



Field Lane
Oldswinford
Stourbridge
DY8 2JQ

Oldswinford C of E Primary School PTA



Registered
Charity No:
1096139
UK

Meeting: PTA AGM Meeting Minutes

Date: 17/09/2026

Venue: Oldswinford C of E Primary School

1. Attendees:

Mrs Game (OCEPS Head Teacher), Mrs Wooldridge (OCEPS Business Manager), Andrea Hopkins (Co-Chair), Kate Moore (Co-Chair), David May (Treasurer) Jacqui Edwards (Secretary), Nicola Higgitt, Isobel Taylor, Zara Elliott, Miranda Aston, Georgina Sheldon, Holly Haigh.

Andrea – Welcome & Introductions.

2. AGM September 2026

Appointment of new committee:

Co-chairperson – Izi Taylor (seconded by Zara Elliott)

Co-chairperson – Nicola Higgitt (seconded by Georgina Sheldon)

Treasurer – David May (to continue in post until Rachel Bignell who has agreed to take over the role can be seconded at the next meeting)

Secretary – Georgina Sheldon (seconded by Jacqui Edwards)

Trustees – Zara Elliott, Nicola Higgitt, Rachel Bignell

Comms Officer – Georgina Sheldon

The new committee will need lots of volunteers to help support them as they transition into their new roles so please attend future meeting and help them plan and run future events.

3. Fundraising Update

Bank Balance: £4504.42 (after below)

We still need to pay £753.64 to school for Year 6 leavers bibles and David has £40.46 in change.

Event Profits 2025/26:

Summer Fayre - £3,184.97

Xmas Fayre - £4,106.82

April disco - £1,128.60

Nov disco - £1,431.75

Wonka Bars - £619.64

March Parent's Evening Donut Sales & Easter Egg Hamper - £962.20

Oct Parent's Evening Donut Sales - £653.63

Preloved Book Sales Profit - £38.50

Guess the Name of the Rabbit - £42.30

Guess the number of Eggs in the Jar Profit - £93.00

Sports Day & Frozen Fridays - £630.23

Donations: £1000 from Alex from Empower Martial Arts, £1000 from Hawkins Forensic Investigations & £995 from Company Shop Group

Your School Lottery: £2000 from ticket sales

PTA Purchases:

Replace the PTA freezer in the lower hall - £360

PTA Expenditure:

Forest School - £11520

Sensory Room - £500

Books for Reading Scheme - £500

Class Xmas parties - £140

Donation towards food for Y6 leavers party - £100

Y6 leavers bibles - £753.84

Holly raised a concern about lack of information regarding Your School Lottery – Miss Barrows sent a message on ClassDojo on evening of 17/09/2026 so all families should now be aware.

Easy Fundraising will be promoted at Parents Evenings on 06 & 08/10/2026.

4. Planning (current events held in the Autumn term).

- Parent's Evening Krispy Kreme Donut Sales – Dates 6th & 8th October 2026. Action - FW to contact Miss Barrows & Mrs Bond to source volunteers to help with sales on the evenings.

- Disco - 17th November – (Andrea to lead – new committee to shadow). Organisers need to be aware of Benedict's Law which introduces mandatory statutory allergy safety requirements for schools in England starting September 1, 2026. Volunteers at disco now need to ensure they have full understanding of potential snack allergens (suggestion to have separate queue for children with allergy wristbands). **Action – FW to send link for allergy training to committee.**

- Christmas Decorating Competition – details & dates tbc by NH.

- Christmas Fayre – Friday 4th December. Action – FW to agree and send out donation days

- Carols and Mince Pies on the Playground – 17/12/2026

5. Future Planning (events after Christmas).

Quiz –5th February 2027 (Kate to lead – new committee to shadow). Mrs Game has offered to be quizmaster.

Wonka Bars for World Book Day - 4th March 2027

Disco – (date tbc)

Easter activities – (tbc)

Frozen Fridays (weather dependent) as often as possible - volunteers dependent

Sports Day - PTA sell refreshments (21st or 28th June 2027)

Summer Fayre – 11th July 2027

6. AOB

Mrs Game & Mrs Wooldridge advised that the school need to replace 15 laptops and whilst they are not looking for PTA to pay for this; they would appreciate any support it could provide.

Izi Taylor advised that she would start looking at sponsorship opportunities & opportunities to promote this cause to parents.

Jacqui raised that as year 6 had started their forest school sessions she had not seen the email from school asking for donations – Mrs Wooldridge advised that the emails would be going out year groups as and when they start their sessions. Jacqui also said she would be happy to promote/take Forest School Donations at parents evening next month.

7. Housekeeping

- **DBS** – if you need a DBS, please speak to Mrs Wooldridge (all volunteers don't need one but if you would like one, they are **free**, you will need 3 forms of ID and 10 mins to complete online form), if you already have one with Dudley Borough, please bring to school office so they can make a copy.

- **First Aid** – Zara Elliott, Andrea Hopkins and Kate Moore. Volunteers with a valid first aid certificate, please bring so Mrs Wooldridge/the office can make a copy.

- **Date of next PTA Meeting:** Wednesday 11th November @ 7.00pm