

Burbage PTFA AGM

Date: 08 October 2026

Time: 16:00 – 17:00

Location: Burbage Primary School Staffroom

Attendees:

(PTFA Committee): MS, SB, SH, EH, CS, GM

(PTFA Members): AT, SL, PA, JR, SR, LS, BT

1. SB gave the Chair report. SB stated she is proud of what the PTFA have achieved in the academic year 2025/26. Achievements included almost £10,000 being donated to Burbage Primary School; £5,000 towards trips, £2,800 towards outdoor improvements, such as Opal; sand and water equipment.
 - SB has completed her first year as Co-Chair and MS his third year of Co-Chair.
 - SB thanked EH for her advice over the past year, whilst she has been navigating the PTFA.
 - SB thanked all the school staff for their support at events.
 - SB gave special thanks to: SL for her dedication to the PTFA and for bringing her first aid knowledge and extra fun to all events. AT and CO for their advice, helping to ensure events run safely and to regulations. PA and the kitchen staff for all their assistance with events and for the loan of the kitchen space. The office staff for their constant help. HE, for her hard work sorting and reuniting lost property. To all the volunteers, past and present.
2. SB spoke of the events and funds raised during 2025/26:
 - An anonymous donation of £3,000 (thank you to the donor).
 - £1,500 profit made at the Christmas fair.
 - Just under £3,000 profit made at the summer fair. SB noted this was less than previous year but thought this may be due to the raffle and stated plans for the raffle to be promoted further in future.
 - Special person event very successful and plans to run again in both March and June.
 - SB gave thanks to EH, MS, GM, SH, CS for their help at these events.
3. SB spoke of plans in place for 2026/27:
 - Make the Christmas fair easier to run, requiring less volunteers.
 - Introduce special person day in June.
 - Improve the wild area with AT.
 - Increase volunteers – SB spoke of the PTFA only being successful with people being involved.
 - Penny Wars.
4. GM gave the treasurers report:
 - £13,600 currently in the bank.
 - £680 towards trips has already been donated during 2026/27

- There will be £9,000 left in the bank, even if £15 per pupil is agreed to be donated for trips for 2026/27.

5. All current committee members stepped down from their roles @ 16.15

- SB and MS were re-elected as co-chairs.
- SH was re-elected as vice chair.
- GM was re-elected as treasurer.
- EH was elected as secretary.

6. AT thanked the PTFA committee and gave credit to MS and SB for their hard work putting on events for the school. He acknowledged the funds raised were a great benefit to the school and the pupils and appreciated the fun elements the events bring to the friends and family of Burbage Primary School. He noted how great it was to see so many people at the AGM. He thanked the wider committee for their volunteering, time and effort.

7. Funds/ Spending:

- AT stated that the curriculum money pot was very beneficial during the academic year 2025/26 as it meant teachers could plan ahead.
- SB stated she had spoken to EM who has said that having a separate pot with the equivalent of £5 per pupil, for the school to use as they see fit, had been beneficial for trip allocations and had made funds more accessible for other in school activities, such as baking.
- KC asked about how the trips differ for different year groups. SL explained that each class usually has around 2 trips, one of which will usually involve a minibus. The increasing cost of buses and coaches was discussed.
- AT suggested that due to the amount of funds currently available in the PTFA account, trips funding could be increased to £20 per pupil, as opposed to £15 per pupil. All those in attendance agreed that this would be a good use of funds raised. It was decided that the money would be allocated as £10 per pupil with an additional £10 per pupil being put into a central pot for trips and activities. The school will allocate this accordingly.
- AT spoke of the plans for the re-development of the pond area. He stated that the wild area is currently unused to a large degree, due to the safety aspect of the pond. He is looking at costs of removing the pond and seeking advice on developing the area. The PTFA mentioned they have donated money to school for the canopy. The canopy has not been ordered but the money will be used for a similar item/development.
- Recent outdoor improvements at Green Lane Nursery and Burbage Infant school were discussed. AT said he would have a look at these and seek advice from the establishments. KC stated Buxton Infants had also had a canopy recently and that she would find out more information, to share.
- EH asked if it was a possibility to raise funds for a more substantial building, with a roof, so that the area could be used to a greater degree, in all weathers. It was thought that this could be a possibility should funds and groundwork allow it.
- It was stressed that this would be an exciting project to raise funds for and it would be something to benefit all children.

- SL requested a ball pump for sports equipment, at an approx. cost of £70. All agreed to fund this item.
- AT asked if the PTFA were happy to fund items that come up occasionally, that might not be accounted for at the AGM. The committee was agreeable to this.
- The PTFA explained to new members how the trip money is spent VS the curriculum pot which is a separate account that can be donated to via parent pay. It is not a PTFA donation, it is made by parents via parent pay and goes to each, individual class.
- The idea of a button on parent pay for PTFA donations was suggested, along with a charity pot or card donation machine located at the office. GM stated she would look into this option.
- Waitrose tokens were mentioned. PTFA to investigate the charity being a possible option for Waitrose tokens.

8. Communication:

- CS suggested that the PTFA WhatsApp helpers' group should be shared again, to capture the new EYFS parents, who may not know of the group.
- KC suggested that the PTFA pin any dates of events on the WhatsApp helpers' group and that parents could send a thumbs up to any event they can help at prior to the event.
- The new social media activity for Burbage Primary School was discussed with MM leading on this. SB asked if it was possible for the PTFA facebook page/Instagram to be linked to the Burbage Primary School social media avenues.
- Minutes of the AGM and any other PTFA meetings to be shared via Burbage Primary School website, going forward. The idea of more open meetings was discussed and parents in attendance thought this was a good idea. PTFA to promote catch up/idea meetings more widely going forward.