Stafford Grammar School PTA Meeting Minutes

Stafford Grammar School PTA

Date: Tuesday 13th October 2026

Present: Lee Marsh (Chair) Dr Johnson (Headmaster), Marine Judson, Alyson Burton, Lisa Ashton, Pam Lee, Louise Bennett, Megan Goddard (Secretary)

Additional attendees: Laura Sandy, Andrea Barker-Hall, Gemma Bullock

Agenda:

1. Apologies
2. Voting Process and Communication of Outcomes
3. Battle of the Bands
4. Music Expenditure Feedback
5. Website
6. Summer Ball 2027
7. Upcoming Events
8. Funding Requests
9. AOB

1. Apologies

Apologies received from Charlotte

Welcome

LM welcomed members back after the Summer Break and also welcomed potential new members to this meeting and highlighted the upcoming AGM which is due to take place in November and where the committee for 2026-2027 will be voted in.

2. Voting process and Communication of Outcomes

LM led discussion regarding how committee decisions are made. LM outlined the process from discussions in monthly meetings and then emails sent out so votes can be made in private. LM reminded members and visitors that any discussions are confidential until the formal process of communication with school and until meeting minutes are published to school/website

3. Battle of the Bands

Feedback shared. New bar area at back of theatre was utilised to full potential and helped to separate the refreshments from the event and ease congestion and issues of lighting and noise that occurred last year. Feedback reported that there were some communication

errors regarding start times for the event and PTA volunteers at the event reported that the Wifi signal was poor.
LM responded that there will be further discussion about upgrading the existing card machines that we use to avoid this in future.
A discussion was held regarding parent requests to serve alcohol at future Battle of the Bands. Historically this has not been an event where alcohol has been served and Dr Johnson outlined reasons why. This event is for children and is on a Monday evening. There would need to be an application for a licence and would not be financially worth it for such a small event. School do not want there to be alcohol at the event.
After some discussion it was agreed to come back to this at a later date but that the school would ultimately make the decision and the PTA would support the decision made.

4. **Music Expenditure Feedback**

A brief overview of the agreement set out in May 2026 regarding allocation of funds ring fenced for Music Department. It was agreed that 100% of profits made at Christmas and Easter concerts and 50% from Choral Day would be ring fenced for Music Department. The agreement was that the Music Department would then communicate and share how the funds had been spent and/or planned future spends so that PTA could share in communication with parents as part of annual report.
A report was shared with members present which outlined 'spends' that had occurred during the Music Tour (Summer 2026) A lengthy discussion followed regarding some of the items; in particular meals and additional costs that had occurred on the trip.
All members were in agreement that the Music Department makes huge contributions to the school events calendar and that profits from these events should be given to support the Music Department.
Concerns however, were raised regarding some of the costs and that all of the ring-fenced money had been allocated to support the Tour. Some members felt that funds raised could be better spend on benefitting the whole Music department therefore impacting a broader range of pupils, rather than only the pupils that could afford to attend the biannual Tour.
Some members disagreed and felt that it was up to Music Department to spend the money how they saw fit as it was mostly raised by parents of pupils that contributed to the music events.
LM outlined that moving forward the agreement for ring-fenced profits raised from Music Events will stand but the process for spends needs to align with the rest of the school and formal process outlined in agenda item 2. The Music Department will be informed that they need to put future funding request bids in using the appropriate 'Bid Proposal Form'

5. **Website**

Due to time constraints. LM to raise this agenda item at the next meeting.

6. **Summer Ball 2027**

LM opened discussion regarding Summer Ball. A poll had been sent out to parents to gauge interest. LM reported that there is definite interest (over 60 responses) and PTA members present agreed that recent discussions in year groups have had positive responses.
It was agreed that a Ball Event would be planned and then a discussion followed regarding confirmed a date and a Venue ASAP.

It was decided that a 'Summer Ball planning committee' would be best to ensure that planning and work load could be shared. Feedback from members involved 2 years ago was shared and it was agreed that a suitable venue would need to be secured ASAP in order to ensure that the event could be organised in time.

(Marine, Laura, Andrea, Pam, Lee and Meg-all put themselves forward to support the organisation and planning of the event)

A date for meeting will be circulated and open to all.

7. **Upcoming Events**

LM outlined the following dates. PL suggested an events calendar and LM reported that this already existed with the School/PTA Chair.

The following Events were shared and where diary dates have been approved then dates appear.

a. Halloween Party (19/10)
b. Bonfire and Fireworks (04/11)
c. Drama Performances) 19/20th Nov)
d. Christmas Fayre (04/12)
e. Prep School Christmas Concert (14/12)
f. Senior School Christmas Concert (15/12)
g. Curry and Quiz Night …. (Provisional date 22/01) LM also outlined potential to change to Pizza and Quiz Night due to a voucher that needs to be utilised)

8. **Funding requests:**

Art request to be emailed out to members for approval

AOB:

Date and Time of next meeting:

AGM 10th NOVEMBER 4pm