

30/9/26 PTFA Meeting Minutes

Attendees

Rachel Priest - Chair
Chloe Pritchard - Secretary
Gina Nell - Parent
Gina Matthews - Admin
Jayne DeClair - Parent

Apologies

Lou Morgan - Parent

Current Financial Status

Gina M provided an update on the PTFA financial status:

School Fund - there is £1352.03 in the school fund line, of which £320 is committed to pay for Phil The Elf to lay on entertainment for the children on the 16th December.

There is a distinct PTFA line within the school's GCC account which has a balance of £452.10. This money, along with that held in the School Fund, will be transferred to the new PTFA Lloyds Bank account which was set up by Lou over the summer holidays (thank you Lou).

The Grant Fund line within the school's GCC account has a balance of £2864.00 which must be spent this financial year to restore the nature area. This line will be drawn upon to fund the professional clearance of the nature area and if funds allow, will also fund the equipment and resources that will be used within it.

The Tesco grant of £1500 has been received and will continue to be held within the school's accounts and is also designated for use in the nature area, both for restoration and ongoing maintenance.

Rachel has transferred the £200 earned on ice cream sales to the new bank account and the summer fair profits also need to be banked into this account.

The total held therefore (excluding grants and summer fair money) is **£2004.13**.

Nature Area

Three local companies have been in to quote for clearing the nature area but to date only one has submitted a quote. Gina M will continue to chase for quotes and will approach other companies as necessary to ensure due diligence in obtaining value for money.

Once three quotes have been obtained, they will be shared with PTFA members prior to being submitted to the Executive Headteacher, Mrs Mason, for approval before a contractor can begin work.

Halloween

Noting that Halloween falls at the end of half term, it was decided that we will hold a cake sale after school on the 22nd October. This will be held on the yard if the weather is favourable and if inclement, we will use the hut.

Additionally, we will hold a Crazy Hair Day to celebrate fireworks night on the 5th November, with children paying £1 (cash) on the day to participate.

Christmas

The school will arrange for Christmas hampers to be produced and raffled off as usual.

The children will be treated to Christmas dinner and entertainment on the 16th December, all funded by the school/PTFA and with no cost to parents. The PTFA also over-bought books last year so no extra books are needed as presents for the preschool Christmas party.

An additional fundraiser will be held on 7 December in the form of a Christmas disco. This will again be split by Key Stage, with Key Stage 1's disco being held first. Booking and payment will be made through Parentpay and parents are urged to book online rather than just turning up as this aids with budgeting and adult-child ratios.

We will provide all disco attendees with a bag of crisps on arrival and unlimited squash throughout the disco, as well as a small gift on departure. Gina M will investigate the possibility of bringing in a DJ for the evening - **ACTION**.

Any Other Business

We ran out of time to discuss the 150 year fundraising campaign and it was suggested that a separate meeting could be held on an evening on Teams to discuss this in more detail. Chloe agreed to re-send Lou's presentation to all PTFA members by email ahead of this meeting - **ACTION**.

We agreed to fund the school's Out Of The Ark subscription again, which gives the school access to the music and scripts used for the Key Stage 1 nativity performances as well as music that is used in assemblies throughout the year.

Gina M asked whether we would consider committing funds to each class on an annual basis but it was agreed that this would be challenging to commit to as we do not have a guaranteed income but we welcome requests from staff and will always try and satisfy these where possible.

On this note, Chloe agreed to re-send the request for a new storage bench from the Dormice teacher to all PTFA members for consideration - **ACTION**.

Gina M asked whether more can be done to advertise the 100 Club in which parents pay £3.50 a term for the chance of their child winning £5, with that £5 being handed out in assembly every Wednesday. Rachel agreed to advertise this on the PTFA Facebook page - **ACTION.**

Date of Next Meeting

A date is needed for a Teams meeting to discuss the 150 year fundraising campaign.

The next standard PTFA meeting will be held on the 4th November at 2pm to begin planning the Christmas disco.

Actions

Item	Description	Update
17	Chloe to check whether Lou has spoken to Hales about the possibility of hiring their mulching machine with an operator to satisfy the school's insurance requirements. If not, Chloe to speak to Hales directly. Rachel will provide contact details for Jake Hale and Louise Hardwick who were helpful last year when we needed to hire the barbecue.	Overtaken by events - now seeking quotes for a contractor to come in and professionally clear the site to allow new equipment to be ordered and installed. CM Contracting, Cherry Tree Landscapes and Grafters have been invited to quote.
18	Chloe to email list of equipment needed to Nicola Phelps so that she can seek best value for money solutions and order equipment.	Email sent 11 June. Detail shown below.
19	Gina M to investigate the possibility of bringing in a DJ for the Christmas disco.	
20	Chloe to re-send Lou's presentation to all PTFA members by email.	
21	Chloe to re-send the request for a new storage bench from the Dormice teacher to all PTFA members for consideration.	
22	Rachel to advertise the 100 Club on the PTFA Facebook page.	