



Dormansland Primary School PTA AGM

16th September 2026 – 7pm

Item No	Agenda Item	Raised by
1	Attendance & Apologies	Claire Latimer
2	Welcome	Sam Trim and Sarah Davis
3	Review Action from 2025 AGM	Sam Trim and Sarah Davis
4	2025-2026 Finances	Gemma Gray
5	Fundraising events for 2026-27	Sarah & Sam
6	Wish List	Heads
7	PTA Committee Roles	Sarah, Sam and Heads
8	AOB	Sam Trim and Sarah Davis

Item 1

In attendance: Faye Davies, Mark Cook, Claire Latimer (minutes), Gemma Gray, Sarah Davis, Sam Trim, Roxanne Thomas, Kate Fletcher, Sarah Joomun, Laura Doncheck, Keith Coleman, Chrissy Winter, Joy O'Neill, Emily Slevin, Katie Gunstone

Apologies – Jess Lea, Susie Brooks, Michelle Boyd

Joined on Zoom: Sophie Wyatt

Item 2

Chairperson's welcome

The Chair welcomed new parents to the meeting and reflected on what had been a fantastic year for the PTA, especially in terms of fundraising.

A huge thank you was given to everyone who had helped, volunteered and given their time over the past year. It was recognised that the PTA is often asking for support, but that every contribution, big or small, makes a real difference. ST spoke about the strong sense of community within the school and village, and how important that community spirit is to the success of the school.

It was also acknowledged that finding enough volunteers can sometimes be a challenge, so parents were encouraged to get involved where they can – many hands really do make light work.

The Heads also gave a special thank you to the co-Chairs and Treasurer, recognising that last year would not have been such a success without all their hard work and support.

SD shared some of the PTA's plans for the year ahead, including introducing Gift Aid and exploring match funding opportunities to help make fundraising go even further.

Last year, the PTA was able to fund a new chair for every child in the school. This year, there is a real focus on creating more fun experiences for the children, including plans for a pantomime.

Thanks were also given to the Headteachers for their continued support and for attending PTA events throughout the year.



A special thank you was given to GG, who is standing down. She has been such an integral part of the team.

Item 3

Review Action from 2025 AGM

Previous Action from 2025	Status
It was noted that the Tandridge Lottery and 100 Club can raise a lot of money with very little effort. All agreed this needs to be promoted again now there are new parents in the school community.	Complete ACTION – to promote again
The Heads explained the reasoning behind ‘Sponsor a Chair’. It has already raised a huge amount of money, £540 so far, however, the cost to replace chairs for a whole class (30 chairs) is £700. Hazelwood School kindly donated their classroom chairs however, there are still 3 classes that urgently need the chairs replacing. There was a suggestion to have a social media reel to show old chairs compared to new chairs.	Complete
New parents asked about Halloween events and informed that it is not usually celebrated. Suggestion to have a decorate a pumpkin or draw a pumpkin competition. SG and KG volunteered to organise this.	Complete All agreed pumpkin carving competition last year was a success. To be repeated this year. ACTION KG
Suggestion from those in attendance to have a fundraising ‘thermometer’ – ACTION to reinstate and refresh.	Thermometer has been purchased.
Update Amazon Wish List and add a link on social media.	Complete but repeat. ACTION
Many companies offer volunteering days and a suggestion for employees to use these days to help in the School e.g. painting. PTA to ask for anyone working for companies such as these to come forward.	ACTION
Dormansland Village Park is being refreshed - ACTION for secretary to find out where the old equipment is going, could it be repurposed?	Complete Train donated has been a huge hit for the children.
Someone enquired as to whether there was a local Men’s Shed who would be potentially willing to make benches/picnic tables. ACTION for SD to find out if there is one locally. After the meeting, SD confirmed there is one in Forest Row, and one in Oxted.	Complete ACTION MC – take photo of bench
It was noted that it would have been useful to send out details of those stepping down and roles needing to be filled in advance. To include role descriptions. ACTION for PTA to send this out in September 2026 ahead of next AGM.	Complete
Arrange PTA role handovers	Complete but repeat. ACTION

Item 4

Financials - School Year 2025-26



The Treasurer distributed profit and loss spreadsheet in the meeting and explained the PTA's current financial position.

This year the PTA raised nearly £20,000 and after spending made a profit of £11,000.

Overview of Funds Raised	
Christmas Fair	£1640
Summer Fair	£1100
Summer raffle	£1253
Cake Sales	£764
Quiz Night	£1000
Easter Raffle	£800
Pancake Flip	£812
Tea Towels	£763
Waitrose green token	£500
Anonymous	£400
Break the Rules day	£400
2 nd hand uniform	£138
Business Directory	£100

A question was raised about the current "Bags to School" clothing collection bin. It was noted that the existing clothing bank generates very little income for the PTA.

ACTION - ES agreed to look into alternative clothing collection schemes that may offer a better return for the school.

A question was raised with SD about whether the business directory could be displayed on a school notice board. It was suggested that the PTA ask within the school community whether any parents or local contacts with carpentry skills might be able to help make a suitable notice board. **ACTION**

Overview of Grants Received	
Dormansland Parish	£1000 (forest school)
Dormansland carnival	£200

The PTA funded a number of items and activities for the school over the past year, including subscriptions to Bug Club and Times Tables Rock Stars (TTRS), a £3,000 contribution towards Forest School and school trips, 10 Chromebooks, and a new screen for the aquarium.

The PTA also helped cover the funding gap for the new chairs for the children.

ACTION RT to research possible grants which could go towards coach trips.

Item 5

Fundraising/events 2026/27



Month	Event	Notes
September	Bake Sale	For children
October	Bake Sale Pumpkin Carving Competition	For children
November	School Disco Wreath Making	For children For adults
December	Nativity Christmas Fair	For families
January	Bake Sale	For children
February	Bake Sale Pancake flip	For children
March	Bake Sale Easter Raffle	For children
April	Bake Sale Break the Rules day	For children
May	Bake Sale Maypole Quiz night	For children For families For adults
June	Bake Sale Summer Fair	For children
July	Year 5/6 Show	For families

Feedback from the school survey highlighted that parents would like to see more events throughout the year. The Chairs encouraged members of the school community to email in any ideas or suggestions for future events. They confirmed that the PTA is very happy to explore new ideas but stressed that events can only go ahead if there are enough volunteers to help organise and run them.

KG gave an update on the proposed parent football event, explaining that it did not go ahead as the timing within the school term was not ideal, particularly as the new Reception children had only just started school. Following on from this there was a suggestion to arrange a penalty shoot-out type football event. JO and KG to discuss. ACTION

KG suggested looking into the possibility of holding a Colour Run. It was agreed that the idea would be brought back to the next PTA meeting after some further research, including looking at how similar events have been run by St Piers and Lingfield Primary School. ACTION

Item 6 Wish List

Each year, the Headteachers put together a wish list of items, resources and projects they would like the PTA to consider funding to support the school and enhance the children's experience.



Staff are also in the process of updating their Amazon Wish Lists.

It was agreed that the PTA would continue to fund Forest School and key school subscriptions.

The Headteachers then discussed a number of larger projects and priorities for the year ahead. These included replacing the school hall floor, improving the toilets, and developing the junior trim trail/playground equipment. A quote of approximately £7,000 has been received for the hall floor and a grant application has been submitted. It was agreed that, if funding allows, the hall floor should take priority over the toilets, as it is at greater risk of deteriorating further.

It was agreed that three quotes should be obtained for the toilet improvement work. ACTION

The possibility of making the Quiz Night specifically a fundraiser for the toilets was discussed and all agreed it would be something the local community would be willing to support.

The Headteachers will also obtain quotes for the proposed trim trail, which is expected to cost in the region of £5,000–£10,000. Other suggested playground items include a storytelling chair with surrounding benches, a low log climbing area, pull-up bars.

A pantomime was also discussed as something specifically for the children. The quote received was approximately £650, and those present agreed that the PTA should go ahead with this.

It was suggested that each class could also be allocated £100 to spend on something chosen for their classroom. Class representatives would gather ideas from parents, the teacher would select their preferred options, and parents could then vote on the final choice.

The need for additional KS2 books was discussed, with an estimated cost of around £2,000. RT will explore possible grant funding for this with support from the Headteachers. ACTION

The school would also like to work towards having an iPad or tablet for each class, at an estimated cost of around £200–£300 each.

It was agreed that quotes should be obtained for the larger projects so that the Headteachers and PTA can put the wish list into a clear order of priority.

Item 7

Committee Roles

GG confirmed that she will be standing down as Treasurer. At the time of the meeting, no replacement had yet come forward. It was explained that the PTA needs to have a Treasurer in place in order to continue operating under its current structure.

Those present discussed what the role involves in practice. SD had circulated a role description ahead of the meeting, and it was explained that the main responsibilities include organising floats for events, counting cash, keeping the accounts up to date and dealing with the busier periods around the Christmas and Summer Fairs. The formal accounting element of the role is relatively limited.

Gemma confirmed that she would be happy to support the new Treasurer, including providing a handover and allowing them to shadow her while they settle into the role.

Offer of joint Treasurer. Kim Cunningham and Chrissy Winter. Thank you from the Chairs.



Jac Parsons has requested to be removed from everything. Chairs will be named as signatory. ACTION Resignation and re-election of new Committee members.

Role	New Volunteer
Chair	Sam Trim & Sarah Davis
Secretary	Sarah Davis
Grants	Roxanne Thomas
Newsletter/Social Media	Kate Fletcher
AGM minutes	Claire Latimer
Treasurer	Kim Cunningham and Chrissy Winter
Adult's Events	Michelle Boyd, Suzie Brooks
Cake Sales	Emily Slevin
Children entertainment Lead *new role*	Katie Gunstone
100 club Lead	Emily Slevin
Christmas Fair	Each Year group responsible, Chairs to oversee
Summer Fair	Each Year group responsible, Chairs to oversee
2 nd Hand Uniform	Sophie Wyatt and Joy O'Neil
Village Voice	Kate Fletcher
Gift Aid set up	Gemma Gray

An appeal was made for more volunteers to help identify and apply for suitable grants, as this is an area where additional support would be valuable.

It was suggested that a further appeal could be made at the Harvest Festival, both for someone to support the Secretary role and for volunteers willing to help with grant applications.

ACTION ST to contact Nic Wright at St Piers for advice and suggestions on suitable grants and funding opportunities.

Members of the Dormansland School community were also invited to join the PTA WhatsApp group. Anyone wishing to be added should provide their mobile number to CL

Item 8

AOB

It was noted that the Quiz Night had received fantastic support from the wider local community. Building on this, the group discussed the possibility of holding a community event, such as a children's carol concert with refreshments including mulled wine, or a ticketed Nativity performance.

The Headteachers raised the need to consider safeguarding requirements carefully if events were opened to members of the wider community who are not connected with the school.



The Chairs proposed holding regular PTA meetings, potentially on the first Thursday of every other month, to help maintain momentum, encourage greater involvement and strengthen the sense of community around the PTA.

ES noted that volunteer numbers had improved. It was agreed to continue with the approach discussed previously whereby each class is asked to provide at least two volunteers for an event, with events potentially unable to go ahead if sufficient help is not available.

An appeal was made for donations of new board games for the 'Aquarium' in school. It was suggested that this could also be included in the Village Voice.

ACTION KF to submit the appeal for Board Games to the Village Voice.

A suggestion was made for the PTA to make a £100 donation towards the aquarium. All agreed this would be a great idea to support the children that use this area.

The Chairs will circulate the date of the next PTA meeting. The next AGM will take place in September 2027.

Summary of Actions from this meeting

Action	Responsible
Promote the Tandridge Lottery and 100 Club again to parents, particularly new families.	PTA
Repeat the Pumpkin Carving Competition.	KG
Update the Amazon Wish List and promote/link it on social media.	PTA
Encourage parents whose employers offer volunteering days to come forward to help with projects at the school.	PTA
Take a photo of the bench to update/thank EG Lions	KF
Research alternative clothing collection schemes that may offer a better financial return than the current Bags to School arrangement.	ES
Ask within the school community whether anyone with carpentry skills could help make a notice board for the Business Directory.	PTA
Research possible grants towards coach trips.	RT
Discuss and develop the idea of a penalty shoot-out / football event.	JO & KG
Research holding a Colour Run, including how St Piers and Lingfield Primary have run similar events, and bring findings to the next PTA meeting.	KG
Obtain three quotes for the toilet improvement work.	Headteachers
Obtain quotes for the proposed junior trim trail / playground improvements.	Headteachers
Proceed with arranging the pantomime for the children.	PTA
Explore grant funding for additional KS2 books, with support from the Headteachers.	RT



Obtain quotes for the larger Wish List projects and put them into a clear order of priority.	Headteachers / PTA
Update the PTA's bank/signatory arrangements, removing Jac Parsons and adding the Chairs as signatories.	Chairs / Treasurer
Make a further appeal at the Harvest Festival for support.	Chairs
Contact Nic at St Piers for advice and suggestions on suitable grants and funding opportunities.	ST
Continue asking each class to provide at least two volunteers for events, where appropriate, to ensure events have enough support to go ahead.	PTA / Class Reps
Submit an appeal to the Village Voice for donations of new board games for the Aquarium.	KF
Arrange the agreed £100 PTA donation towards the Aquarium.	PTA
Circulate the date of the next PTA meeting and consider establishing the proposed regular meeting schedule.	Chairs