ANNUAL GENERAL MEETING

Meeting Minutes

4th November 2026 | Online

Registered charity number	1067109
Meeting	Silchester School PTA Annual General Meeting

Attendance

Present: Helen Blair (Chair), Rachel Dean (Vice Chair), Jo Woods (Treasurer), Karolina Hartwell (Secretary), Edel Abbott, Rachel Moir, Katy O'Byrne, Holly Abbott, Nicola Edwards, Stephanie Harley, Suzanne Taylor, Nikki Lees and Mary .

Apologies: Bill and Emily Clapson, Emma Johnson, and Lara and Dave Holby-Wolinski.

1. Previous minutes and reports

The minutes of the previous AGM were shared and approved. The Chair's and Treasurer's reports were read.

2. Committee elections

Stephanie Harley will have a crossover period with Jo Woods and is expected to take over as Treasurer around January. Everyone present on the call was voted in as a committee member.

Chair – Helen Blair (nominated by Rachel Dean, seconded by Karolina Hartwell)

Vice Chair – Rachel Dean (nominated by Helen Blair, seconded by Karolina Hartwell)

Secretary – Karolina Hartwell (nominated by Helen Blair, seconded by Rachel Dean)

A change to the constitution was proposed. A special AGM in January will review the maximum number of committee members and the majority-vote threshold.

3. Income since the September meeting

- Break the Rules Day - £520
- Muddy Puddle Sale - £3
- Treat Tuesday - £160
- Village Hall celebrations stall - £25
- Uniform sale - £18
- Commission from Stickins labels - £50

4. Upcoming Events and Activities

- **Bags2School:** Taking place on 6 November.
- **Christmas cards:** Approximately £360 was raised in the first sales window. A further sales window will open in November.
- **Non-uniform donations day:** Planned for Fri 20 November. The collection will be managed by Nicola Edwards, Edel Abbott and Karolina Hartwell.
- **Christmas fair:** Volunteers have come forward. Helen Blair will arrange the TENs licence, and Grotto booking slots will go live on 9 November.

- **Wreath-making evening:** Approximately 26 people have booked, with a few spaces remaining. Karolina Hartwell will continue advertising the event.
- **Children's market:** Planned for the afternoon of 2 December in Maple Classroom. Lara is collecting donations; more gifts for dads are needed.
- **Fireworks night at Silchester House:** The PTA will sell glow merchandise. Helen Blair, Rachel Dean, Karolina Hartwell and Jo Woods will staff the stall.
- **Christmas pub quiz:** Edel Abbott will message Ben to confirm the date.
- **Discos:** Planned for 19 March, with Edel Abbott leading.
- **Warm-up Fridays:** Suzanne Taylor suggested selling hot chocolate and cookies and has volunteered to lead on this activity.

5. Spending

Regular future spending was agreed at the September meeting. There are currently no new spending requests from the school while playground work continues.

6. Next meeting

13 January 2027.