PAWS AGM MINUTES 2026

Waddesdon Village Primary School
(Thursday 1st October 2026, 8.30am)

Attendees:
Sarah Barlow
Lyndsey Spurgin
Prithvi Aradhya
Zaneta Zetkowski
Chantelle Hawkins
Emily Smith
Laura Forchione
Michelle Meadows
Cat Pullinger
Rachel Ambrose
Heather Creser

Apologies:
Hannah Atkinson
Francesca Mitchell

Welcome:
Sarah: Addressed all and welcomed them to the AGM.

Fundraising Achievements
Michelle: Updated on the previously raised amount from PAWS last year. Last year they raised £7,330.48

PAWS Roles Nominations and Appointed:

Roles	Nominations	Nominated By	Seconded	Appointed
Chair	Sarah Barlow	Prithvi	Zaneta & Lyndsey	Sarah Barlow
Secretary	Francesca Mitchell	Sarah	Prithvi	Francesca Mitchell
Treasurer	Hannah Atkinson	Cat Pullinger	Lyndsey	Hannah Atkinson
Vice-Treasurer	Prithvi Aradhya	Sarah	Lyndsey	Prithvi Aradhya

Social Media Manager	Lyndsey Spurgin	Prithvi	Sarah	Lyndsey Spurgin
Honorary Members	Zaneta Zetkowski	Sarah	Prithvi	Zaneta Zetkowski

Treasurer Report:

Last year PAWS raised £7,330.48 which was all used for the adventure playground. We will start this year from £0 for raising money. The goal for this year is £10,000

All Monies available for year 2026-27 and its allocations:

Available monies for year 2026-27 - £1546.80

Allocations for these monies:
Christmas Party - £350
Crackers - £80
SATS breakfast - £80
Year 6 Yearbooks - £350
Money to buy food and toys for events - £400

Total Allocated - £1260

Most Successful Event of 2025-26:

- Colour Run last year was successful with raising £1,090 altogether.
- Easter Disco was well received and raised £1060.
- Movie nights collectively raised a good amount which raised £1,106 together.

Events 2026-27:

Sarah B discussed the timetable of the events shared during the AGM meeting and it was agreed this will be shared with all in the PAWS newsletter.
Events discussed in detail:

Movie Night:
We discussed maybe changing movie night to a play evening with pizza and popcorn as we wondered if it would be better and more fun so the children could enjoy socialising with their friends.
We discussed having this at the same time for KS1 and KS2 so we do not have two sessions which would be a stretch on the teachers/ school staff.
We discussed how some year groups appear to enjoy watching the movies so for KS2, pupil parliament can talk to the class and ask if they would like to watch a movie or would like to play.

Christmas events:
We will host a Christmas Winter Warmer this year. There will be a number of activities pre-planned by PAWS (e.g. raffles). But also each class will set up an activity or item to sell like previous year's events.

To get donations for the activities PAWS will host Christmas Outfit day where people can bring in donations but this will not be on Christmas Jumper day as that is for a specific charity.
We have decided they should be dressed in a Christmas outfit rather than just their jumpers so all children can dress how they like.

Parts are needed for the Grotto and other Christmassy decorations. Any help on this would be helpful. (Prithvi to check a huge TV box for the fireplace).

Colour Run:
Sarah stated that the color run was a fantastic event and had a lovely feel. We felt that it would be great to do again.
We discussed ticket costs and it was suggested that we keep the costs to parents the same as last year because it was a successful event which made a lot of money for PAWS. However, we also discussed reducing the cost for families if they supply their own t-shirt and glasses. For a family of 4 £15 a runner was a big cost and we felt lowering the price might make it more accessible. We agreed to look into this and potentially offer both the full package and a cheaper alternative. We agreed to look into optional sponsorship as well if people's families want to support them but we wanted to make it clear people can opt in and opt out of this.

Just Recycle:
Michelle said that this would still go on. But we might need to consider where to donate it to as it did not get the school much last year despite the amount of clothes donated as it was based on weight.

World Book Day:
We will support world book day this year.
Along with it, we will introduce a sort of Wonka Bar. Sarah explained we can't call it that because it has a copyright on it. We would call it the Waddesdon-Bar.
Sarah explained when parents purchase bars of chocolate for their children that we will add some Golden Tickets in some of them. The prizes could include things like lunch with Miss Forchione, some free time etc. This idea was well received in the meeting so we will do this event this year.

Sponsored Bounce:
This is an event where the child's family sponsor/donate money for the number of jumps that their child does.
The bouncy castle idea was ruled out because of all the risks that come with it and the chances of injuries are high with it.
We discussed that we would explore the foldable trampoline for this.
Sarah B will ask her friend how they did this event and go back to Miss Forchione on this for further assessment.

Bingo Night:
We could have a Bingo Night for families that are interested.

Waddesdon Village Hall could host this for free potentially. They would open the bar where parents could buy drinks from. Zaneta said she would look ask the hall about whether this could be arranged.

Gung the Teacher:
We discussed whether to auction of "gunging" the teachers to mark the end of the year or if we should do a raffle.
Raffle tickets were decided as they were more accessible to all (e.g. a child who bought one ticket still had a chance of being chosen to help gung the teacher). We discussed making it so only the teachers who get the most tickets will get the Gung.

New Parents Coffee morning:
There will be a new event for the Reception class parents to meet and chat.
This would be in July. We discussed that we could offer coffee, tea and cake when their children are having their drop in sessions. We hope that this helps the new parents to bond.

We discussed adding school events to our calendar so we can avoid overloading parents.
We added to the calendar that Class 5 do a sponsorship event that takes place in June.

Constitution:

- The Charity Commission confirmed that they could not find the Charity Constitution for our School. They said it was likely we would need a new Constitution.
- A new Constitution has been drafted and given to the members attending the AGM for a readthrough. Comments and suggestions were welcomed.

Charity Account:

- Sarah will update the Charity account with the new committee as trustees. She will also upload the Constitution once agreed.
- ParentKind Insurance will be purchased to help cover PAWS members and events in case of any issue. This would cost PAWS £120.

Licences:

- Alcohol Licence will be brought to cover selling Alcohol during the Winter warmer event. It costs £21.
- Movie Night needs License £90 per movie that is being aired on the Movie Night.
- Sarah was explaining that schools need a license to play music. There is one for the school as they are a state school. But as PAWS is an external body, PAWS needs to check if they need their own music license. Sarah is going to look into this and if necessary she has asked permission to buy one. This was agreed if necessary.

Guidance Volunteers:
Hints: We looked at a Helpful Hints document that Sarah had created and decided these would be useful for events so that everyone knows what is to be expected in their role.

Safeguarding:
We discussed making a guide for safeguarding and suggestions to deal with situations.
The school has their own Safeguarding guide for visitors which we will tweak to include the PAWS guidance.
Sarah will tweak this and then send it to the committee and school to check.

Volunteers/Helpers:

Miss Forchione explained that volunteers/helpers during the PAWS events cannot be doing more than 3 events in 30 days. This can be anywhere, not just the school.
As in, if the person is helping in Scouts, Brownies or school etc., it cannot be more than 3 days in a 30 days period unless they have a DBS.
We discussed explaining this to volunteers and ensuring that our events are at least 30 days apart if we need multiple helpers. For regular helpers we will look at DBS checks.

Communications:

Newsletter:
We discussed a new format of a newsletter being used instead of emails for individual events (an example was shared with everyone in the AGM). The format was well liked and feedback of the dates and charges were welcomed. It was agreed a calendar of events would be helpful moving forward so parents know what to expect in the year.

Posters:
Posters for the events will be done by Zaneta or Prithvi for the circulation of information and posted in Whatsapp groups as reminders.

PTA Events and Data Privacy:

- A new platform for the PTA will be created, this has been approved by Miss Forchione and Mrs Meadows.
- There are numerous advantages with the platform and how all the events can be seen in one place.
- Parents need not search for cash on that day, they could make the payment already on the app without any hassle.
- Parents need to setup their account which wouldn't take much time.
- Parents need not search for the webpage/app, as in the posters and announcement we can have the QR code which will take them to those events to pay automatically.

- We are setting up the new application because there are restrictions on the ParentMail for these payments etc.
- This also helps in what is being offered food wise during the events, these can be listed in the application beforehand and parents can say what the kid can consume and what should not be offered to their child (e.g. hot dogs).
- There is a small cost which goes towards the application however it will be picked up by the PAWS and will not be charged to the Parents, as this is to help PAWS overall. However, there will be a small cost to parents for using Stripe.
- We discussed that the use of this platform should be explained as clearly as possible to parents so they understand the process and thoughts behind the decision making.

Sum-Up:

- Sum-up will be setup with the committee people on it so it could be on their phones and we wouldn't need the machines.
- Sarah B has already applied for the Sum-up accounts for the PAWS committee people to be on it and have it on their phones.
- This can be extended for other members (e.g. volunteers) so that they have access as an "employee"

Cashless:

- We will aim to move towards being cashless with the setup of Sum-Up. This would not be immediate, but we will aim to be cashless sometime soon.
- Another idea for being cashless during the events would be the use of tokens.
- Each token will cost £50p and parents could buy tokens for their children to spend and when they register for the events the person registering will hand the children that many tokens.
- Eg: if the parent has paid for their children to have £5 worth of tokens then the child will get 10 tokens to spend.
- At the end of the event if the child has not spent all of the tokens the parent can use these tokens in another event. i.e., if the tokens have been brought at the disco and left over they can use it during the winter warmer event.
- Also if they would not want to carry over they could donate it in a box kept in the school.
- These tokens can be given to any children unable to buy tokens/ attend events due to their financial situation confidentially by the school.
- Being cashless will help PAWS and everyone who is manning the booths and the children understanding the value of what they are buying.

Grants:

- Tesco Blue Tokens grant will be applied in January by Mrs Meadows.
- Tesco has changed the grants to be only around healthy eating. However the adventure playground comes under exercise which is related to Healthy eating so we can apply for it in January.

- Mrs Meadows has already applied for the HS2 grants.
- Will apply for Rothschild funding in Jan 2027 as well.

Agreed actions:

Sarah-To look into licensing for music
Sarah- To finalise sum up and stripe on PTA Events
Sarah- To create a document for parents about PTA Events and tokens
Sarah- To finalise and send out newsletter
Sarah- To agree with Hannah cost of Parent Kind and buy membership for insurance
Sarah- To adjust safeguarding document for helpers
Sarah- To speak to friend about use of trampolines for sponsored bounce
Sarah- To wait for response for charity commission and decide if we need to send in our new version
Sarah- To make all the volunteers aware of new safeguarding guidance
Michelle- To explore other clothes recycling
Prithvi-To look for cardboard for the Christmas Warmer
Zaneta- To speak to Waddesdon Village Hall about the Bingo Night

Meeting ajourned at 9.45am