Coxheath Primary School
2026/27 PTFA[1] Annual General Meeting (AGM) Minutes

Meeting date: 8 September 2026

Name	Role	Attendance 08-09-2026
Katherine Tunnicliffe (KT)	Chair/ Trustee	P
Nicola Nies (NN)	Vice Chair	P
Laura Jenkinson (LJ)	Treasurer/ Trustee	P
Jade Shepperd (JS)	Grants Coordinator	A
Kate Baldock (KB)	Secretary/ Trustee	P
Giacomo Mazza (GM)	Headteacher	P
Sam Butler (SB)	Trustee	P
Sineade Andrews (SA)	Trustee	P
Sarah Woolley (SW)	Trustee	P
Joe Watts (JW)	Trustee	P
Sally Lang (SL)	School Representative	P
Hayley Hill (HH)	Member	P
Lucy Small (LS)	Member	A
Lizzie Marks (LM)	Member	P
Lydia Burton (LB)	Member	P
Natalie Burgess (NB)	Member	P
Jess Stokes (JS)	Member	P

P Present
A Apologies sent
A Absent

Note: *A majority of the members shall constitute a quorum, but in no case shall a quorum be comprised of less than three members (includes Chair, Treasurer, Grants Coordinator and Secretary).*

Minutes

1. Meeting Attendance

- Apologies were received in advance of the meeting from JS and LS, who were unable to attend due to other commitments.
- KT welcomed three new members to the PTFA; JS, JW and SL, who will join as the school representative.

1 Parent, Teacher, and Friends Association

2. Previous AGM Minutes

- The minutes of the previous AGM were not discussed, as formal minutes were not taken. The PTFA was formally established at that meeting, with the main focus being on assigning roles.

3. Reports Presented

- KT presented the PTFA Chair's Report, including an overview of the PTFA and its objectives, followed by KB presenting the Secretary's Report and LJ presenting the Treasurer's Report.
- All reports highlighted the fantastic achievements of the PTFA during the 2025/26 academic year, as well as its continued focus on supporting the school community.
- LJ noted that the discos, Summer Fayre and Christmas raffle were the most profitable fundraising events during the year.
- The funds raised by the PTFA have provided valuable resources and opportunities for the children.
- GM also expressed his thanks to the PTFA and commended the committee, noting that it was the strongest PTFA he had seen during his time as Head of the School.

4. Re-election of Committee

- KT led the re-election of the PTFA committee. KT and NN were re-elected as Chair and Vice-Chair, LJ as Treasurer and KB as Secretary. KT, SW, LJ, SB and KG were re-elected as Trustees, with **no objections raised.**
- KT advised that two further Trustee positions were available. JW and SA nominated themselves, and the **committee agreed to their election.**

8. Any Other Business (AOB)

- The PTFA requested that GM share the school's fundraising wish list for the new academic year, to improve visibility for parents on how funds are being used. This will be included in the Term 1 PTFA newsletter.
- Upcoming events for the year were discussed, with the picnic scheduled for **Friday 11 September,** weather permitting, and the Christmas Fayre date already agreed. KT agreed to provide a provisional schedule of events for discussion and alignment with the school calendar.
- The next meeting will focus on planning the Christmas Fayre.