



**FRIENDS OF WERRINGTON**  
Werrington Primary School, Washerwall Lane, Werrington, Stoke-on-Trent ST9 0JU

**Friends of Werrington Annual General Meeting Meeting**  
Minutes of the Meeting held on Monday 19<sup>th</sup> January 2026, 6pm  
Held at Werrington Primary School

**MINUTES**

**Members present:** Erin Hodgetts (Chair and Minutes)  
Bobbie Hodgetts  
Lindsey Skelson  
Lisa Latham  
Lucy Cliffe  
Charlotte Locker  
Jackie Cole  
Leanne Mountford  
Hayley Goodwin  
Caroline Prince  
Sarah Archer  
John Kinnersley  
Kate Mason-Smith

No	<i>Agenda Item</i>	<i>Action</i>
<b>1.</b>	<b>Apologies</b>	
	Apologies received from Dionne, Marilyn, Tanya, Melissa and Linda	
<b>2.</b>	<b>Reports for Year 24/25</b>	
	<p>Paper copies of the reports were distributed to attendees.</p> <p><b>a. Chair's Report</b> Erin read the highlights from the report and reiterated her thanks to the Committee members and volunteers who have been a part of Friends and Werrington as their support has been phenomenal.</p> <p><b>b. Treasurer's Report</b> Erin thanked Lucy and John for completing the report and was pleased with the amount that was raised and spent on the school. Caroline expressed her thanks to the committee for the generation of the reports and the support provided to the school.</p>	
<b>3.</b>	<b>Election of Roles</b>	
	<p>Caroline explained the process of voting and initially led the nominations and votes for Chair. Erin explained the responsibilities of each role and paper copies of the roles a responsibilities from the PTA+ website were distributed to attendees.</p> <p><b>a. Chair</b> Attendees unanimously voted for Erin Hodgetts to be Chair until the end of the school year 25/26.</p>	

	<p><b>b. Vice Chair</b> Attendees unanimously voted for Hayley Goodwin to be Vice Chair.</p> <p><b>c. Treasurer</b> Attendees unanimously voted for John Kinnersley to be treasurer. Lucy Cliffe steps down from being treasurer and will be the buyer. Both Lucy and John have Charity Commission Trustee status.</p> <p><b>d. Secretary</b> Attendees unanimously voted for Lisa Latham to be secretary.</p> <p>Erin also mentioned that there is a requirement for any charity with a turnover of over £25,000 to have their accounts audited. Although Friends of Werrington do not reach that turnover, it is best practice to have the accounts reviewed. Charlotte Locker nominated herself to this role as she is a qualified accountant. All attendees agreed.</p>	
4.	<b>Proposed changes to the constitution</b>	
	<p>Lindsey has worked through the previous constitution which was written in 1998 together with the ParentKind model constitution which is used by the majority of PTAs in the UK. Lindsey distributed a draft paper copy to attendees. She has highlighted sections which would be advisable to be included as well as discussion points where agreements, as a committee, need to be made. Erin asked for all members to take the revised constitution away and read through in readiness for the next meeting for it to be discussed.</p>	All
5.	<b>Future Event Planning</b>	
	<p>Erin asked Caroline to confirm the dates until the end of July.</p> <p><b>Discos:</b></p> <p>Thursday 12<sup>th</sup> February 2026 – Valentines (roses in the FoW cupboard for the toy stall). Thursday 26<sup>th</sup> March 2026 - Easter Tuesday 7<sup>th</sup> July 2026 – Summer</p> <p>Sarah to find out if the issues with Arbor have resolved.</p> <p><b>Stalls:</b></p> <p>Due to the lack of volunteers during the day, Erin asked if we could re-think what we do instead. It was noted that the stalls are very profitable and the children do enjoy them. There is a block with the wrapping station. A suggestion of pre wrapping and also the suggestion of gift bags by Lucy was offered. Sarah to add a post on DoJo asking for donations of gift bags of any size and volunteers for the stalls as they may not go ahead. Stock take to be undertaken before additional bags are bought so that we know what extras and sizes are required.</p> <p>Friday 6<sup>th</sup> March 2026 – Mother’s Day (Monday 9<sup>th</sup> March for children who couldn’t visit on the Friday). Friday 12<sup>th</sup> June 2026 – Father’s Day (Monday 15<sup>th</sup> June for children who couldn’t visit on the Friday).</p>	<p>S Archer</p> <p>S Archer</p>

	<p><b>Summer Fayre</b></p> <p>Saturday 27<sup>th</sup> June 2026</p> <p>Due to the lack of volunteers and also making the fayre enjoyable for all, Erin suggested for outside companies to facilitate. She suggested a Circus and big top and provided a generic overview of finances and possible income as suggested by one company, Circus Pazazz. Caroline found a marketing video from Circus Pazazz website and everyone was in favour of us researching this idea. Erin has asked the company if they will be available on the 27<sup>th</sup> June but they said that they cannot plan dates until January 2026 when they have received deposits from schools. John to look at the profitability and report back. Tickets to be sold in advance.</p> <p>Erin suggested that the burger van and ice cream van would still be invited as well as Tanya's bouncy castles. Erin suggested we contact the scout hut in advance for their marquee so that we are prepared this year.</p> <p>Erin suggested that a tombola stall could still be set up as this is a big attraction but it was thought that this would take away from the circus and the bouncy castles.</p> <p>It was suggested that glow sticks and toys could be sold, Erin to check with the company if they are happy with this as they may have their own to sell.</p>	<p>J Kinnersley</p> <p>E Hodgetts</p> <p>E Hodgetts</p>
6.	<p><b>Future Meetings</b></p>	
	<p>Erin suggested for meetings to be held monthly to keep the momentum with planning. Attendees in agreement but advised that they would not be able to attend all. Caroline advised that Mrs Dimmock would deputise in her place.</p> <p>Next meeting Monday 9<sup>th</sup> February 2026, 6pm, Werrington Primary School.</p>	
7.	<p><b>Any Other Business</b></p>	
	<ul style="list-style-type: none"> <li>- <b>Stock Take</b> Hayley, Leanne and Charlotte volunteered to stock take on Monday 26<sup>th</sup> January 2026. Erin advised there were 2 cupboards, one in the main corridor and one in Year 3. The cupboard in Year 3 can be accessed from outside but it difficult to manoeuvre boxes if there are classes happening. Erin advised that Bobbie had organised a Trello Board, Bobbie to invite members to the Trello Board so that it can start to be used.</li> <li>- <b>Social Media</b> Sarah to check on the progress of whether FoW could have access to DoJo. Hayley mentioned whether a section on the WPS website or our own Facebook page could be added, especially now that the AGM has convened and reports written. Sarah to find out if FoW could have a section on the WPS website.</li> <li>- <b>Spend</b> <ul style="list-style-type: none"> <li>▪ Projector has been paid for by WPS, FoW to transfer funds once received.</li> <li>▪ Erin suggested if plaques could be bought to stick on items such as the projector and benches so that parents and children are aware of the items that have been bought with FoW funds. Attendees were in agreement.</li> <li>▪ There had been a suggestion by parents for a bike rack to be sourced, attendees in agreement for money to be spent on this. Caroline had left the meeting when this suggestion was put</li> </ul> </li> </ul>	<p>H Goodwin / L Mountford / C Locker</p> <p>B Hodgetts</p> <p>S Archer</p> <p>J Kinnersley / L Cliffe</p> <p>E Hodgetts</p>

	<p>forward by Erin, a discussion needs to be had with her as to where it could be positioned. Bobbie to research and speak to Caroline.</p> <ul style="list-style-type: none"><li>▪ Sarah to encourage teachers to use the spend sheet if they have any ideas as to what they would like/need.</li></ul>	<p>B Hodgetts</p> <p>S Archer</p>
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