



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

AGM Minutes

Tuesday 20th January 2026 – 7:30pm
Holy Trinity School, Cuckfield / online

No.	Agenda Item & Notes
1.	<p>Welcome, note attendance and apologies:</p> <p>In attendance (in person)</p> <p>Megan Hadfield – Chair Jennifer Chard and Madeleine Penny – Vice Chairs Sue Wright and Nicola Wearing – Co-Treasurers Natalia Moore and Kirsty Langley – Co-Secretaries Ann MacGregor – Head Teacher</p> <p>Shay Smith Sarah Hedley</p> <p>Online:</p> <ul style="list-style-type: none">- Fiona Halsey- Abigail Harley- Tim Hedley- Sarah Raciti- Louise Henderson <p>Apologies Victoria Asterley, Claire Whittock</p>
2.	<p>Chairs Report – Megan Hadfield</p> <p>[See below and attached.]</p> <p>The Chair stated that the PTA exists to support school and enrich children's experiences. Events held by the PTA in the past year have included the summer fair, xmas fair, colour run - to name a few.</p> <p>Chair next noted effort that goes into events behind the scenes, and in particular Maria and Aaron who very successfully run the uniform shop which last year was taken online, maximising item availability and profit.</p> <p>In addition, she thanked the former PTA for their efforts on the colour run which raised a considerable amount, alongside Jo and Katie who manage the much loved Christmas shopping day and Paulina for her work on the Forest school - another amazing resource for our children.</p>

	<p>Thanks finally for the commitment of our wider committee and volunteers who help us to run our events - we could not do this without you.</p> <p>The PTA works closely with Holy Trinity and their staff to align with the priorities of the school and, as always, we appreciate their guidance.</p> <p>Looking ahead - we are keen to welcome new ideas, volunteers and new members, in particular at present we have an opening for the role of Co-Chair.</p> <p>The Chair concluded her report mentioning some exciting events the PTA has coming up - including for the first time a disco and a quiz night for parents, both coming up in March.</p>
3.	<p>Treasurer's Report - Sue Wright</p> <p>Treasurer Sue Wright presented the Treasurer's Report, reminding attendees that the revenue raised much-appreciated funds for events that form everlasting memories for our children.</p> <p>INCOME</p> <p>Significant fundraising comes from events like the Summer and Christmas fairs and cake sales. The PTA Raised £33,375 from fundraising events and sponsorship in the last financial year. Detailed numbers can be found in the attached Treasurer's report, but in summary:</p> <p>£6k Voluntary income - eg justgiving, easy fundraiser, forest school grant (Paulina)</p> <p>£27k Fundraising and not-for-profit events</p> <p>£5k Colour run</p> <p>EXPENDITURE</p> <p>The PTA 'treat day' was a sublime science event, hosted for each year group, which came at a cost of £1,555.</p> <p>The breakdown of spending against funds raised Sept 24 - Aug 25 includes:</p> <ul style="list-style-type: none"> - Year Group Wishlists - each class gets £750 per year. - Forest school, training additional teachers 2 x days per term. Sublime Science, Panto in a Day, Opera Brava (The Jungle Book), new water bottles for children who forget theirs and new benches for the school grounds. <p>The current balance in the PTA bank account stands at £52,833. Of this, £40,601 (designated fund), was moved by the PTA into a high interest account in 2025, which brought in an additional £1k in the last year</p> <p><i>NB: For this financial year, we saw more money spent than saved due to wish list funds for the prior year being paid in this financial year.</i></p> <p>Trustees - if you'd like to have a say in how the funds are spent please reach out to the PTA.</p>

4.	<p>Head Teacher's Report - Ann McGregor</p> <p>Mrs Ann McGregor explained that staff and teachers were appreciative of the committee, and parents who help out.</p> <p>This year, the school bought books with donations, children enjoyed science day, and underlined that the popular forest school is a wonderful asset to our school community, helping our children appreciate nature. The school is grateful to Paulina for this and PTA for funding the training required to keep it going.</p> <p>Other purchases include items for individual yeargroups' needs.</p> <p>Children love the Mother's/Father's Day and Christmas Shopping Day sales - there is a true sense of pride they feel in shopping for parents.</p> <p>The time everyone has given up is truly appreciated.</p>
5.	<p>Resignation and election of new committee members Presented by Co-Secretary Kirsty Langley</p> <p>- Formally acknowledged the resignation of Victoria Asterley from her position as Co-Chair of Holy Trinity CE Primary School PTA, Cuckfield, effective immediately. Thanked Victoria for her dedication, time, and invaluable contributions to the PTA's work over the past year. Her efforts have greatly contributed to enhancing the experiences of children at our school.</p> <p>Motions</p> <p>- Everyone in the room accepts the resignation of Victoria Asterley. Motion passed.</p> <p>Appointment of New Officers and Trustees: In accordance with the PTA's constitution, the appointment of new officers are proposed and we are confident that with their expertise, passion and commitment, they will enhance the ability of our current PTA to continue providing our students with excellent resources and experiences. We look forward to working together with them as a team of parents and staff in support of the school.</p> <p>The following are proposed for the appointment of the new officers into the positions stated:</p> <p><u>Vice-Chairperson</u> Sarah Hedley as Co-Vice-Chairperson seconded by MP. Majority voted in. Duly elected. Shay Smith as Co-Vice-Chairperson seconded by JC. Majority voted in. Duly elected.</p> <p><u>Secretary</u> Claire Whittock as Co-Secretary seconded by NM. Majority voted in. Duly elected.</p> <p>The Chair announced that the motions had passed and our new members were duly elected..</p>

	<p>Trustees</p> <ul style="list-style-type: none"> - In accordance with the PTA's constitution, the officers appointed by the previous motion will automatically become Trustees of the PTA. - If any attendee members of this AGM or other members of the PTA absent from this meeting wish to become or resign as Trustees, please advise the PTA. For those that wish to consider the role of Trustee before requesting to join, please read the guidance provided on the Charity Commission website.
6.	<p>AOB</p> <p>The Head Teacher, Ann McGregor, asked for £11k to buy laptops for the teachers to use for whiteboards and children in IT lessons in Key Stage 2.</p> <p>Majority approved - motion passed.</p>
7.	<p>Date of next AGM</p> <p>19th January 2027 – 7:30pm - Holy Trinity School / online</p>

HOLY TRINITY CE PRIMARY SCHOOL PTA

**AUDITED REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

REGISTERED CHARITY NUMBER: 1088779

HOLY TRINITY CE PRIMARY SCHOOL PTA

CONTENTS

	Pages
Information	1
Report of the Trustees	2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 - 9

HOLY TRINITY CE PRIMARY SCHOOL PTA

CHARITY INFORMATION

BOARD OF TRUSTEES (Aug-Jan)

Sophie Lightoller	Chair
Emma Hughes	Co-Vice Chair
Amy Hughes	Co-Vice Chair
Alice Brown	Treasurer
Kat Finlay	Co-Secretary
Louise Henderson	Co-Secretary

BOARD OF TRUSTEES (Jan onwards)

Megan Hadfield	Co-chair
Victoria Asterley	Co-chair
Jennifer Chard	Co-Vice Chair
Madeleine Penny	Co-Vice Chair
Natalia Moore	Co-Secretary
Kirsty Langley	Co-Secretary
Susanna Wright	Co-Treasuer
Nicola Wearing	Co-Treasuer

ADDRESS

Glebe Road
Cuckfield
Haywards Heath
West Sussex
RH17 5BE

CHARITY COMMISSION NUMBER 1088779

INDEPENDENT EXAMINER

Laura Dunbar
Manders
Courtmead Road
Cuckfield
West Sussex
Rh17 5LR

BANKERS

Lloyds Bank
99/101 South Road, Haywards Heath, RH16 4ND

HOLY TRINITY CE PRIMARY SCHOOL PTA

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2025

The Board of Trustees present their report and the financial statements for the year ended 31 August 2025

OBJECTIVES AND ACTIVITIES

The objectives of the PTA is to advance the education of pupils in the school by:

- 1 Developing effective relationships between the staff, parents and others associated with the school;
- 2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

ACHIEVEMENTS AND PERFORMANCE

In the year ended 31 August 2025 £33,375 of income was raised and £33,950 was used to fund purchases and projects in the school. The most financially significant of these purchases related to forest school, providing training to an additional teacher and increasing the number of sessions to 2 per child per term. The funds spent also included the wish list for the prior financial year driving a variance between funds received and spent. The remaining expenditure was allocated to stationary, treats for the children and new benches for the grounds. As at the year ended 31 August 2025 the Charity had a healthy cash balance of £52,026 in anticipation of pre-allocated funding for the following financial year and long term funding requirements including the School's 5 year rolling IT budget. £40,601 of these funds are now held in a high interest account.

FINANCIAL REVIEW

The Charity's financial statements are set out in pages 4 to 9.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Holy Trinity CE Primary School PTA is a charity registered with the Charity Commission for England and Wales. The Charity is governed by its constitution, the current version of which was adopted on 4 November 2008 and amended on 15th September 2009.

The PTA members elect the Trustees at the Annual General Meeting.

Meetings of the PTA take place at least three times a year.

The Treasurer is required to prepare financial statements annually to select suitable accounting policies and apply them consistently as well as making judgements and estimates that are reasonable and prudent.

REFERENCE AND ADMINISTRATIVE DETAILS

Name of Charity: Holy Trinity CE Primary School PTA

Registered charity number: 1088779

Address of principal office: Holy Trinity C of E Primary School, Glebe Rd, Cuckfield, Haywards Heath RH17 5BE.

Approved by the Council Members and signed on their behalf by:



Chair

Holy Trinity CE School PTA

21st April 2026

HOLY TRINITY CE PRIMARY SCHOOL PTA

**STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2025**

£	2025	2024
CURRENT ASSETS		
Debtors and prepayments	-	-
Cash at bank and in hand	52,026	52,669
	<u>52,026</u>	<u>52,669</u>
CURRENT LIABILITIES		
Creditors: amounts falling due within one year	-	-
NET ASSETS	<u>52,026</u>	<u>52,669</u>
FUNDS OF THE CHARITY		
Unrestricted Funds	11,425	12,669
Restricted Funds	40,601	40,000
	<u>52,026</u>	<u>52,669</u>

Approved by the Board of Trustees on 21st April 2026
and signed on its behalf by:

Megan Hadfield

Chair
Holy Trinity CE School PTA

Holy Trinity CE Primary School PTA (the "Charity")

1. Executive Summary and Objectives

This independent examination was requested by the PTA and trustees of Holy Trinity CE Primary School PTA, so that all related parties can be assured that the Charity is acting on the best interests of the school and that financial records are being kept accurately and up to date.

I can confirm that I am undertaking these checks as an independent examiner. I am not involved in the day to day running of the PTA and therefore could not influence nor benefit from the Charity.

This is for the period 01/09/2024 to 31/08/2025

I will be reviewing the financial accounts held by the PTA and trustees, looking for accuracy, efficiency and making sure that transactions are accounted for correctly with supporting documents. **Methodology:**

Review undertaken of process and procedures, bank statements, receipts and financial reporting

Sampling of Bank statements and transactions

Checks between financial reports and statements

Findings and Recommendations

- I can see that recommendations from last year's examination have been considered, including reducing the petty cash account balance and introducing budgeting.

- **Supporting Documents/Receipts** – You were able to provide everything requested and have a clear way of logging and approving receipts and payments. It is a legal requirement (Companies Act & HMRC) to ensure all records are maintained for a period of 6 years. To make sure records are always saved and available to all trustees (any new trustees that might change year on year), I would recommend downloading and saving everything from WhatsApp to a local file or workbook. Always having these documents is required and if anything were to happen, there will be access for all trustees for previous years.

In addition, any products brought by online ordering i.e. Amazon/Temu, should be supported by an official invoice rather than basket screen shots in order to validate the final ordered amount.

- **Financial Controls** – You provided a detailed explanation of some of your accounting procedures for making payments and collecting cash. Although not a requirement or essential part of any Accounts file, it could be worth adding these to the end of your spreadsheet for future examiners or trustees.

4. Conclusion / Examiners Statement

I have completed my examination. Based on the procedural explanations and evidence obtained, I can confirm that I have no areas of concern and that adequate process' and controls are in place to enable a clear understanding of the accounts.

Signed: 

Name: Laura Dunbar

Associate Chartered Accountant (ACA)

Address: Manders, Courtmead Road, Cuckfield, West Sussex, RH17 5LR

Date: 9th February 2026