

Parents and Friends Association (PFA)

Annual General Meeting Minutes

Date: Tuesday 8th September 2026

Time: 6.30pm

Venue: East Bergholt CEVC Primary School

Present: Natasha Doff, Hannah Cuthbertson, Laura Wright, Natalie Davey, Verity Pipe, Jenny Crowther, Matthew Bevan, Claire Unwin, Andrea James, Clare Sampson

1. Welcome and introductions

The meeting opened with a welcome to all attendees. It was noted that there was a good turnout and that the meeting was quorate.

Introductions were made, including welcoming new members to the PFA.

Apologies: Amy Bradley

2. Treasurer's Report – Review of 2025/26

The Treasurer (Claire Unwin) presented a summary of PFA income and expenditure for the previous academic year.

Total income was £9,924, with funds raised through a range of activities including:

- Summer Fair – £2,572
- Christmas Fair – £1,472
- Raffles – £1,593
- Parent donations - £1,283
- School disco – £947
- Village Summer Fair – £827
- Christmas cards – £414
- Lion Quiz – £313
- Constable art sale – £155
- Sports Day – £136
- Easyfundraising – £62
- Lollipop sales – £150

After event and general PFA expenses, £8,908 was raised during the year.

It was noted that income from tea towels and the pre-loved uniform shop needed to be identified within the accounts. This will be followed up.

£11,664 was donated to the school during the year towards a range of projects and activities, including the pantomime, leavers' books, improvements to the school building and Key Stage 2 classrooms and Year 5 transport.

The current bank balance was reported as £9,924.

It was agreed that the PFA should aim to spend funds raised in one academic year during the following year, while maintaining an appropriate working balance of £1,000.

3. Funding Priorities for 2026/27

The following potential allocations were discussed:

- £6,100 further contribution towards the Key Stage 2 classroom improvements;
- £389 raised specifically for air conditioning to be transferred to the school for this purpose;
- £1,200 provisionally allocated towards a Christmas pantomime/theatre experience;
- remaining funds to be considered for a visible and enjoyable project directly benefiting the children.

The group agreed that it would be beneficial for children to have a voice in deciding future spending priorities.

Mrs Sampson will consult the newly elected School Council and bring their short- and longer-term suggestions to the next PFA meeting.

It was agreed to defer a final decision on the remaining available funds until the School Council's views have been received.

4. Fundraising Target for 2026/27

The PFA discussed setting a clear fundraising target for the year, with a suggested aim of approximately £10,000 net.

Members agreed that fundraising is most effective when parents and children can clearly see what money is being raised for. A visual fundraising tracker/barometer was suggested once the priority project has been agreed.

A short parent consultation may also be undertaken, with a limited number of potential projects for parents to vote on.

5. Parish Council and Community Links

The PFA discussed strengthening links with the Parish Council and exploring opportunities for funding or sponsorship of events that are open to the wider village community.

It was noted that Parish Council support may be available for appropriate community events.

Members will explore representation at the Parish Council meeting on 24th September.

6. Future Community Run

The possibility of organising a community/family fun run was discussed.

It was acknowledged that this would require significant planning, including consideration of routes, insurance, licences, marshals and safety arrangements.

Initial research has already begun, including learning from similar events in neighbouring communities.

It was agreed that this should remain a longer-term project, with further research continuing in the background.

7. Election of Officers and Trustees

In accordance with the PFA's AGM arrangements, officer and trustee positions were considered and elected for the new academic year.

The following appointments were agreed:

Co-Chairs:

- Natasha Doff
- Matthew Bevan

Treasurer:

- Claire Unwin

Secretary:

- Clare Sampson

Trustees:

- Claire Unwin
- Hannah Cuthbertson
- Matthew Bevan
- Natasha Doff
- Anne-Catherine Greatti

The meeting thanked outgoing trustees and officers for their contribution.

It was agreed that governance arrangements would be strengthened this year, with clearer communication and decision-making between the Chair(s), Treasurer and trustees.

8. PFA Organisation and Volunteering

The group agreed that individual events had worked well when smaller teams took responsibility for organising them.

This approach will continue, with members volunteering for specific events or tasks rather than expecting all members to be involved in every aspect of PFA activity.

More targeted requests for volunteers will also be used, clearly stating the role and time commitment required.

9. Year 6 Hoodies

It was agreed that arrangements for Year 6 hoodies should begin early in the academic year so that pupils can benefit from wearing them during the colder months.

Verity Pipe will liaise with Theresa and the supplier.

Parental consent will be obtained before children's names are provided to the supplier.

10. Glowfest

Planning for Glowfest was reported to be progressing well, with roles allocated and arrangements in hand.

Plans include:

- bouncy castles;
- food vendors;
- horsebox bar;
- tea, coffee and hot chocolate;
- sweets and doughnuts;
- neon face decorations and temporary tattoos;
- glow sticks included within the ticket price;
- music/DJ;
- lighting and gazebos.

A £200 donation has been received towards the cost of the bouncy castles.

Further volunteers will be recruited once any remaining gaps in the rota have been identified.

Publicity will be shared more widely, including through appropriate village/community channels.

11. PFA Communications

The group discussed simplifying PFA communications to avoid duplication and excessive WhatsApp messages.

It was agreed that:

- Natasha Doff will coordinate communications sent through the school;
- a separate WhatsApp group will be established specifically for class representatives;
- information for class groups will be sent through Natasha, the designated coordinator;
- a central planning spreadsheet will be used to track communications and requirements.

This should provide clearer and more consistent communication for both parents and the school office.

12. Christmas Activities

A smaller group will meet separately to plan Christmas activities.

The group discussed potentially including:

- a Christmas raffle;
- participation in the Village Christmas Fair;
- Christmas cards and gifts;
- Christmas activities for pupils;
- a pantomime/theatre experience.

It was noted that the traditional school Christmas Fair is not currently planned for this year, so alternative fundraising opportunities will need to be considered.

The Christmas raffle was considered a potentially valuable fundraiser, particularly if attractive prizes can be secured.

The Christmas card initiative is already booked for October and will include a wider range of personalised products this year.

13. Future Fundraising

The group agreed to review the success of Glowfest before deciding whether an additional major fundraising event is required later in the academic year.

Potential future activities discussed included:

- a summer festival-style event;
- chocolate bingo;
- a community/family fun run;
- raffles;
- school discos;
- smaller sales and fundraising activities.

The importance of having a clear fundraising purpose was reiterated.

14. Actions

- Treasurer to identify/clarify tea towel and pre-loved uniform income from the previous year.
- £389 raised for air conditioning to be allocated to the school for that purpose.
- Mrs Sampson to consult the School Council regarding ideas for PFA-funded projects.
- PFA to consider parent consultation once potential projects have been identified.
- Members to explore attendance at the Parish Council meeting on 24th September.
- Research into a possible community/family fun run to continue.
- Year 6 hoodie arrangements to be progressed with Theresa.
- Glowfest team to finalise volunteer requirements, publicity and event arrangements.
- Separate class representative WhatsApp group to be established.
- Christmas planning group to meet separately and develop proposals.
- PFA to review fundraising priorities and annual target following Glowfest.

15. Dates of Next Meetings

Christmas planning meeting: 22nd September 2026 (for those in the group)

Next general PFA meeting: Tuesday 20th October 2026 at 6.30pm, at school.

Meeting closed: 7.30pm.