



Annual General Meeting

Wednesday 16th September 2026 at 7.30pm

School Hall

1. Attendees and Apologies

Attendees:

Lia Jenkins, Alice Jankovec, Kat Valenti, Jade Roberts, Sarah Cooper, Caroline Harrison, Emma Lambert, Steph Phillips, Anna Judge, Holly Nauun, Seb Nauun, Holly-May Hayes, Natasha Leigh, Clifton Beard, Anna Swift, Alex Lawrence, Kathryn Earl and Katie Noke.

Apologies: Mr Lawford, Zoe Coles, Red, Gem and Nicola

2. Chairman's Report 2025 – 2026

Lia Jenkins – Outgoing Chairman

We have had a challenging fundraising and emotional year - we are fortunate to have some very dedicated ladies on board this last year and are hopefully growing that this year on both committee and talented volunteers. Our PFA is nothing without our volunteers. We have managed to complete our 'getting all of our ducks in a row' with regard to our governance, banking systems and paperwork – removing old trustees and committee members that historically have served and streamlined our running to ensure smooth and safe running of the core events and all those in between and the association itself.

Since last AGM in September we have again crammed this academic year with tons of events, fundraising and projects to make our little one's time at St James' as memorable as it possibly can be without disrupting their learning.

This academic year kicked off with a new event in the PFA Calendar for 2025 and that was the Back to School BBQ, it poured with rain and we ended up changing the advertising to the 'Great British BBQ' but we ended up having lots of fun playing games in the hall and stuffing our faces with BBQ'd food courtesy of our famous BBQ duo Duane and Paul – despite the weather we raised over £200.

Our now annual and quite favourable Autumn Festival in October - complete with apple pressing, pumpkin carving competition, Autumn-crafts, welly wanging and apple bobbing - great fun at the end of term for all the family in what was beautiful autumn sunshine (mostly) which raised over £750. A huge thank you to The Coles and The Melhuish's and rest of my committee who worked tirelessly to deliver this event in my absence while I drafted Risk Assessments from my bed during an operation recovery. Movie Night in November, went considerably better than the soggy chip affair the year before (vegetable sticks are the way forward), it was a great success and all the children were so well behaved, stuffing their faces with pizza and popcorn. Raising £310. Team 'Movie Night' delivered a slick, fuss free event, I think Mr Lawford even enjoyed a bit of Garfield!

The Annual Christmas Fair followed in December, we hope we managed to balance craft, games, external stalls, tombola's and the famous St James' raffle and Santa's grotto with letter replies and photos from the big man himself all kindly sponsored by Ferndown Commercials. We raised around £2,700. This event is hard work and the team worked tirelessly into the night to deliver such a magical Saturday at St James' and we raised over £500 more this year than last.

From the shed, we've been delighted to offer hot chocolate bars throughout chilly season and themed them accordingly for Autumn, Christmas, Valentines, Football Festival (£115) and summer traditional Frozen Friday's. We typically make around £100 profit at a Hot Chocolate Bar - a lot of effort goes into the home made baked treats for all to enjoy and we love creating a bit of cheer at the end of term. I've lost count of how many cupcakes and traybakes Sarah and Caroline have baked this last year but its hundreds and I am secretly glad my kitchen was out of use for as long as it was! A special thank you to Caroline aka Mrs Whippy Harrison, Sarah and Beth for the baking and shed restocking, I do believe a mention to our friend Simon in Iceland who personally delivers for Caroline wherever we require our ice cream!

Valentines Day also gave us the opportunity to 'Show some LOVE' to our community when we collected a boot full of food donations for the Wimborne Food Bank who gratefully received them the same day.

February saw us repeat our Shrove Tuesday event before the holiday break up, slightly more organised on the serving of the pancakes this year but still found me making nearly 200 pancakes and four different types to order, complete with pancake races. I don't know about you but we loved it!! We made £120 profit this year which is more than double the previous year and plenty of memories.

To the Annual PFA School Disco, but this year at our new venue Holtwood Church Hall, well what a lovely venue, we had a nice bright space for the UV tattoos, a wonderful hall for the disco and a beautifully clean kitchen to cook the hotdogs. The very capable DJ Liam from Outer Limits Disco manages to entertain and hold the kids attention for the entire evening every time. We served up 'proper' sausage hot dogs and classic choc ices, the foam machine showered the kids in snow like flakes, all the kids got glitter tattoos or neon face paints expertly applied by our resident tattoo artists Laura and her able assistant Zoe, I think even Kat joined in - we raised a respectable £270 and managed not to spread any super bugs this year!

The Easter Bonnets – what a success! It was the cutest event this year without a doubt. The school choir singing as the smaller children paraded through the hall in front of the whole school and parents and we enjoyed a feast of easter goodies after school and a community egg hunt along with crafts. £590 for a brand-new event was well deserved. The time the many volunteers spent and the fingerprints lost to hot glue guns was an achievement in itself!

Each term every classroom including nursery have a budget they can spend through their Wishlist with the PFA - this is a way for the teaching staff to access the funds raised to buy resources for their classrooms the school budget just will not cover for example we have previously purchased a class set of iPads, paint drying racks, tough trays, cooking equipment etc. So far this year we have purchased more iPads for use in the classrooms, musical instruments, classroom cooking utensils, USB microscopes and a whole wealth of other goodies but a new way of using their wish list this year at the end of the year saw the classrooms using their funds to pay for a visiting artist to spend a day with each class creating some beautiful artwork which led to St James' first ever art exhibition, later on in the term we then funded a visit from Creature Teachers who brought along all sorts of creepy crawlies and creatures for the children to experience and handle. We are pleased that our ability to adapt as a PFA to the schools needs has proved successful and more memories have been made putting your donations to good use.

At the beginning of March the school celebrated World Book Day, having been donated lots of new and preloved books we held a PFA Book Sale which was a roaring success and a profit of £160 – a tradition we will definitely be continuing.

This year has had its ups and downs, we have found our function as a PFA different in many ways this year, but one and most importantly, we are all proud to say we hope we succeeded at is supporting our community through some tough times. Our attention very early in the year was turned into supporting two families that were having some really tough times with their health and we shifted our focus from our own fundraising to helping raise funds to help support and bring some cheer to them in their time of need. Incredibly sadly we experienced the loss of a student just after Christmas and I was so proud of my team and our volunteers for the way they supported the wider community through some terribly tough times along with the King family and we delivered some beautiful memorial events, sunflowers and the regeneration of our beautiful peace garden in Memory of our Lovely Tilly.

We continue as a PFA to try and create some unique events each year to keep things fresh and we are always keen to make lasting memories for both parents and little ones of their time at St James' for example we make Christmas decorations with Foxes that leave with the children in year 4, pancakes on Shrove Tuesday, providing the bar for the school production, cream teas at the maypole event (the most fun the shed trolls have had in the shed with pots of jam and a record number of us in the shed at once I might add and many more. I believe the sense of community this year has grown – we've supported and are supporting families in their time of need and distress from supplying uniform to those who are struggling to arranging meal trains and gift hampers to brighten someone's day just a little. We hope we have demonstrated we too support the schools core values of Love, hope and truth!

It always warms my heart when people share their feedback after volunteering with the PFA and how our community makes them feel. I know different people use the PFA for their own benefit often to help build their confidence again before returning to work now their little ones have started school full time, to learn new skills or just have a go at something they haven't tried before but I always find peoples selfless dedication and passion to make events so memorable for our children quite humbling. This little old PFA is such a special thing, our committee really do work their socks off and often doing things that most of our members wont even be aware of from late night tree pruning, pond clearing, skip filling to, gardening at local pubs to spread our love a little bit further into our community hoping that in turn we set an example to our own kids.

We started the year to complete our fundraising for a 5th classroom and we have made a positive dent in our fundraising target– one which I hope next years' committee will continue to add to focusing on more passive income streams and sponsorships from local businesses and partnerships. (I'll let Alice our fabulous outgoing Treasurer give you the exact figures but we are now comfortably sitting at £17,000 of the £30,000 total raised. I have produced the PFA newsletter if you'd like to see more information on some of our income streams.

All that It remains for me to say is a massive thank you to all that have donated, supported and volunteered this academic year as it's simply just not possible without any of you - you have made chairing our lovely little PFA a dream! I must of course say a special thank you to my committee to Alice, Zoe, Kathryn, Jade, Caroline, Sarah and Katie for their tireless support this year.

I wish next years' committee the best of luck!

From your outgoing Chair – thank you

Lia

X

3. Finance Report 2025 – 2026

Alice Jankovec – Outgoing Treasurer

Alice Jankovec ran through the full finance report for 25/26 and noted that the total fundraising for the year was £7,860, and there is currently a total of £17,000 out of the 30k being raised for the 5th classroom.

A question was asked about the limited funds raised through mufti-days. Alice Jankovec confirmed that there was only one mufti-day which was paid for, the other mufti-days over the year were bringing in items for raffles and tombolas.

Full finance report – Appendix A

4. Resignations and Thank-Yous

a. Resignations

Zoe Coles, Secretary – Appendix B

Binnie Thornton, Trustee – Appendix C

Alice Jankovec, Treasurer – Appendix D

b. Thank You's

Lia Jenkins – thanked the outgoing Committee members for all the hard work and commitment over the past year with gifts and cards from her personally.

Katie Noke (on behalf of the PFA committee) thanked Lia for her leadership and hard work over the past year and presented her with flowers from the committee members.

5. Officers Election – quorum present

Chairman – Lia Jenkins

- Proposed by Katie Noke – unanimously approved

Treasurer – Jade Roberts

- Proposed by Lia Jenkins – unanimously approved

Secretary – Katie Noke

- Proposed by Lia Jenkins – unanimously approved

Committee members – Sarah Cooper, Caroline Harrison, Natasha Leigh, Kat Valenti and Kathryn Earl

- Proposed by Lia Jenkins – unanimously approved

Trustees – Constitution states that the Chairman, Treasurer and Secretary must be trustees. Lia Jenkins, Jade Roberts and Katie Noke

- Proposed by Lia Jenkins – unanimously approved

Class Representatives – Proposed by Lia Jenkins – unanimously approved

- Nursery – Sacha Stillman
- Foxes – Natasha Leigh
- Hedgehogs – Caroline Harrison
- Squirrels – Sarah Cooper
- Owls – Zoe Coles

It was agreed that any necessary mandate and document changes including banking, insurance documents, Charities Commission and any other necessary records would be amended to reflect the change in both Officers and Trustees of the Charity.

6. Adoption of Official Paperwork

Lia Jenkins and Katie Noke confirmed that there are no adoptions of official paperwork for the coming year.

7. Upcoming Events

The 'Save the Date' Graphic was shared on the screen, and Lia Jenkins ran through the planned events and confirmed that the postcard will be printed and sent home in bookbags, the dates will be added to the school calendar and also placed on the PFA notice board.

SAVE THE DATE & VOLUNTEER FOR OUR EVENTS

2026

Wed 16 th September	PFA AGM
23 rd - 28 th September	Scholastic Book Sale (Before & After School)
Mon 28 th September	Prospective Parent Open Evening
Fri 23 rd October	Autumn Festival & Pumpkin Carving Competition
Fri 6 th November	Movie Night
Fri 13 th November	Children In Need School Bake Sale
Mon 16 th November	Old Sock Day & Sock Puppet Competition
Fri 20 th November	Christmas Wreath Making
Fri 4 th December	Bottle Muffin for Christmas Tombola
Tues 8 th December	Christmas Jar Lantern Competition TBC
Fri 11 th December	Christingle TBC
Thu 17 th December	School Nativity
Fri 18 th December	End of Term Christmas Shenanigans



2027

Fri 13 th January
Tues 9 th February
Fri 12 th February
Thu 1 st March
Thu 25 th March
Fri 30 th April
Fri 30 th April
Wed 26 th May
Fri 28 th May
Wed 3 rd June
Thu 10 th June
Wed 11 th & Thurs 15 th July
Tues 20 th July
Wed 21 st July

OFFICIAL
Email: parents@stjamesce.org.uk
Facebook: [stjamesce.org.uk](https://www.facebook.com/stjamesce.org.uk)
*Not suitable for nursery children

WINTER - Home & School Day (Thu/Fri)
SUMMER - Twopenny Tea/Fri

School Disco
Shrove Tuesday - Pancakes & Races
14 th Feb - Valentines Muffin - Food Bank Donation
World Book Day - Competition - Book & Bake Sale
Easter Celebration - 2.30pm - 5.30pm
Community Sunflower Planting
Maypole Event & Cream Teas
Sports Day & Summer Social
Crazy Hair Day - £2 PFA Donation
Reserve Sports Day & Summer Social
New Parent Info Evening
School Production TBC
Year 4 Leavers Service
Thank You Breakfast & Service
Nursery Graduation
End of Term at the Shed



Discussion was held around not sharing the dates and locations of 'school only' events on social media, however, it was noted that public events are required to be shared for fundraising purposes.

Lia Jenkins noted that the events are only possible with the support of our volunteers!

8. Fundraising Ideas

Katie Noke ran through the 'passive income' streams that the committee will be undertaking alongside the events throughout the year.

- Easy Fundraising
- Stikins name labels
- School Print world – Christmas Cards
- Astra Recycling – Clothing bank
- Stewarts Garden Centre – Requesting to become their charity of the year from Jan 2027
- Waitrose – Green Tokens
- Tesco – Blue Tokens
- Party pack/Glasses and gas BBQ hire
- Buy a brick scheme

It was confirmed that the Easy Fundraising and Stikins links will be added to the WhatsApp groups and Katie Noke requested for the links to be shared with friends and family too.

Question was asked around sponsorship and if there are possibilities for businesses to sponsor the PFA and events. Lia confirmed that we are open to receiving sponsors for our events and that we will advertise businesses where possible.

9. Any other business

Emma Lambert asked what the process is for the Waitrose green tokens – we agreed we will look into it and it will be added to our first committee meeting of the new academic year.

It was noted that Mannington will likely be able to supply items for the wreath-making workshop.

A question was asked if the PFA could use the mobile food vans such as Flaming Peaches. It was noted that we could use outside catering however, catering the events through the PFA provides a good amount of profit so it's preferable to do it ourselves.

10. Appendices

- a. Finance Report
- b. Zoe Coles, Secretary resignation
- c. Binne Thornton, Trustee resignation
- d. Alice Jankovac, Treasurer resignation

We confirm that these minutes represent a true and accurate record of the 2026 AGM.

Signature: [Signature] Signature: [Signature] Signature: [Signature]

Position: Chairman Position: Treasurer Position: Secretary

Date: 18 Sept '26 Date: 18 Sept '26 Date: 18th Sept '26

Appendix a - Finance report

Income and Expenses from 1st September 2025 to 31st August 2026 YTD					
			Income	Expenses	Profit/Loss
As much as possible income & cost have been attributed to the appropriate events. However due to number of events being run consecutively & refreshments purchased in batches the profit per event may have been higher/lower.					
Administrative expenses					
	AGM Gifts			£ -	£ -
	AGM Refreshments			£ -	£ -
	Parent kind			£ 171.00	-£ 171.00
	Lottery License			£ 21.00	-£ 21.00
	Stationary			£ 14.99	-£ 14.99
	Disposables			£ 8.78	-£ 8.78
Regular Shed Sales					
	Ice-cream Friday		£ 2,303.93	£ 1,198.96	£ 1,104.97
	Hot Chocolate Bar		£ 221.00	£ 47.26	£ 173.74
	Uniform		£ 46.50	£ 0.03	£ 46.47
	Donations		£ 25.00	£ -	£ 25.00
Big events					
	Back to School BBQ		£ 1,018.15	£ 424.04	£ 594.11
	Autumn Festival		£ 966.80	£ 209.55	£ 757.25
	Christmas Fayre		£ 3,462.34	£ 740.04	£ 2,722.30
	Caleigh		£ 865.72	£ 1,044.27	-£ 178.55
	Easter Event		£ 712.50	£ 138.10	£ 574.40
	Sports day/Summer Social		£ 1,458.44	£ 532.94	£ 925.50
Fundraising on behalf of school					
	Scholastica		£ 826.04	£ 826.04	£ -
	Children In Need		£ 292.75	£ 292.75	-£ 0.00
Kids only events					
	Movie Night		£ 444.25	£ 133.79	£ 310.46
	Disco		£ 620.00	£ 349.89	£ 270.11
	Mufti		£ 80.75		£ 80.75
School Led Events					
	Football Festival		£ 124.00	£ 9.91	£ 114.09
	New Starters		£ 214.80	£ 68.43	£ 146.37
	May Pole day		£ 515.75	£ 141.98	£ 373.77
	School Production		£ 923.55	£ 455.85	£ 467.70
	DVD Orders		£ 240.00	£ 240.00	£ -
Themed Shed events					
	Shrove Tuesday/Valentine		£ 167.60	£ 47.13	£ 120.47
	World Book Day		£ 175.50	£ 14.94	£ 160.56
Donation to school - classroom wishlist					
	Artist		£ -	£ 450.00	-£ 450.00
	Creatures Comfort			£ 675.00	-£ 675.00
	Foxes outstanding		£ -	£ 50.00	-£ 50.00
Passive & Commission Income					
	Easy Fundraising		£ 246.37		£ 246.37
	Astra Recycling		£ 11.80		£ 11.80
	StickIns		£ -		£ -
	X'Mas Card Design		£ 193.13	£ -	£ 193.13
	Party Pack		£ 10.00		£ 10.00
Total			£ 16,166.67	£ 8,306.67	£ 7,860.00
			in	out	
			Balance	31/08/2025	£ 10,702.09
			Balance	31/08/2026	£ 18,562.09
			Change in year	25/26	£ 7,860.00
Tillie Memorial					
			£ 1,090.00	£ 1,090.00	£ -

Appendix b – Zoe Coles, Secretary Resignation

Received via email

Dear the PFA committee,

I am writing to formally resign from my roles as Secretary, Trustee and Committee Member of St James PFA, with immediate effect.

This has not been an easy decision, and I am genuinely sad to be stepping away. However, due to changing work commitments, alongside family and personal matters, I feel that this is the right decision for both myself and the PFA.

I have thoroughly enjoyed much of my time serving on the committee and have been proud to support the wonderful work the PFA does for our school community. It has been a privilege to work alongside such a dedicated and supportive group of people.

Although I am stepping down from my official roles, I would be very happy to continue supporting the PFA as a volunteer parent member where I can. In particular, I would love to help with any Hot Chocolate Fridays and Ice Cream Fridays, and I am also happy to continue in my role as Class Representative for Squirrels and Owls.

Thank you all for your friendship, support and understanding during my time on the committee. I have made many happy memories and greatly appreciate the kindness and encouragement I have received from so many of you.

I wish the PFA every success for the future and look forward to continuing to support its work in a different capacity.

With best wishes,

Zoe Coles

Appendix c – Binnie Thornton, Trustee resignation

Received via email

Hello all,

Please accept this as my resignation from my trustee position for the PFA.

You're all utterly fabulous and I wish you all the very best.

Kindest regards,

Bini

Appendix d – Alice Jankovec, Treasurer and Trustee resignation

Received via email

Hello all,

Please accept this as my resignation from treasurer and a trustee role of St James PFA.

Thanks,

Alice