The Friends of Minterne

Enriching and enhancing our children's time at Minterne

AGM Meeting Minutes – 28th September 2026

Committee members attending: Jessica Shonk, Nadine Jones, Tracey Phillips and Hannah Tang.

Other FOM members: Joanna Newman, Emma Maggs, Nicole Jacobs, Emma Austen and Laura Mulligan.

Topic	Notes	Actions
1) Welcome and introductions	➢ JS welcome everyone and thank you for attending ➢ JS introduced herself and passed a sign in sheet around, NJ confirmed everyone happy to have their names added to the meeting minutes, which will be published on the school website and PTA Events website. ➢ Meeting to follow format recommended by ParentKind (Governing Body for PTFAs).	
2) Apologies for absence	➢ Kirsty Warner and Catherine Hurst	
3) Minutes of the Annual General Meeting held on 24th July 2025	➢ Previously approved by the committee.	
4) Matters arising from the 2025 AGM Minutes	➢ 2024/25 Accounts were audited by Michelle Carr and submitted to the Charity Commission by TP before the June 2026 deadline. ➢ Joanna Newman resigned from the FOM before the end of the academic year as an ordinary committee member. ➢ Charity Commission was updated to reflect any changes.	
5) Chair's Report for 2025/2026	**Overview of the Year** • A fabulous year for our Friends of Minterne (FOM) team, having achieved a great deal for the children to enjoy. • Sincere thanks go out to the incredible support of our families, staff, volunteers and the wider community. Together, we have raised a substantial amount of money for the school and children. • Funding future resources: These funds will be directly used to provide the children with lots of new items and resources throughout the 2026/2027 academic year. Registered charity: Friends of Minterne operates as a Registered Charity. • Automatic membership: All parents, carers and school staff automatically become members of the FOM. • The FOM has continued to fund vital enrichment activities, including school trips, swimming sessions, and other activities that	➢ Create a poster ready for the Happy Circus event to be advertised to the general public. ➢ Confirm prices for Arlo merchandise and set up the pre-orders on PTA Events. ➢ Reach out to parents to see if anyone may know how we can purchase a new shed.

	support the children in their lessons and overall school life. • Without your continued backing, these opportunities would not be possible. Thank you for your support. • NJ explained that the ice cream van would not be returning for the end of the academic year. Quite a few parents were upset to hear this as the children thoroughly enjoyed this end of year treat. It was noted that it was not an issue for when the children attended the Oaks. • It was also noted that no staff were present for the AGM. JS explained that Miss Warner and Mrs Hurst were attending a trust meeting but parents were disappointed as it would give the school opportunity to give some feedback during the AGM and further committee meetings. Looking ahead to 2026/2027 • Upcoming events: We are excited to plan a full calendar, including our 3 traditional school discos, a children's bingo night, the Happy Circus visit, a potential Colour Run and new Minterne merchandise featuring Arlo, alongside many more exciting things. • JN asked how would the Arlo merchandise work, NJ explained that they would be run by pre-orders to ensure the FOM don't overbuy items. • It was asked how much the Happy Circus visit was going to cost. NJ confirmed it was £4074 including VAT. ➢ We continue to use guidance from ParentKind for the operation of the FOM. ➢ The role of the FOM and the constitution that is adheres to was discussed. ➢ ParentKind membership provides support services and Zurich insurance cover. ➢ All payments made to the trust are sent via Bacs. ➢ Highlights – Financial summary has been shared with school in advance of the meeting – biggest fundraiser was the Summer Disco with £1769.51 in profit. The discos remain as the biggest profit fundraiser overall. ➢ Noted we that didn't hold a big sponsored event this year due to the Zactiv school visit but the foam fingers raised £190.52 to support this event.	

	➢ Thank you to everyone who has contributed to make this year happen, including the staff for giving up their time. ➢ Feedback – little feedback throughout the whole year, but any feedback is useful and helps us as a committee. ➢ This coming year – events have already been planned and organised to get the fundraising started this year. 2 school trips are already planned and taking place soon as well as Happy Circus visiting on 22nd October. ➢ Asked if anyone had any questions before continuing. ➢ HT mentioned whether we would benefit from asking parents for help regarding a new FOM shed to allow us to store stock securely as our current shed is severely damaged. ➢ Discussions were held regarding the Young Voices coach contribution and that it doesn't meet the constitution the FOM have agreed to adhere to as it does not benefit all of the children at the school. We would like to discuss this at a future committee meeting to potentially stop this contribution and for the school to look at alternative ways to source the funding for this instead of the FOM.	
6) Treasurer's Report for the year ending 31/08/2025	➢ A fundraising update was shared with the school community in July 2026, allowing to see how much the different activities have added to the charity. ➢ TP Confirmed financials: ➢ Total income without expenses - £17,276.35 ➢ Bank balance - 1st September 2025 - £18,537.81 ➢ Bank balance - 31st August 2026 - £18,398.52 ➢ After costs we have reinvested £8,809.83 back into the school at the year end with late claims of £3,378.05 which is a total of £12,187.88. Different donations made to the school/purchases made for the benefit Bank balance today – £18,749.36 starting the new year with a similar amount to last year. ➢ Event cost were kept to a minimum, sourcing products at the best price possible. ➢ Committee are keen to ensure that any funds raised were re-invested into the school as quickly as possible, to ensure that current cohort benefit from the funds raised. ➢ HT asked if we could pay Deann an upfront payment for the leavers hoodies this year to avoid anyone missing out on using the discount code	➢ NJ to speak to Deann regarding leavers hoodies to try and find a better system to ensure all of the Year 6 students receive the £10 contribution from the FOM instead of using a discount code.

	which allowed for £10 off on their order. This £10 was a contribution made by the FOM per child. JN suggested there may be another way for Deann to take orders through her website. ➢ TP noted we have agreed to make a £3000 contribution towards swimming lessons for this academic year however we will need to monitor the funds for this moving forward.	
7) Appointment of an Independent Examiner of Accounts	➢ TP stated that as we were below the threshold, we did not need to do this. However, as a precautionary measure TP will reach out to Michelle Carr again as she has audited for us in previous years.	➢ TP to contact Michelle Carr to discuss auditing the books again.
8) Election of Officers and Trustees of the Committee	➢ Current committee stood down ➢ Nomination for Chair – Jessica Shonk. **All in favour** ➢ Nomination for Secretary –– Nadine Jones **All in favour** ➢ Nomination for Treasurer –– Tracey Phillips **All in favour** ➢ Nomination for buyer – Hannah Tang **All in favour** ➢ Nominations for Ordinary Committee members – None ➢ JS thanked the previous committee for their support. ➢ JS mentioned that any additional committee members can be voted in during the course of the year if necessary. ➢ Confirmed that everyone is welcome to attend the FOM meetings, the committee members are responsible for ensuring that the constitution is upheld, but support from all members is essential.	
AOB:	➢ Following on from the Oaks PTFA AGM on Friday, we would like to consider the introduction of Class Reps for WhatsApp groups to be able share what the FOM have planned and to spread the word around more. ➢ Again, following the Oaks PTFA AGM – Look into the possibility of match funding. ➢ EM suggested in regards to the class provision funds, to agree with the school that the funds have been allocated by the end of Term 5 to ensure the current cohort benefit from this fully. ➢ We had positive feedback regarding the Photo Booth addition to the school discos and from parents from the last year 6 school leavers party in which the FOM made a contribution towards the children having pizzas delivered. All looking	➢ Look into match funding. ➢ Purchase kindles ahead of this academic year for end of terms. ➢ Create class rep WhatsApp group – find a parent from every class to join. ➢ Current classes covered for class reps: Holmes, Beckham, Shakespeare, Glennie,

	forward to seeing what this year's leavers party brings with continued contributions from the FOM.	Adele, Lennon, Mirren, Watson and McKellen.

Meeting minutes approved as correct by all attending committee members on 30th September 2026

The next meeting will be:
12th October 2026 at 2pm in the small hall
Please come along, have a chat, give us your ideas… Everybody is welcome.