Friends of Warrender
Warrender School Parent Teacher Association
Warrender School, Old Hatch Manor, Ruislip, HA4 8QG
Charity no. 1056022

**Friends of Warrender PTA Annual General Meeting (AGM) Minutes**
**Date:** 7th October 2026
**Time:** 8:00 pm – 8:37 pm
**Location:** Zoom Online Meeting
**Registered Charity No:** 1056022
**Meeting Focus:** 2025-2026 Year in Review & 2026-2027 Annual Plans

**1. Apologies for Absence**
Apologies were received via email from Kathryn Aggarwal. As the AGM was an open invitation to the entire school community, no other formal apologies were required or recorded.

**2. Welcome and Introductions (Slide 1)**
Laura Elliott, Chair, opened the Annual General Meeting and welcomed all 18 attendees, which included parents, carers, and school representative Mrs. Brown. The committee members introduced themselves, stating their roles and their children's school years.

**3. 2025-2026 Year in Review (Slides 2–4)**
Laura Elliott presented a comprehensive overview of the committee's activities and impact for the 2025-2026 academic year.

- The committee successfully organised 16 unforgettable events.
- Total fundraising efforts raised over £33,000, with over £22,000 in total profit directly funding 12 initiatives for the pupils.
- The community achieved 105 Pay-It-Forward donations, sold over 1,500 raffle tickets, and generated invaluable volunteer support with 1,854 attendances across events.
- Events throughout the year included the Colour Run (349 runners), Christmas Fair (585 tickets sold), Summer Picnic (430+ attendees), Santa's Grotto, and Glow Disco.
- 100% of profits were directly reinvested to enhance education and school life. Funded items included the new school pod, essential educational assessment resources (Talamo Test), air conditioning, reading books, bookshelves, new computers, Year 6 leavers' hoodies, and infant lunch tables.

**4. Uniformd: Preloved Uniform Shop (Slide 5)**
Clare Murray, Vice-Chair, announced the success of "Uniformd," a preloved uniform shop launched in November 2024 by parent volunteer Suze.

- The initiative champions sustainability and provides an affordable option for parents while raising essential school funds.
- To date, the shop has raised £996.34 by selling 349 items, with 163 items currently available online.
- Clare extended a massive thank you to Suze for her incredible dedication, noting that a personnel change means the PTA is actively seeking new volunteers to help run the shop, with the potential goal of running physical stalls alongside the online store.

**5. Committee Motivations: "Why We Do It" – Preeti Brar (Slides 6 & 7)**
Preeti Brar, Co-Secretary, outlined the ethos of the committee.

- She acknowledged the immense, often unseen, behind-the-scenes work the committee undertakes alongside their normal jobs and parenting duties—from late-night communications to sourcing water guns and 400 keyrings for the Colour Run, and wrapping 400 Wonder Bars.
- While raising vital funds for crucial items like air conditioning, library books, and the new learning pod is highly important, Preeti emphasised that the primary motivation is creating happy memories and putting smiles on the children's faces.

**6. Parent Feedback & Upcoming Events 2026-2027 – Melissa Climo (Slides 8 & 9)**
Melissa Climo, Co-Secretary, took over the presentation to share community feedback and outline the event focus for the upcoming year.

- She thanked the community for their positive feedback, highlighting quotes from parents who praised the incredibly well-planned events and the hard work and dedication of the volunteers.
- Melissa then outlined the focus for the upcoming year, noting that event dates are scheduled alongside the school calendar to avoid clashes.
- Immediate autumn/winter events include the Glow Disco on 6th November, Adult Wreath Making on 26th November, and the Santa's Grotto & Christmas Fair (the key event for the term) on 4th December.
- A school pantomime (Cinderella) is scheduled for 15th December for Year 1 onwards.
- Spring and Summer 2027 events on the horizon include Mother's and Father's Day Pop-Up Shops, Wonder Bars, an Adult Quiz Night, and the Summer Term Colour Run.

**7. Community & Workplace Support (Slides 10–11)**
Laura Elliott outlined flexible, bite-sized ways parents can support these events.

- The PTA is actively seeking donations for the Toy Tombola, leftover sweets for prizes, clean jars for Jolly Jars, and generous gifts for Rainbow Hampers.
- Parents can pitch in by running a fair stall for 60 minutes, selling raffle tickets, or joining morning gate teams and set-up/clean-up crews.
- Parents were highly encouraged to check with their employers regarding Match Funding, which can effortlessly double the fundraising total.
- Additional corporate support avenues include Company Paid Volunteer Days (CSR leave), Payroll Giving (via portals like Benevity and CAF), and securing raffle prizes or event sponsorships from business contacts.

**8. Treasurer's Financial Review (Slides 12–17)**
Amy Ashenhurst, Treasurer, delivered the detailed financial review for the 2025-2026 year, noting that strong event performance delivered growth.

- The PTA generated a total revenue of £33,148 and achieved a gross profit of £22,730.
- The gross margin for the year stood at 68.6%, representing a gross profit growth of £2,453 compared to the prior year.
- Events generated £20,178 of the gross profit. The highest-earning events were the Colour Run (£5,332 gross profit) and the Christmas Fair (£4,160 gross profit)
- A total of £13,616 was allocated directly across 13 school funding items, creating visible impact for the pupils.
- It was noted that while community events delivered successfully, the Summer Event, CAF, and Benevity were the largest gross-profit shortfalls against the budget.

**9. Election of Committee Members (Slide 18)**
The meeting proceeded to the formal AGM procedure for the confirmation of committee officers for the 2026-2027 school year. No new nominations were received prior to the meeting. Laura Elliot moved a motion to re-elect the existing returning officers. The motion was approved by a show of hands: out of the 18 attendees, 12 raised their hands in support with zero objections recorded. The 5 existing PTA committee members abstained from the vote. The confirmed committee for 2026-2027 is as follows:

- **Chair:** Laura Elliott
- **Vice-Chair:** Clare Murray
- **Treasurer:** Amy Ashenhurst
- **Co-Secretary:** Melissa Climo
- **Co-Secretary:** Preeti Brar

**10. School Partnership & Closing Remarks (Slides 19–20)**
There was no other formal business (AOB) raised by attendees. Mrs. Brown, speaking on behalf of Warrender School, formally thanked the Friends of Warrender for their ongoing efforts. She highlighted that the £33,000 raised makes a significant impact on the school's ability to provide a high-quality education in the face of shrinking school budgets.

Clare Murray closed out the meeting by extending heartfelt appreciation to all parents, carers, teaching staff, and school office personnel for their continuous support, noting that the committee could not do this without them. Attendees were encouraged to use the direct inbox (friendsofwarrender@gmail.com) or join the Support Committee WhatsApp for future feedback, volunteering, and fundraising ideas.

**11. Post-Meeting Action Items**

| Owner | Action Item |
|---|---|
| Parents/Carers | Donate second-hand toys, clean jars, leftover sweets, and items for the Rainbow Hampers (based on the shared colour list). |
| Parents/Carers | Donate second-hand uniforms to the blue uniform bin or designated points. |
| Parents/Carers | Contact the committee to provide raffle prizes, secure business sponsorships, or volunteer to run the online/physical uniform shop. |
| Parents/Carers | Check workplace policies for match funding, Benevity, CAF, or paid volunteer days (CSR leave) for the Christmas fair. |
| Parents/Carers | Join the Support Committee WhatsApp for low-chat, event-only coordination and upcoming volunteering opportunities. |

**Attendee Comments & Feedback Provided in the Meeting Chat**

- **Anisha Tailor:** "Thank you so much to all of the Friends of Warrender committee - its amazing what you all do for our children and the school. THANK YOU!"

- **Charlie:** "Well done amazing FOW! The children of Warrender school are so lucky to have your amazing enthusiasm! Thanks for all your hard work x"
- **Zoom user (Kerry):** "Thank you for all you do for our children, Kerry x"
- **Jenna Gelich:** "Yes, thank you for all your hard work and dedication to the school!!!! Great presentation. x"
- **Rupa Morar:** "Great work friends of Warrender! Thank you for all the effort you've put in! Very insightful presentation! Looking forward to supporting future events!"
- **Kajal:** "Thank you FOW for everything you do for our children and the school! We're very lucky to have you!"
- **Sajni:** "That you for all the hard work you all put in to keep these incredible events running! Lovely to see the kids enjoy them, and raise money for the school while doing so!"

**Administrative Note:** The committee is currently reviewing the constitution to confirm any remaining formal AGM procedures regarding the previous year's minutes and accounts. If further administrative actions are required, they will be addressed at a subsequent meeting.

**Approved as a true and accurate record of the meeting:**

**Signature:** _____

**Name:** Laura Elliott

**Position:** Chair, Friends of Warrender PTA

**Date:** _____