

**Welcome**



# **Cheapside Primary PTA**

**Annual General Meeting (AGM)**

**24<sup>th</sup> September 2025**



# Agenda

Chairman's Report  
Treasurer's Report  
Committee Elections

# Constitution Recap



The management of the Association shall be vested in a Committee consisting of the following:

- Chair and Vice Chair
- Treasurer and Vice Treasurer
- Secretary and Vice Secretary
- A minimum of 8 and a maximum of 12 other members

The Chair of any Committee meeting in addition to a deliberative vote shall have a casting vote if the necessity arises.

**A quorum at the Annual General Meeting shall be 15** (altered in 1991).

If a quorum is not present within 30 minutes of the time stated for the commencement of the Meeting, the Meeting shall be adjourned for 14 days and further Notice of the adjourned Annual General Meeting given.

# How the PTA is run



- **Vision is to:**

- Have fun
- Make a difference
- Raise Money
- Be inclusive
- Meet new people
- Create a sense of community

- **Aims are:**

- To have 2 or 3 members from each year group in committee
- To have as many parents and carers get involved as possible
- Divide up the work into manageable chunks

# PTA Membership



- **As a parent or carer, you are automatically a member of the PTA:**
  - Attendance / micro-volunteers at events (requests via Class whatsapp groups)
  - Read the newsletter / messages to be aware of what is happening
  - Donate whatever you can, be that, time, ideas, or simply £ cash
- **PTA Committee members:**
  - Will take on a role or will support the Chair in running events throughout the year
  - have voting rights – decisions on where £ raised goes – meeting attendance expected

# PTA Membership



- **There are 6 key roles to be filled:**
  - 1 x Chair or 2 x Co-Chairs - Provide leadership, set agenda and manage meetings, liaise with school on PTA matters, oversight of all PTA activities and support as required, develop annual plan, ensure roles are filled, maintain email / G Drive.
  - Vice Chair (if no Co-Chair) – Support Chair as required.
  - Treasurer and Vice Treasurer - Book keeping, manage bank account, cash handling, pay expenses, report status of events.
  - Secretary and Vice Secretary - Record Minutes of meetings, Coordinate input to newsletters, Thank you letters, support Chair in publicity (Facebook page etc.)

# Another Action Packed Year



**Cheapside Christmas Post Box**

- Drop cards for pupils & staff in the box.
- Write the recipient's name & year group on the envelope.
- Our elves will deliver them!

KICK OFF THE FESTIVE SEASON...

**Christmas wreath making evening!**

WITH EXPERTS FROM THE GOVANT GARDEN ACADEMY OF FLOWERS

28 NOVEMBER

7:00 - 9:30pm at Cheapside CE School  
£35 per person

Ticket price includes mulled wine and mince pies. Materials will be provided but please bring your own secateurs and any special items you would like to include.

LIMITED SPACES AVAILABLE  
TICKETS ON SALE NOW ON CLASSLIST

**LEGOLAND WINDSOR RESORT**

Friday 28th March  
**School Disco**

KS1 17:30 - 18:30 | KS2 18:45 - 20:00

Tickets are £5 & include a free go on the tombola.

You can also buy either £3 or £5 of tokens to spend on the night.

All tickets and tokens must be purchased in advance on the classlist app.

No cash on the night.  
Ticket sales close Mon 24th March.



Autumn Term

Spring Term

Summer Term

Friday 18th October 2024  
**SCHOOL DISCO**

KS1 17:30 - 18:30 | KS2 18:45 - 20:00

Tickets are £5 & include a sweet treat. You can also buy either £3 or £5 worth of tokens to spend on the night.

All tickets and tokens must be purchased in advance on the classlist app.  
No cash on the night.

Ticket sales close Mon 14th Oct.

**CHRISTMAS COLOUR HAMPER RAFFLE**

Tickets available on Scopay  
£1 each

Prize draw will be held on 17th December

**GLOW ZUMBA**

#party #dance

February 7th  
Friday - 8-9pm

#UV

**UV Dance Class @ School**

Glow sticks provided  
Wear fluorescent to glow  
£10 a ticket - adults only

Buy tickets on Classlist by 3rd February

Join Us for the  
**CHEAPSIDE SCHOOL FAMILY FUN DAY**

MAY 17TH, 2025 | 14:30-17:00

Watersplash Lane, Ascot, SL5 7QJ

Get ready for an afternoon full of fun, friends, and fantastic activities at our School Family Fun Day! We've got something for everyone including:

- BBQ, snacks and ice lollies
- Cold drinks including wine and beer
- Soak the Teacher
- Zumba, Football skills and Get Active
- The Human Fruit machine is back!
- Watch the FA Cup Final LIVE!
- Inflatables, carnival games and more....

Bring your family and friends along for a memorable day out. All proceeds will go towards supporting school programs and initiatives.

We can't wait to see you there!

**WRENS CLASS**  
*Ice Lolly Stand*

FRIDAY 4<sup>TH</sup> AND FRIDAY 11<sup>TH</sup> JULY  
AFTER SCHOOL

£1 PER LOLLY!

**CHEAPSIDE ADVENTURE TRAIL APPEAL**

WOULD YOU LIKE TO HELP WITH THE ADVENTURE TRAIL REFURBISHMENT PROJECT?

FROM JUST £10 YOU CAN CONTRIBUTE TOWARDS THE NEXT PHASE OF THE PROJECT.

A DISPLAY SIGN WILL BE PUT UP IN THE PLAYGROUND TO STATE WHO HAS CONTRIBUTED TOWARDS THE ADVENTURE TRAIL.

IMAGINE YOUR CHILD'S NAME / YOUR NAME / COMPANY NAME UP IN THE PLAYGROUND FOREVER MORE!

TO TAKE PART IN THE ADVENTURE TRAIL APPEAL PLEASE LOG ON TO SCOPAY AND SELECT A DONATION AMOUNT OR VISIT US AT THE SUMMER FAIR.

THANK YOU FOR YOUR ONGOING SUPPORT.

**Fundraised from events...**

**Profit £15,088**

Total fundraising from events,  
donations and employee matching of

**£17,841!**



# 2025/26 plans...



Autumn Term	Spring Term	Summer Term
September	January Class Sale	May Summer Fair
October 15th - 17th Scholastic Book Fair Autumn Disco Class Sale	February Class Sale	June Tea Tent
November Class Sale	March Class Sale Easter Disco	July TBC Sports day / Performance refreshments
December Christmas Refreshments	April Class Sale	August Summer Holidays ☺

Class Sales

Year Group Events

PTA General

Separate Working groups

# Treasurer's Report



Cheapside Primary School PTA PTA Accounts 15 Sep 2024 to 14 Sep 2025		
Cash balance carried forward represented by:		
Coop Bank balance 15th Sep 2024	£	21,378.31
Sum up Bank balance 15th Sep 2024	£	-
Outstanding payments	£	-
Petty cash float (carried forward)	£	572.00
<b>Adjusted balance carried forward to 2023/2024</b>	<b>£</b>	<b>21,950.31</b>
<b>Income during period</b>		
Income from fund-raising events	£	15,087.58
Donations	£	995.00
Non-event fundraising	£	141.77
Other Income (match funding)	£	1,617.00
	£	17,841.35
<b>Expenditure during period</b>		
PTA Insurance	£	162.00
	£	162.00
<b>Total profit as at 15th September 2025</b>	<b>£</b>	<b>17,679.35</b>
<b>Payment to school during period</b>		
Christmas Lunch contribution	£	150.00
Christmas Trees (gift for all children)	£	234.47
Kapow	£	1,070.00
Ice-cream Van	£	461.25
Class sales	£	1,743.89
Sports day Lollies	£	32.75
	£	3,692.36
<b>Movement this period</b>	<b>£</b>	<b>13,986.99</b>
<b>Total balance as at 14th September 2025</b>	<b>£</b>	<b>35,937.30</b>
Cash balance carried forward represented by:		
Coop Bank balance 15th Sep 2025	£	35,365.30
Petty cash float (carried forward)	£	572.00
<b>Adjusted balance carried forward to 2025/26</b>	<b>£</b>	<b>35,937.30</b>
Proposed commitments to the school:		
Annual Commitments 2025/26	£	11,410.00
Playground equipment	£	16,540.00
<b>Remaining buffer</b>	<b>£</b>	<b>7,987.30</b>

Cheapside PTA income - 14th September 2025		
Class goods sales	£	1,743.89
Disco's	£	1,355.34
Uniform Sales	£	194.27
Challenge 2024	£	167.44
Wreath Making Evening	£	816.20
Christmas cards	£	122.89
Carol service & Nativities	£	5.21
Christmas Raffle	£	603.00
Zumba	£	86.50
Legoland	£	167.98
Summer Fair	£	2,182.98
Cheapside Tea Tent	£	7,462.22
Sports day	£	179.66
<b>Total</b>	<b>£</b>	<b>15,087.58</b>



# Committee Elections

Whole committee has to stand down and then be re-elected, if they wish to be

**Min. 14 Committee members – so 8 after key named roles**

# PTA Membership



## Committee Members standing

Name	Role
???	<b>Co-Chair</b>
???	<b>Co-Chair</b>
???	<b>Treasurer</b>
Mitch De Klerk	<b>Vice Treasurer</b>
???	<b>Secretary</b>
???	<b>Vice Secretary</b>
Jude Blackburn	Event Lead (Yr 2 Class Rep)
Natasha Stock	Event Lead (Yr 3 Class Rep)
Lauren De Klerk	Event Lead (Yr 4 Class Rep)
Fearne Meehan	Event Lead (Yr 4 Class Rep)
Sarah Furness	Event Lead (Yr 5 Class Rep)
Alaine Standing	Event Lead (Yr 6 Class Rep)
Hannah Lainton	Summer Fair Lead
Laura Richards	Event Support
Sarah Windsor	Event Support
Helen Burchell	Event Support

## Other Event Leads

Name	Event
Amelia Robinson	Tea Tent Lead
Rebecca	Event Lead (Yr R Class Rep)
Thamara & Kate	Event Lead (Yr 1 Class Rep)
Anna Ten	Event Lead (Yr 2 Class Rep)
Claire Brock	Event Lead (Yr 3 Class rep & Pre-loved uniform)

**Anyone else?**

**Join one of the 3 working groups?**