

Good evening everyone and welcome to the Annual General Meeting of the PTA. Before I go any further, can it be noted that we have received apologies from Ope, Chaandni and Bukky who are unable to make this meeting due to unavoidable prior commitments.

I see some veterans in the room as well as several new faces. To the new parents, thank you for taking the gamble and joining us tonight, I promise to carry you along and limit the inside jokes to 1 every 5mins. To everyone else, including the members of Oakfields staff, thank you for attending the meeting tonight and your continued support, the PTA could not run without all your hard work.

As most of you know, last year was my first year as Chair. To be honest, I didn't really know what I signed up for. Thankfully, the former chair was still around so I could always lean on her for guidance. Guess what? It's my second year and I'm none the wiser! This just means I will be counting on everyone in this room (including those who sent apologies) to Make this PTA Great Again!

Last year my primary objective was to keep the show on the road and not make too many changes in order to minimise any negative impact resulting from the changing of the guard. I get the feeling it was a mild success. To keep things interesting, we'll now be open to doing things differently. This is not to say that we discard everything we've done in the past, No! We will keep everything that has worked, we'll be open to ideas to tweak things to better serve our community and we'll be open to trying new things. To this end, I invite everyone to make use of the PTA email address or speak to your year rep should you have any event/fundraising ideas, feedback on previous events or indeed if you want to help run/organise any of the events.

I will now run through a brief overview of the events we ran last year.

Oakfields Pumpkin Patch: This usually is our first major event of the year. PTA reps advertised and pre sold pumpkins, the pumpkins were delivered and laid out on the school field ready for children who had preordered to collect them. We usually do not have PTA members present for this activity so a huge thank you to all Oakfields staff for helping facilitate the event. Over the half term, children decorated the pumpkins and in some cases, children chose to bake with the pumpkins. Pictures of the creations were collated anonymously and submitted to Mr Booth who then chose winners from EYFS (Nursery and Reception), Lower School (Y1 – Y3) and Upper School (Y4 -Y6). Thank you to all for participating in this event and helping with the creations, it will be just as much fun again this year.

Winter term end activities: We run quite a number of events to celebrate this season, the biggest of which is the Christmas Fayre! This is usually held here in the school hall. It was another huge success last year. We requested donations from parents for items to be sold on the day, we also had game stalls with prizes to be won. Children came to school with some change (shopping money) and attended the fayre with their year

group. Thank you to the Year 6, now Year 7 children who helped chaperone the Nursery children through the fayre. We also had our usual chocolate selection boxes or an allergy alternative given to each child by Santa. Many thanks to Mr Andy for agreeing to suit up and be Santa for the morning. Hopefully, you'd say yes when we come knocking this year. A big thank you to all year reps for stepping up to deliver this event and to Chaandni who lead the charge.

For the first time last year, we partnered with ClassFundraising and took part in the Christmas 2024 project. We receive design templates for each child from ClassFundraising and the children take time to create their designs these then get printed on greeting cards, mugs, soft toys and are made available to parents to buy online. The PTA receives a percentage of the sale.

We had the Gingerbread house sale again. As usual, we ordered this from a local baker and delivered to those who ordered at the Christmas recital to be enjoyed over the holidays. Thank you to everyone who ordered, every little helps!

Finally for the season, we had the food bank donation. Last year, in keeping with the house system, we had an idea to let the house captains drive this event and get a little competition going. We had each house bring their donations on different days of the week and had planned to select the house with the most donations as winner. Unfortunately, there were logistical issues that we didn't anticipate so we couldn't choose a winner. Nonetheless, we had a good amount of items to donate to the local food bank so thank you all for your generosity. We have ideas to make this work better this year, so get ready because there will be house points up for grabs!

Return to School Movie Nights: As usual, we had the movie nights in January. The children watched Pinkfong and Baby Shark's space adventure, Blue's Big City Adventure, Migration, Despicable Me 4 and If, depending on their year group. We offered each child a bottle of water and a sweet treat. It was a great hit with the children. Thank you to Marianne and all the reps that helped deliver this.

Pancake Toss: This was a new event last year to celebrate pancake day. We had the children come out with their year groups for a pancake tossing competition. Each child had the chance to 'toss' pancakes, the house captains assisted by PTA volunteers, counted and recorded how many tosses were successfully caught in a given time. The total number was tallied for each house to select the winning house. It was another house points winning opportunity. Thank you to the house captains and PTA members who helped on the day. It was noted that there was a lot of food waste so going forward we will consider using dummy pancakes.

Easter Egg Hunt: Another successful event that was so much fun and thoroughly enjoyed by all the children in school. The event followed the same format as previous years. Thank you to Genevieve and other PTA members who helped deliver the event.

The children were given a Easter Egg or an allergy alternative at the end. It is worth nothing that some children asked if they could actually go 'hunt' the easter eggs instead of it just being handed to them. I haven't promised anything, will leave it to the organisers of this years' event.

Mothers' Day: As usual we sold boxes of cupcakes for mothers' day and the PTA funded a bunch of daffodils for each child to present to their mums or carers.

Summer Ball: It was nice to see the return of our summer ball having cancelled it in 2024. This is our only parents/carers only event. A black tie event held during the summer to aid our fundraising efforts. It was nice relaxing evening with good food, drinks and music. Some of us were on the dance floor till the small hours! Very big thank you to Mr Booth and all Oakfields staff for not only donating a lot of our popular auction items but for attending the event in such large numbers. Thank you again to the PTA members who helped out the event together and sold tickets. It was a very successful event as you'd see in the financial report later.

Fathers' Day: We sold boxes of doughnuts as usual for children to gift to their fathers/carers on fathers' day. Again, thank you to all year reps and Oakfields staff for facilitating this.

Sponsored Colour Run: This was another new event for us. It was so much fun, I suspect it might become a regular event. We sent sponsorship forms out for children to speak to friends and family to sponsor them to take part in the colour run. The children came out on the field with their year group and class teachers. They ran, skipped and laughed through bursts of colour. Thank you to everyone who volunteered on the day. Apologies to those parents who didn't know what to expect and had to get the cars cleaned professionally afterwards. Its going to be bigger this year, there might even be a chance for parents to get involved.

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End of Year Disco: The last event for the year is the annual disco. The children dressed up and danced with their year group at the disco. Lots of fun memories created surely. Thank you to the teachers that attended the disco with their classes.

That's it for the main events from last year. There were some events that we could not afford to put up last year as we didn't raise enough the previous year. Following the huge success of the summer ball, we have agreed to sponsor the whole school Pantomime in December 2025. This also means that we have to come up with an alternative donation for Nursery children as they do not attend the Pantomime. More on this later.

As always, this year was a huge collaborative effort from the PTA. The year reps have been incredible and I am genuinely thankful for the level of energy and dedication they have brought to their roles. Another thank you to everyone who gave up their time in a range of capacities to support the work of the PTA, without people giving up their time, it will be impossible for the PTA to exist and provide the benefit it does to the children.

I will like to specially thank the other PTA officers: our Treasurer, Amy, for negotiating with vendors, for staying on top of the finances, coming through at the last minute when I have forgotten something and ensuring our charity commission obligations are met and Sarah, for capturing the meeting minutes especially when I forgot to record and drafting some of those comms that hit you on whatsapp!

Lastly, the PTA isn't just about raising money, it's about raising memories. So, lets keep showing up, chipping in and making Oakfields a place where our children don't just go to school but a place we belong.

Thank you.

Fundraising Accounts 2024-2025



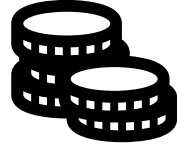
Start of
Accounting
year

£15,480.22



Money
Raised

£34,217.86



Event
Costs

£14,632.26



Donation
Costs

£17,780.64



Admin
Costs

£376.80



End of
accounting
year

£16,907.88

Account Notes

- *Christmas treat box listed under donation cost
- ** £1200 of cost for the Summer Ball covered by previous year budget
- ***Cost covered by previous year budget
- Items in italic are ad-hoc events that were held during the year or additional discretionary donations agreed to by the PTA
- Charities with an annual income over £25k must arrange an independent examination

Donations

Amount

Christmas Treat Box	£357
Mother's Day Flowers	£215
Easter Egg Hunt	£232.94
Year 6 - Year Book	£517.97
Year 6 Prom	£300
Year 6 Ice Lolly Sale	£51
Reception Starter Books	£32.73
<i>Christmas Panto (Dec 2025)</i>	£2436
<i>Long Jump Pit</i>	£13638

Fundraising Event	Money Raised (£)	Cost (£)	Net Position (£)
Pumpkin Patch	525.50	322.50	203
Gingerbread House	380	300	80
Christmas Winter Fayre	1680.82	*897.32	783.50
Christmas Card	215.51	-	215.51
Movie Night	676	265	410.92
<i>Pancake Toss</i>	824	427.61	386.39
Mother's Day	888	799.20	88.80
Summer Ball	16535.96	*4727.50	11808.46
Father's Day	516	300.57	215.43
<i>Colour Run</i>	3540	2067.94	1472.06
Summer Fayre	5024.51	3633.50	1391.01
Fun Splash	246	138.45	107.55
Camp Night	265.30	-	265.30
EOY Disco	630	743.09	-113.09
<i>Second Hand Uniform & Sale</i>	653.26	-	653.26
<i>**Adventure Island</i>	1117	1200	-83
Matched Funding	500	-	500

NOTE: This summary was prepared on an accrual concept to reflect money raised and spent for events that took place within the account year

2025-2026 Budget Summary and Forecast

2025-2026 Budget Forecast	Amount
Starting Budget	£16,907
Standing Donations Costs	£1725
Standing Events Costs	£11,820
Admin Costs	£1,225
Money raised	£22,320
Forecast EOY accounts	£24,457

	Q1	Q2	Q3	Q4	Total
Forecast Event Costs	£1,220.00	£10,655.00	£0.00	£750.00	£11,820
Actual					£0.00
Forecast Donation Costs	£360.00	£445.00	£920.00		£1,725.00
Actual					£0.00
Forecast Admin Cost	£1,000.00	£105.00	£105.00	£15.00	£1,225.00
Actual					
Forecast Money raised	£2,140.00	£680.00	£18,600.00	£900.00	£22,320.00
Actual					£0.00
Forecast Account	£16,827.00	£6,745.00	£24,320.00	£24,457.00	£24,457.00
Actual Account					£16,907.00

2025-2026 Budget Breakdown

Fundraising Event	Proposed budget	Forecast money raised (Gross)
Pumpkin Patch	£60	£260
Gingerbread House	£0	£80
Christmas Winter Fayre	£800	£1,600
Christmas Card	£0	£200
Movie Night	£260	£600
Mother's Day	£0.00	£80
Summer Ball	£6,250	£13,000
Father's Day	£0.00	£200
Summer Fayre	£3,700	£5,200
Camp Night	£0	£200
EOY Disco	£750	£900
<i>*Matched Funding</i>	<i>£0</i>	<i>£500</i>
Total	£11,820.00	£22,320.00

Donation/Admin	Budget
Christmas Treat Box	£360
Mother's Day Flowers	£215
Easter Egg	£230
Year 6 - Year Book	£530
Year 6 Prom	£300
Year 6 Ice Lolly Sale	£50
Reception Starter Books	£40
Admin	£1,225
Account/Insurance	225
First Aid	500
Independent Examination	500



Oakfields Parent Teacher Association (PTA) - Minutes of AGM Meeting

Wednesday 24th September 2025 , 7.30pm

Oakfields Preparatory School, Upminster, RM14 2YG

PTA Officers present

- Ade Afolabi – Chairman
- Amy Obika – Treasurer
- Sarah Ewum – Secretary

Year Reps present

- Hameedat Agegbite
- Maxwell Osei-Kuffour
- Gurpal Flore
- Genevieve Rajl
- Dami Gibson
- Kemi Essel
- Barbara Dunbar
- Gurleen Nahr
- Kemmy Ikheloa
- Marianne Akinyosade
- Yasmin Vaughn

Teachers present:

- Mr Booth
- Mrs Nieuwenhuis
- Ms McGuire

Apologies

- Rachel Downton
- Chaandni Patel
- Kaisa Nowak
- Bukky Oluwasanya
- Ope Osanaiye

Welcome

Ade opened the meeting by welcoming everybody and thanked them for attending the AGM. The report has been attached to the minutes and is summarised below:



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Financial Report for academic Year 2024/25

Amy presented the financial report detailing the previous year's financial achievements as noted in previous minutes throughout the year. This ensured that there would be greater transparency surrounding funds and how they are spent.

As our accounts have reached over £25,000, we are legally required to have them reviewed by an independent financial auditor. Amy is currently reviewing options for this and will update at the next meeting.

Understanding how PTA meetings operate

Sarah provided information for new members including how to request agenda items, minutes and volunteering at events.

Ratification of the PTA Officers for Academic Year 2025/26

Amy Obika (Treasurer), Ade Afolabi (Chair) and Sarah Ewum (Secretary) confirmed they were happy to remain in their respective roles for the academic year 2025/26. These appointments were approved with no objections.

Ratification of the PTA Year Reps for Academic Year 2025/26

The following Year Reps were ratified for the upcoming academic year 2025/26:

Class	Name
Nursery	Ope Osanaiye, Chris Thomas, Fenella Barrington-Mountford and Parminder Shubh
Reception	Bukky Oluwasanya, Hameedat Adegbite, Anjana Padmaraj
1	Hilda Anjorin, Malcolm Ovuorho and Channon Has
2	Gurpal Flore and Ade Afolabi
3	Genevieve Raji, Kemi Essel and Su Yee Nandar
4	Barbara Dunbar and Gurleen Nahr
5	Rachael Downton, Kasia Nowak, Martine Towner and Chelsey Clarke
6	Chloe Camp, Chaandni Patel and Kemmy Ikheloa

Agreement of Meeting's Schedule for the Coming Year

The following schedule was agreed for the coming year 2024/25:

Meeting	Date
PTA Meeting	12 th November 2025
PTA Meeting	14 th January 2026
PTA Meeting	4 th March 2026
PTA Meeting	22 nd April 2026
PTA Meeting	10 th June 2026



Confirmed Events for the Coming Year

Ade advised that while there are several events that are proposed for the coming year, they were still in the consultation phase and would confirm dates with the school and update the PTA once agreed.

Pumpkin Patch – Friday 17th October 2025

Discussion focused on the cost for this year's pumpkins and how much it would cost children to purchase. It was agreed that the pumpkins would be sold at £4 each.

Christmas Card sale – Date TBC

Christmas Fayre – Friday 5th December 2025

Gingerbread House sale – Date TBC

January Movie Nights – Fridays 16th, 23rd and 30th January 2025

Ade will confirm which year group(s) will have their Movie Nights on these respective dates soon. The format of the evening remains the same as last year and the respective movies have not been chosen yet. Ade will confirm this ahead of the event taking place.

Mother's Day Flowers – Friday 13th March 2026

Easter Egg Hunt – Thursday 26th March 2026

It was proposed that next year's Easter Egg hunt will include a physical Easter egg hunt to widen type of activities that the children take part in and make the day more adventurous.

Summer Ball – Friday 15th May 2026

The 16th May was agreed for the Summer Ball. It was agreed that this event has continuously been very successful, and many parents and teachers alike enjoy attending. Discussion focused early promotion for next year and encouraging more parents to take part.

Doughnuts for Dad – Friday 19th June 2026

Summer Fayre – Friday 27th June 2026

Camp Night – Saturday 27th June 2026

End of Year Disco – Monday 6th July 2026

Other Proposed Events

- Pancake Toss 13th Feb
- Garden/Tea Party – Cheaper alternate event to return to school inflatables
- Pizza School



- World Book Day
- Christmas Food Bank (interhouse competition)
- Prize Giving Day – drinks reception
- Laser Light Show Autumn 2026
- Colour Run

Any Other Business (AOB)

DBS checks

Ade advised that all members are required to have an active DBS (issued by the school) if they are supporting PTA events. Those on the Update Service will still require a new DBS from the school for the PTA.

Ade thanked everyone for attending the meeting and closed it by saying he was looking forward to working with everybody over the coming year.

Date of next meeting: 12th November 2025.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Oakfields Parent Teachers Association

No (if any)
1068591

CC16a

Receipts and payments accounts

For the period from	Period start date 01/09/24	To	Period end date 8/31/2025
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fund Raising Events	32,411	-	-	32,411	16,130
Donaitions, Legacies & Grants	512	-	-	512	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	32,923	-	-	32,923	16,130
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	32,923	-	-	32,923	16,130
A3 Payments					
Grants and Donations Paid	17,176	-	-	17,176	10,321
Cost of Fundraising Events	13,675	-	-	13,675	9,584
Other	609	-	-	609	471
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	31,460	-	-	31,460	20,375
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	31,460	-	-	31,460	20,375
Net of receipts/(payments)	1,463	-	-	1,463	- 4,246
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,480	-	-	15,480	-
Cash funds this year end	16,943	-	-	16,943	- 4,246

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	16,943	-	-
		-	-	-
		-	-	-
	Total cash funds	16,943	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

NOTES

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1 PREPARATION OF ACCOUNTS

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Accounting Practice as it applies from 1 January 2015.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This involved following Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

2 INDEPENDENT EXAMINATION OF CHARITY ACCOUNTS

The trustees have elected for the external scrutiny of the annual accounts to be undertaken via independent qualified individual and have commissioned them to review and provide an independent examination of the accounts for the period ending 31/08/2025.

ended Practice:
ting Standard
ting Standard
Generally Accepted

d from the Charities
his departure has
ble to charities
Republic of Ireland
Recommended

lent examination by a
he charity accounts

Oakfields Parent Teachers Association
Oakfields Montessori School
Upminster
RM14 2YG
ptoakfields@gmail.com

Independent examiner's report to the trustees of Oakfields Parent Teachers Association

I report to the trustees on my examination of the accounts of the Oakfields Parent Teachers Association (the Trust) for the year ended 31st August 2025.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached and am providing an unqualified report.

Signed: *Andreas Poulos*

Name: **Andreas Poulos ACA**

Relevant professional qualification or membership of professional bodies (if any):

ICAEW

Address: **81 Enfield Road, Oakwood, Enfield, EN2 7HA**

Date: **29/06/2026**