Friends of Chase Bridge PTA
2026 Annual General Meeting Minutes

Meeting details

Chase Bridge Primary School
Friday 2nd October 2026, 9-10am

Attendees

From FOCB:
Tiffany (Co-Chair)
Rachel (Secretary)
Ivana (Design Lead)
Caroline (Grants & Sponsorship)
Jenny (Events Lead)

Other attendees x 4
(members of the school community)

Apologies

Stephen (Treasurer)
Susie (Co-Chair)

Minutes

1. Welcome
    a. Tiffany (Co-Chair) welcomed everyone to the AGM and explained that, as a registered charity, this is an essential event but also a really valuable opportunity to reflect on what we've done in the last year and our plans for the coming year.

2. Feedback and fundraising priorities from the school
    a. Mr Ostro thanked the PTA for the work we do and the dedication our members and volunteers show
    b. He discussed the school's Outstanding Ofsted report last year. When asked about it, he always reflects on the outstanding teams involved in the school, including the families and PTA.
    c. He highlighted some particular events that make a huge difference to the school community, including:

i. the Christmas Fair and the other creative ideas that come from the PTA to raise money - it all adds up and makes a big difference to the school.
ii. The new bike and scooter storage is an important change to help make the start to the school day better for everyone.
iii. The funding of an author to come in on World Book Day is wonderful for the children.
iv. The funding for the new Calm Zone will be wonderful.

3. Chair's Report
    a. The Chair reflected on changes to the committee and thanked outgoing members for their significant contributions - Yvonne, Susie and Lydia.
    b. The Chair expressed her appreciation for the committee's commitment and contribution.
    c. She reviewed the year's activities (slide deck available), including discos, seasonal fairs, adult fundraising events, the Wonderbar sale, the international food hall, Bounceathon, cake sales and pre-loved uniform sales.
        i. Jenny (Events Lead) highlighted that we're always making changes and embracing new ideas, like the photo point for fun photos that don't compromise safeguarding.
        ii. The Chair highlighted how the school has supported us to adapt the Christmas Fair to run indoors and it's been brilliant.
        iii. Mrs Kan mentioned how much the Wonder Bar event sparks imagination and excitement for the kids and ties into World Book Day.
    d. During the school year 2025/26 FOCB raised £31,452.
    e. The committee highlighted the importance of making events welcoming and accessible to families, adapting activities where appropriate, and providing opportunities for volunteers to contribute. The Chair also presented a summary of fundraising income and expenditure, including newer initiatives. The Chair highlighted the partnership with PTA Tickets, which provides discounted sport and theatre tickets to the school community, helping to broaden access to cultural experiences while generating additional fundraising income for FOCB.

4. Treasurer's Report
    a. In Steve's absence, Rachel provided copies of the Treasurer's report and summarised what it shows (please see attached report).
    b. Rachel highlighted the profitability of different events and how we balance fundraising with fun events for the school community and support for families.
    c. She also clarified a few points readers might notice:
        i. Even seemingly cost-less activities like uniform or cake sales have a few expenses, like credit card fees
        ii. FOCB has spent a proportion of last year's fundraising already as detailed in the report. More has been assigned to other projects (such as refurbishing the school's Calm Zone and new storage for the PTA and the school) also detailed in the report. However, as those costs have not been paid out yet, this amount remains in our bank account temporarily until those invoices come in. If comparing the Treasurer's

report to the graphics showing our activities last year, this explains the different total expenditure.

d. No queries or concerns were raised with the finances or the report.

5. Election of the 2026/27 Committee
    a. Rachel explained the reason we run an election for trustee roles.
    b. Tiffany called for a vote on each of the following roles and Rachel seconded the nominations:
        i. Chair - Tiffany Patel was elected
        ii. Treasurer - Steve Furze was elected
        iii. Secretary - Rachel Furze was elected
        iv. No other applicants were named or volunteered
        v. Other volunteer roles within the PTA were briefly explained but are not subject to vote as they are not Trustees. Tiffany reminded everyone that the PTA is always looking for more members and roles can be created and flexed to make the most of people's skills and interests.

6. Any other business
    a. Tiffany explained an issue raised by a parent by email, asking if the PTA can fund air conditioning for the school, and explained the following:
        i. The PTA and the school have a really good relationship. The school is aware of the temperature issues for the classes and have had discussions with us about this.
        ii. The PTA have expressed their desire to support the school to explore different options to keep the school spaces cool. They are considering many options, from air conditioning to fans, solar filters on windows, shades, etc. They are also considering issues like noise, safety and other factors that affect children's wellbeing and learning.
        iii. Air conditioning is an enormous investment for all the classrooms and would involve significant ongoing running costs. While the PTA could contribute to the actual air conditioning units, it would take many years to fund, so the school would need to fund it as well and that is their decision. The Chair also pointed out that we cannot commit future committees to contributing towards the running costs of air conditioning.
        iv. Mrs Kan explained that the school has been learning from the past two summers and are planning how to adapt to this for this year and future years. Installation of air conditioning for a school this size, and the ongoing costs, are hugely expensive and not feasible for the school. They are closely monitoring government decisions about how to address this issue for all schools, as it is unaffordable for almost all schools, as they observed all guidance
        She asks parents to trust that they are planning for this as best they can.
        v. A parent mentioned that there are also sustainability concerns with air conditioning, where there may well be restrictions and penalties for having or using air conditioning.

vi. Mrs Kan and other attendees are aware of schools that have invested in air conditioning but cannot afford to use it.
vii. Parents with concerns are welcome to get in touch with the school to speak to Mrs Kan or Mr Bishop directly about this issue.
viii. There was also a request to bring back PTA rep meetings with school senior leadership a few times a year, to address any other issues.

b. A parent asked about fundraising priorities for this year:
    i. Some people felt the PTA had a solid record of funding valuable initiatives for the school, so were comfortable with the funding priorities already highlighted for investment.
    ii. Mrs Kan explained that the school senior leadership has a process for developing ideas for investing, including requests for the PTA which the Chair then brings to the PTA Committee.
    iii. Usually they would have submitted funding requests to the PTA by now but, with a lot of plans underway behind the scenes at school, this hasn't been finalised yet.
    iv. A lot of the things they need to fund are not appropriate for PTA funding so need to be funded in other ways by the school.
    v. Tiffany and Mrs Kan will continue to liaise about this.
c. Attendees discussed succession planning and getting more people involved in the PTA.
    i. Discussed how we engage reception and early years parents, including reaching out via teachers on Tapestry, asking early years what events or activities they would like to have
    ii. Discussed that we have a rising demographic of full time working parents