PTFA Meeting Minutes

Location: Virtual – Teams Call

Date: 25th September 2025, 7:30pm

Attendees:

Georgia Trengove – Chair
Henry Odbert – Deputy Chair
Ant Tribble – Treasurer
Kelly Rogers – Secretary

Ant Pope (for first section of meeting)

Discussion	Action/ Owner
Meeting with Ant Pope **Goals** AP confirmed gave an insight into the school's current priorities, which are improving SEND provision and a focus on writing. From a PTFA point of view, his priority is for us to continue funding enrichment activities. One goal is to give the children a trip to a major city, so there are embryonic ideas around that. AP shared that there is also a need to replace the school's lawnmower, which saves a lot of money every year as we don't need to hire in outside groundspeople. **STEM classroom** AP confirmed that his priority for funding outside of the BAU projects is for the STEM classroom project. As part of this, the wish list includes multi-functional tables, a working digital whiteboard, storage for musical instruments, a 3D printer and potentially some form of cooking space. AP agreed that a phased approach to this would work well, with the PTFA giving guidance on how much funding would be available and at what point in the year.	

GT confirmed that as of 1st October we will be a nominee in the Waitrose 'green tokens' scheme and this funding is specifically for this classroom project. **Elfridges** GT confirmed that we want to make Elfridges bigger this year, opening it up so that students bring in unused gifts in exchange for a non school uniform day. AP confirmed he is happy with this suggestion and in principle a Friday at the end of November would be ideal. **Grand opening of play equipment** AP shared his plans and all agreed there is no need for a PTFA speech on the day. GT to cut the ribbon. AP requested a list of people who need to be thanked – GT to send.	 **GT**
Time capsule HO explained the time capsule idea as an ongoing project. Each class would add to their capsule from Reception–Y6, and then look through their content in Y6. AP confirmed support for the idea and agreed a location in the bank of brambles behind the sensory garden would be ideal. HO suggested cost would be in the region of £500. Planning to begin.	 **HO**
Site housekeeping KR shared that at the AGM some parents shared that they felt the school site can occasionally look untidy with rubbish waiting to be disposed of. They expressed a desire to help if needed. AP confirmed that the current process is that the school hires two skips at the end of the year – it's not an effective use of Adrian's time (and not within his remit) to manage the disposal of general rubbish any more frequently than that. Help would be welcomed, should parents want to offer it. However there is also an element of play equipment being left out to be used	

again and this is a conscious decision to prioritise learning time. **Enterprise task** GT confirmed that we would like to re-run the enterprise task this year. AP agreed it was a good idea and felt that Mrs Winkler would be enthusiastic to oversee it again. All agreed Easter is a good time of year for this to take place. GT to speak to MW. **Allotment plans** AP expressed overwhelming support of the allotment plans from across the teaching team, and the children. Confirmed that Anna has already mentioned plans for the year to him, and he is in full support of them. **End of this section of the meeting.**	**GT**
Committee Meeting **Approval of AGM Minutes** AGM minutes approved without amendments.	
Review of Action Tracker Action Tracker reviewed and updated – see Action Tracker	Review updated Action Tracker and flag any amendments required to Secretary. **All**
Gift Aid	

GT discussed that gift aid could not go through the external company she was hoping would collect the gift aid from the crowdfunding page. AT is to look into how we claim gift aid manually through HMRC website.	**AT**
New funding project –STEM classroom AP’s requirements discussed: flexible space, musical instrument storage, tech provision and flexible furniture to make the space multipurpose. There are potentially two elements to the wish list – essentials (i.e. tables/chairs/storage) and nice-to-haves (3D printer). KR to add list of AP’s requirements to the initial project plan. Agreed that a phased ‘roadmap’ would be a good way to approach this project, with guidance on how much we expect to be able to fund and when. AT to draft phased approach to funding. Potentially then we need to arrange to meet with AP in the space to plan in more detail. Carry forward onto next agenda for update.	**KR** **AT** **KR/GT**
Financial Update & Allocation of Funds Financial update agreed as standing agenda item for all Committee meetings. Current financial position is as per Treasurer’s report from AGM. Balance ~£15,000 (including £5,000 reserve). Awaiting reclaim receipts from school. In addition, Rhino Play and Phoenix invoices are still expected. Final accounts to be examined by third-party once received. AT confirmed there is plenty of time to complete this.	**KR/GT** **AT**

Upcoming fundraising for Autumn Term – Update	
Bonfire Night • BBQ food quantities confirmed same as last year. • BBQ team needed. • Caterers to arrive 1 hr earlier. • Candy floss machine and eco-friendly glow sticks to be arranged. **Tropic Night** • Sian is leading this event. Tickets are available on PTA Events, with paper tickets available for external attendees. • Treatments also available on the night – £5 hand per massage/facial bookable in advance. • Event target: ~£200. **Christmas Fair** • Core team confirmed: Henry, Ant, Georgia, Mikyla, Gemma, Claire. • Claire – crafts/food. Gemma & Michaela – games/prizes. Henry – grotto. Ant – risk assessments/money. • More volunteers to be recruited nearer the date. • Grotto management: Debate over timed slots vs managed queue. Concern that missed slots would cause disruption. Managed queue (elves telling families to return in 10 mins) worked reasonably well last year. • Option to trial 30-min arrival windows to stagger demand. Decision pending. • Reindeer food making included in grotto ticket (no extra charge). • Photo booth to be co-located with reindeer food table. • Storytelling in sensory garden: Rejected for this year (too complex, weather risks). • Backdrop to be upgraded (replace plasticky sheeting). • Screening needed to block Santa sightlines after bramble cut-back.	**GT/HO** Decision needed on grotto management – discuss further at next Christmas meeting with wider team. **GT**

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- Walk-through to be held one week before fair.
- Stalls: Fewer this year, which should ease congestion.
- Toy shop: Decision not to invite external toy shop back (low PTFA return).

Further plans for rest of year

Discos and Bingo

- All agreed that the Silent Disco concept is too complex; consider as a potential standalone event in future. Georgia to share costs and equipment information for future consideration.
- Agreed that the preference is to hold one 'drop-off' disco in May (potentially split by key stage). GT to discuss DBS/ratios with Head.

  Carry forward onto next meeting agenda.
- Chocolate Bingo pencilled in for March (pre-Easter). Chair to ask Elena and Amy if they would like to lead.

Crealy Takeover (collab with Drakes PTFA)

- Confirmed for February. Carry forward to next meeting agenda for update.

Quiz Night

- Chris Day-Kerry and/or Mr Filer happy to lead a quiz night. Carry forward to next meeting agenda for update.

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HO

GT

KR/GT

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Plans for the committee

Agreed to continue with half-termly meetings, scheduled near start of each half-term.

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KR to book in next committee meeting for after October half term.	**KR**
Any funding requests • Budget ~£455 approved for Allotment Team to fund compost, seeds, etc. (Irrigation project separate and expected free). • Allotment team to be updated on approval. **Funding requests procedure** Current MS Forms system not fully working; issues with WhatsApp/email approvals. New approach agreed: • All funding requests logged in Teams in a dedicated approvals channel to ensure there is an audit trail. • Treasurer to check financial viability first. Introduce RAG system (Green, Amber, Red). • Wider committee then to approve/reject. • Secretary to send approval email once decision made. • Form to be updated to let teachers know there is a two-week turnaround; urgent requests should be flagged. • Committed WhatsApp channel to be used for nudges only. • Carry forward onto next meeting agenda for review **Expenses & Debit Card** AT confirmed expenses turnaround: 2 weeks. PTFA debit card encouraged for larger purchases; receipts required but no expense form if card used. Treasurer to number expense forms and provide remittance notes for tracking.	**GT** **All** **AT** **KR** **GT** **KR/GT** **AT**

AOB Kirby is sourcing quotes for a new shed for the Uniform Shop. As discussed at the AGM, the Committee is not supportive of spending thousands on new shed; priority must be projects with a more significant/tangible benefit to the school. Low-cost alternative fix proposed: raise shed onto gravel base (~£200) to resolve damp. Review Kirby's proposals when they are submitted and consider the options.	**All**