

**Horsington School PTFA
Annual General Meeting
2pm on 25th September 2026 at Horsington Church School**

Minutes

1. Welcome, Introductions and Apologies

Attendees: Georgie Caines, Kim Cashman, Lindsay Coles, Jo Drake, Deborah Drew, Tash Drescher, Tessa Hebdige-Locke, Fi Hinds, Tash Holden, Ellen Lipscombe, Heather Moorse, Mary Simpson

Apologies: Beth Hastings, Emma Smith, Victoria Mitchell

2. Minutes from previous AGM meeting

- Previously approved

3. Matters arising from previous AGM meeting

- New constitution to be completed by end October. All policies bar safeguarding to be reviewed by end October. LC and FH to co-ordinate.

4. Chair's Review of the Year

- LC introduced present officers & complimented teamwork over the year.
- Halloween disco – well-supported. Snacks/drinks throughout the evening more successful (less disruptive, easier and preferred by children) than stopping the disco for sausages. Popcorn fun but messy. Consider biscuits instead. Tuck shop discussed and rejected. Disco to take place on last Thursday before half term: 22nd October. EL to lead. LC to confirm date with Kelly Barge.
- Carol service – popular and well supported locally. Run again this year. Refreshments insufficient - need longer to warm mulled wine and 3x mince pie volume (70+) quite well..
- Apple juice – went really well especially at Balsam centre. Poor year for apples. LC to discuss with Ruth and check pear output for 2027.

- Wreath workshops – made a good amount of money, although difficult to sell tickets. Reduce price to £25 – this year. Better to have more people & more atmosphere for lower ticket price. TH to lead, arrange evening date and advertise.
- Christmas Cards – LC to ask Ben Coles if Thales can produce/sponsor them again. There were requests for other personalised items (e.g. keyrings) but Thales can't produce these, so they don't make the same money for the school.
- Christmas bazaar – was very well-attended on first Friday of December after school. Lots of games and busy raffle. Teachers' assistance appreciated. Ask school for non-uniform day for raffle prizes. We have game prizes and chocolate eggs in store. TD to obtain cookies to decorate.
- Teatowels – a brilliant idea, went really well. We won't do those again for a few years. Tote bags were requested, but individual designs cost £8 each to produce, too expensive to sell for profit for PTFA. Can do class ones, like tea towels, for minimum order of 25. TH to write to parents for pre-orders, to go out before half term.
- Christmas gifts – Always well-received by children. Hats or tree decorations, LC to investigate options for <£1.50 per child.
- Ceilidh – popular. Agreed to go back to £15 per ticket. Move to Saturday night, in March. FH to lead, book hall and caller.
- Film Night – very well received & easy to run. Suggest we do it earlier in the year – January – so it is darker outside and feels more like a cinema. TH ran tickets through Arbor, which worked well.
- Easter craft lottery – limited take up. Organised late on. Can run again if there are Easter crafts available at the time.
- Name the Lamb – FH to ask if Beth will do again this year.
- Easter egg hunt – Tash to procure (morrison's). Volunteer required to design a different hunt (clues 3 years ago, colour hunt for last 2 years). Volunteer required.
- Glastonbury Stewarding. Terri Mills co-ordinating volunteers. LC to speak to TM to find out how places are allocated & promote transparency.
- Ice lolly Friday – worked well, great profit, choice for kids, less mess than icecreams. Repeat for summer 2027
- Fete – see review below

5. Treasurer's Review of the Year

Provided in writing before the meeting, and circulated to all parents.

6. Review of the Fete

Suffered from being moved to a different date, clashing with a lot of local events, and extreme heat (School had been closed that week). Lower numbers attending and profits were down around £1,000. Expenses not higher than previous years. Didn't have as many things going on – cancelled games or combined stalls due to lack of volunteers to man stalls.

Seeking a volunteer co-ordinator to understand where we need volunteers, lead on asking people to assist and manage volunteers at the event.

Teacher help appreciated – works best when they are allocated a specific stall/event to run.

Communicate with village via local whatsapp group.

If it is hot, ask children to bring fruit for fruit stall.

Plants were missed. Start discussing now what plants we can make available.

Proposal to grow & sell potted herbs.

Relationship with Village market could improve. TH to lead on that.

Buying in – bought many more refreshments than we needed (burgers, buns, icecream). Can we refine for next year, conscious that turnout was low and products were sold at later events.

Music was appreciated, as was the theme. Flower crowns were brilliant.

Fete mini-committee to come together now and work all year to avoid disappointment. HM to take on, LC to provide previous years' information.

DATE: likely to be 12 June 2027

7. Playground Appeal Update

Current tally is £8,400, after this year's fundraising – including tea towels, THL's triathlon (well done and thank you) and hot air balloon raffle.

Applications are being made now for grants. We are in the process of being selected for Waitrose in Sherborne's community appeal. Other applications are on foot now, with policies and accounts all up to date.

FH to discuss plans with Kelly Barge this term. FH to meet Kelly Barge to discuss further. Fundraising continues but we would like to raise our target amount by April. We could get a set of monkey bars now, but £12,000 would mean several pieces of kit and £16,000 would be enough for a good climbing frame.

8. Plans for the forthcoming year

Event	Date	Lead
Apple juice	autumn	LC
Second hand uniform	Monthly – thurs/fri	TBC
Christmas cards	Forms out before half term	LC
Personalised tote bags	Forms out before half term	TH
Glow Disco	22 Oct - TBC	EL
Family Bingo Night	November	EL asking Sticky Fingers bingo caller HM assisting
Carol service		TH
Wreath Workshop		TH
Christmas Bazaar	4 December - TBC	LC
Christmas gifts	Last week of term	LC
Film night	January	TH/FH
Ceilidh	March	FH
Name the lamb	Easter	FH/Beth Hastings
Easter craft lottery	TBC	LC
Easter Egg Hunt	End spring term	TD – eggs Volunteer – hunt
Glastonbury Stewarding	June	LC/Terri Mills
Ice pole Fridays	Summer term	LC
Summer Fete	12 June 2027 - TBC	HM

Bingo/quiz – we have bingo cards in the shed. Make a family event to include kids, potentially with tuck shop and bar. Write to local businesses for prizes (have written for playground appeal, summer raffle and to estate agents for balloon sale – need a central form to update who has been written to). Format and prizes to be agreed.

FH to check whether a separate gambling licence is required. Further planning to follow.

50/50 club – Ellen. Needs some IT help for the letter with Ts & Cs. TH to assist. EL to continue running 50/50 club.

9. Election of Committee

Role	Standing	Nominated	Seconded	Voted in
Chair	LC	FH	TD	✓
Vice-Chair	THL	LC	EL	✓
Treasurer	TH	LH	THL	✓
Secretary	FH	TH	THL	✓
50:50 Club Coordinator	EL	FH	TD	✓
Events Co-ordinator	TD	FH	TH	✓

10. Any other business

THL is a Tropic ambassador. She will donate her discount to the school for any products purchased through her. THL to draft an email for parents, and consider whether a pamper party or after school event would raise profile & showcase products. Sales can run entirely online.

11. Date and time for next meeting

Date for next meeting – Wednesday 7th October 7:30 White Horse.

