10K & RACE NATION	£3,315.36
MISC - CREDIT INTEREST	148.78
TOTAL	£4,640.11

TOTAL INCOME	£11,136.67

TOTAL EXPENDITURE	£8,230.60

Accounts prepared by Deborah Elsom School Society Treasurer.

7. Election of Committee and Officers. Deborah Elsom is standing down as Treasurer.

Treasurer: Chrissie Graham. Nominated by Claire Dellbridge, seconded by Carole Reed

Vice Treasurer: Vicky Gallet. Nominated by Claire Dellbridge, seconded by Carole Reed

Chair: Claire Dellbridge. Nominated by Georgie Duckworth, seconded by Lizzie Langdon.

Vice Chair: Bryony Skipworth. Nominated by Carole Reed, seconded by Laura Higgs.

Joint Secretary: Carole Reed. Nominated by Claire Dellbridge, seconded by Chrissie Graham.

Joint Secretary: Becca Tilling. Nominated by Bryony Skipworth, seconded by Carole Reed

8. Any Other Business (AOB). None

9. Date of Next Meeting & Close. TBC. End of meeting.