

# *Park Hall Infant and Junior Academies PTA*

## Minutes of AGM

### Held Monday 13<sup>th</sup> October 2025, 9am

#### 1. Apologies and Welcome

Apologies received from Tharan Biring and Lara Khan. The meeting met quorum.

Nisha Tutt (NT) welcomed those present - members of the committee, parents, and teacher representatives (Mrs Amos, Miss Ragdale, Mrs Freeman and MR Potter). NT offered a summary of the shutting down of the last PTA after the Covid pandemic, and the proposal for a new organisation to be established.

#### 2. Name of the PTA

NT explained that we need a unique name to register the PTA as an unincorporated charitable association.

Suggestions were welcomed from those present. *Action: NT to collect suggestions and create poll in WhatsApp group.*

#### UPDATE POST MEETING:

As we have a small charity constitution with proposed funds of under £5,000 we do not need to register as a charity but will register with HMRC for tax relief.

The action of WhatsApp poll has now been completed.

#### 3. Election of Chair, Treasurer and Secretary

The following roles were presented to the meeting for selection and were duly unanimously elected.

<i>Role</i>	<i>Name</i>	<i>Proposer</i>	<i>Seconder</i>
Chair	Nisha Tutt	Kiran Samra	Beena Patel
Co-Chair	Tharan Biring	Jennifer Mayo	Lara Khan
Treasurer	Lara Khan	Nisha Tutt	Jennifer Mayo
Secretary	Jennifer Mayo	Tharan Biring	Nisha Tutt

#### 4. Constitution

The constitution was presented to the meeting and was unanimously received and accepted.

## 5. Plans for the future

### a. Survey

NT outlined a proposal for a survey to be sent to parents asking for their input into the role and function of the PTA, as well as event planning and volunteer opportunities. Survey questions were drafted. **Action:** *NT to collate survey questions, send draft to committee and send final draft to Mrs Amos to create survey form.*

### b. Logo Design

NT proposed a logo competition for the PTA for Park Hall children to design. **Action:** *Once PTA name has been selected committee members to draft competition wording for newsletter/google classroom.*

### c. Events

NT facilitated a lively and enthusiastic conversation about ideas for events and fundraising (minuted under Section 6: AOB). It was noted that the dual purpose of the PTA is fundraising and community building and as such events needed to be meaningful, inclusive and welcoming: fostering a sense of community identity and cohesion. It was also noted that it was important to take small manageable steps to begin with, as the PTA was being established. It was decided that, once the survey answers had been collated, a draft event plan for 2026 would be presented to the next meeting. **Action:** *Committee members to draft event plan for January meeting.*

### d. Ideas Welcome

NT welcomed ideas from parents and teachers.

### e. PTA WhatsApp group

NT shared the QR code for parents to join the volunteer PTA WhatsApp group.

## 6. AOB

a. Ideas for this calendar year were floated, but it was deemed too soon to organise an event before the school breaks up for Christmas holidays.

b. The question about fundraising for a specific target or general funds was asked, and it was noted that it would be helpful to have a specific target.

**Action:** *Committee to liaise with/survey teaching staff to discern what might be a helpful fundraising target/focus.*

c. Suggested events included: a Christmas fair; a summer fair; selling refreshments at sports day; silent disco; non-uniform days; parent-only social events (such as wine tasting).

d. Other fundraising suggestions included: a school lottery; a cash-back sight for online shopping.

e. Other suggestions included: parent support networks and events (i.e. for those whose first language is not English; for infant-school parents to be connected with junior school parents); teaching staff support/celebration events.

f. Transparency of communication was discussed. As part of this discussion a permanent role of communications officer/tech admin was discussed, and it was decided will be discussed again at future meetings. It was also decided that a PTA specific newsletter would be created once every half term to inform parents about the PTA activity, ask for volunteers for events, and invite feedback. It was also noted that once the PTA was established the school website will be updated with the relevant information. Currently questions about the PTA are directed to school, discussion around whether the PTA needed its own website/email address was postponed for future meetings.

**Action:** *Mrs Ragdale to update school website once PTA established. Committee to produce first draft newsletter for next meeting.*

- g. It was suggested that children's representatives to the PTA should be considered, so the children's opinions could be heard. *Action: Committee to liaise with staff once logo competition completed.*
- h. A description of the committee roles was requested and is included in the appendix to the minutes.
- i. Other questions regarding parking around the school site and school budget were raised, and parents were instructed to talk with Parent Governors on matters of school governance, policy and operations. It was made clear that this was not anything to do with the PTA.

Details of Infant Parent Governors can be found here: <https://www.parkhall-inf.walsall.sch.uk/governance-1/>

Details of Junior Parent Governors can be found here:  
<https://www.parkhalljuniorac.co.uk/page/?title=Governance&pid=26>

7. Date of next meeting

**Tuesday 27<sup>th</sup> January 2026, 9am, (in school and online)**

# **Appendix**

## **Description of PTA Committee Roles**

### **PTA chair**

Main purpose of the role

To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

The chair's responsibilities

- Chairs and facilitates meetings in a manner that encourages everyone to contribute
- Sets the date and agenda for meetings and keeps the discussion on track
- Delegates tasks to committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PTA bank account
- Ensures the PTA is registered with regulatory bodies eg, the Charity Commission, and submits reports where necessary.

At the AGM

- Writes the annual report

Suits people who are...

- Strong leaders
- Diplomatic and fair
- Enthusiastic
- Good delegators

### **PTA treasurer**

Main purpose of the role

The treasurer controls the PTA funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the PTA's financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events
- Ensures money is kept safely before and during events

- Banks the takings from events and fundraisers
- Makes Gift Aid claims
- Implements procedures for making payments and claiming expenses
- Completes the Charity Commission annual return (if registered)
- Gets accounts audited where necessary

#### At the AGM

- Prepares the financial report

#### Suits people who are...

- Confident at handling money and budgets
- Good with numbers
- Methodical

## PTA secretary

### Main purpose of the role

The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

### The secretary's responsibilities

- Assists the chair with planning meetings
- Communicates with the school and committee members, including circulating the agenda before PTA meetings
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community
- Prepares the publicity for events, including flyers, posters and tickets
- Ensures meetings have enough attendees to form a quorum
- Keeps records
- Shares information

#### At the AGM

- Helps the chair prepare for the meeting and takes minutes on the day

#### Suits people who are...

- Great communicators
- Accurate writers
- Helpful and motivated