

Friends of Belton Lane – PTA AGM Minutes

Date: 17th September 2025

Time: 9:00 – 10:00 AM

Venue: School Hall, Belton Lane Primary School

Attendees:

- Becky (Rebecca) Jones (RJ)
- Katie Done (KD)
- Amy Fox (AF)
- Baris Dag (BD)
- Kym Turner (KT)



1. Welcome and Introductions

KT and RJ introduced themselves as parent governors. They shared that previous discussions with Mr Mason concluded that forming a PTA would benefit the children, staff, parents/carers, and the wider community.

2. Purpose of the PTA

The PTA will place children at the heart of all decisions, events, and opportunities. Its aim is to organise extracurricular activities and fundraising events that directly benefit the school and its pupils.

It was agreed that the PTA's growth should be slow, consistent, and realistic.

3. PTA Expectations

KT and RJ emphasised that PTA members can contribute in any way they're able—whether in person or remotely (e.g., promoting events on social media). There are no fixed expectations; the PTA is intended to be supportive and collaborative.

Members are also encouraged to help by reaching out to local businesses who may be willing to donate prizes for competitions, raffles, or events such as the Summer Fayre. This could include gift vouchers, hampers, services, or experiences. Building these community links not only supports fundraising but also strengthens local partnerships.

If any PTA member has personal or professional connections with local businesses, they are encouraged to explore those relationships for potential support.

4. PTA Structure and Legal Requirements

KT and RJ outlined the legal steps needed to formally establish the PTA:

- Create a constitution
- Register with the Charity Commission
- Open a PTA bank account

Key roles required:

- Chair
- Secretary
- Treasurer

5. Expressions of Interest for Roles

- KT and RJ agreed to act as Joint Chairs, with RJ being named Chair and KD as vice chair, unless another member wishes to take on the role,
- AF volunteered to be Treasurer.
- Secretary role is TBC.

It was agreed that the PTA will be named Friends of Belton Lane PTA, aligning with the existing WhatsApp group.

It was also discussed that around 8 PTA members will need to hold school DBS checks, funded by the school. Currently, KD, RJ, and AF have DBS clearance.

6. Planned and Proposed Events

Already Agreed:

- Logo Design Competition: School Council to select the winning design, which will become the official PTA logo.
- Bonfire Disco: Date to be confirmed by Mr Mason.
- End-of-Term Donut Sale

Other Suggestions:

- School Lottery
- Film Nights
- Quiz Nights
- Tuck Shop Fridays
- Colour Run
- Christmas Fayre
- Mother's Day / Father's Day Sales
- Toy Donation Sale
- Adopt-a-Teddy
- Family-focused Sports Day
- Christmas wreath making sessions

Note: All events will require Mr Mason's approval and will be gradually integrated into the school calendar over the coming years.

7. Actions from the Meeting

Action	Responsible
Type up and share minutes	RJ
Agree date/time for out-of-hours PTA meeting	KD & RJ
Design format for logo entries	RJ
Organise prize for logo competition	KD
Confirm Bonfire Disco date with Mr Mason	RJ
Offer KT Hot Tubs disco equipment	KT
Find entertainer for disco	TBD

Contact Watkins for donut pricing	KD
Enquire about PTA bank accounts	KD
Register with Charity Commission	RJ
Request school website page for PTA	KD
Research food hygiene certificates for hot food sales	RJ
Discuss school lottery setup with Mr Mason	RJ