

Detailed Meeting Minutes

Friends of the School / PTA Meeting

Date: 28 September 2026

Chair: [Alicia Smith](#)

Attendees: [Alicia Smith](#), [Rachel](#), [Helena Pangalos](#), [Jess](#), [Abby](#), [Laura Collinson](#), [Nicola Carter](#), [Philippa Kennedy](#) and others. [[Friends meeting | Word](#)]

1. Fundraising Target and GoFundMe

Discussion

- The PTA discussed creating a public fundraising target and launching a GoFundMe page to allow donations from parents and community members who may not attend fundraising events.
- It was agreed that having a specific, visible objective would improve transparency and encourage support.
- Initial discussion focused on completing the school's IT programme, particularly additional Chromebooks and interactive screens.
- Alternative options such as a furniture fund were discussed due to the school's need for replacement desks and chairs.
- [Laura Collinson](#) highlighted that some classroom furniture has become unsafe and requires urgent replacement. [[Friends meeting | Word](#)]

Agreed Position

- Subject to confirmation from the school, the PTA's provisional public fundraising goal will focus on funding additional Chromebooks.
 - A target of approximately **£5,000** was considered appropriate and achievable.
 - GoFundMe will be used primarily as a visibility and communication tool rather than as the sole fundraising mechanism.
 - Fundraising totals from all PTA activities will contribute towards the public target, but money will not be routed through GoFundMe unnecessarily to avoid extra fees. [[Friends meeting | Word](#)]
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2. EasyFundraising Promotion

Discussion

- Existing EasyFundraising registration was reviewed.
- Participation is currently low despite being an easy source of passive income.
- Members agreed it should be promoted more actively, particularly to new parents. [[Friends meeting | Word](#)]

Decision

- EasyFundraising details will be re-circulated through newsletters and school communications.
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3. Treasurer's Report

Financial Position

Presented by [Rachel](#):

- Current bank balance: approximately **£19,651**
- Approx. **£8,500** reserved for Chromebook and IT purchases.
- £600 spent from the Key Stage 2 technology allocation, leaving approximately **£1,400** reserved.
- £440 held from the class pot/Amazon wishlist allocation.
- £3,000 reserved toward future IT requirements.
- Approximate unrestricted funds available for allocation: **£6,311**. [[Friends meeting | Word](#)]

Discussion

- Class pots and Amazon wishlists have generated substantial administration with limited parent engagement.
- Members felt the current approach was not delivering value for effort.

Decision

- General consensus to discontinue the existing class pot model and release unused funds back into the general PTA budget, subject to final agreement.
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4. School Requests and Priorities

Update from School

[Laura Collinson](#) advised:

- Recently purchased Chromebooks have arrived and are being configured.
- Further assessment is required before confirming future Chromebook requirements.
- Furniture replacement remains a significant concern due to damaged and unsafe desks and chairs. [\[Friends meeting | Word\]](#)

Discussion

- The PTA agreed to continue investigating furniture support opportunities.
 - Repurposed furniture opportunities will be explored, though care must be taken to ensure furniture is appropriately sized and suitable for children.
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5. Christmas Programme

Christmas Fair

- Preferred date: **Friday 11 December**
- School preference is for a Friday afternoon event (approximately 2:00pm to 4:00pm) rather than an evening or weekend fair.
- The PTA will investigate logistics, including:
 - classroom use
 - child collection arrangements
 - stallholder access
 - indoor/outdoor activities. [\[Friends meeting | Word\]](#)

Wreath-Making Workshop

- Proposed date: **Friday 4 December**
- Two potential suppliers identified.
- Expression of interest will be tested before committing.
- Alternative date may be explored if supplier availability becomes an issue. [\[Friends meeting | Word\]](#)

Magic Show

- Proposed date: ~~27 November~~ **date TBC**
- Format would consist of two shows for different age groups.

- Ticket sales would be shared with the performer.
- PTA to investigate final availability and viability. [\[Friends meeting | Word\]](#)

Christmas Cards

- Christmas card fundraising scheme will run again.
 - Teachers' availability and submission timelines need to be confirmed.
 - [Rachel](#) to review ordering deadlines and report back. [\[Friends meeting | Word\]](#)
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6. Second-Hand Uniform

Discussion

- Large stock levels are currently being stored at school.
- Previous volunteers are no longer managing the scheme.
- The existing model requiring regular staffed sales sessions is no longer sustainable.

Agreed Approach

- Trial an order-based system.
 - Parents submit requests via a form.
 - Orders are fulfilled periodically.
 - Uniform will continue to be promoted at PTA events.
 - Collection/payment options to be finalised.
 - [Philippa Kennedy](#) offered support with administration of the new process. [\[Friends meeting | Word\]](#)
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7. PTA Administration and Technology

PTA Events Platform

- A PTA events management platform has been set up.
- Will initially be trialled for:
 - Magic Show
 - Wreath-Making Workshop

- Benefits include ticketing, volunteer management and reduced administration. [\[Friends meeting | Word\]](#)

Secretary Vacancy

- The PTA continues to seek a secretary to support communications and administration.
- Members were encouraged to recruit from the wider parent community.

Social Media

- New Facebook and Instagram pages have been established.
 - The Scarecrow Trail demonstrated strong community engagement.
 - [Philippa Kennedy](#) agreed to assist with social media content. [\[Friends meeting | Word\]](#)
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8. Village Hall Representation

Discussion

- The PTA has been informed that it has a legitimate place on the Village Hall Committee.
- A PTA representative could potentially provide:
 - stronger community links
 - improved access to facilities
 - reduced hire costs
 - stronger support for community events. [\[Friends meeting | Word\]](#)

Decision

- Further investigation required.
 - Members to consider whether they would be willing to represent the PTA.
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9. Future Events Planning

Proposed Future Events

- Colour Run
- Quiz Night

- Easter Cake Decorating
- Sponsored Family Walk / Nature Trail
- Future fundraising workshops and community activities. [\[Friends meeting | Word\]](#)

Ownership

- [Nicola Carter](#) and [Juliet](#) to investigate Colour Run options.
 - [Juliet](#) to lead another Quiz Night.
 - [Philippa Kennedy](#) to continue supporting cake decorating activities.
 - [Jess](#) to explore a sponsored walk/scavenger trail event for spring. [\[Friends meeting | Word\]](#)
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10. Art Show

Dates Confirmed

- Art Show dates approved by school.
 - Concerns raised regarding venue reset and classroom restoration due to the absence of an inset day immediately afterward.
 - Additional volunteers will be required for Sunday clear-down activities. [\[Friends meeting | Word\]](#)
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11. Volunteer Recruitment

Discussion

- Volunteer shortages continue to be a challenge.
- Ideas discussed:
 - parent evening promotion
 - PTA information sessions
 - coffee morning for new parents
 - flyers for Reception and Year 1 families
 - stronger face-to-face engagement. [\[Friends meeting | Word\]](#)

Decision

- Parent-evening presence approved as a recruitment opportunity.
- Tea/coffee stand and PTA information table to be considered.

12. Grants

Discussion

Several funding opportunities were identified:

- Kop Hill Grant
- Tesco Community Grant
- Other local funding streams being researched by [Abby](#) and [Cat/Catherine](#).
[\[Friends meeting | Word\]](#)

Decision

- Grant applications will be pursued as a priority.
- School support may be required for projects involving site improvements.

13. Closing Remarks

- School thanked the PTA for:
 - The Scarecrow Trail.
 - Funding school trips.
 - Ongoing support and fundraising activity. [\[Friends meeting | Word\]](#)

The meeting concluded at approximately 9:00pm. [\[Friends meeting | Word\]](#)

Action List

Action	Owner	Due
Confirm public fundraising target and Chromebook requirements with school	Laura / Rachel / Alicia	Next meeting
Set up and launch GoFundMe page	Alicia	October
Re-circulate EasyFundraising information	Rachel	Next newsletter

Action	Owner	Due
Confirm Chromebook costs and quantities remaining	Rachel & Laura	Next meeting
Investigate school furniture contacts and repurposed furniture options	Alicia & Laura	Ongoing
Establish Christmas Fair working group	Alicia	October
Develop Christmas Fair logistics plan for 11 December	Christmas Fair Team	November
Confirm Magic Show availability for 27 November	Alicia	ASAP
Obtain wreath-making supplier availability and pricing	Alicia	ASAP
Review Christmas card deadlines and process	Rachel	ASAP
Create uniform order form process	Alicia	Before October half term
Support second-hand uniform administration	Philippa	Ongoing
Trial PTA Events platform for ticketed events	Alicia	Autumn term
Recruit PTA Secretary	All committee members	Ongoing
Promote Facebook and Instagram channels	Philippa / Committee	Ongoing
Investigate Village Hall Committee representation requirements	Alicia	Before AGM
Research and plan Colour Run	Nicola & Juliet	Spring term
Organise Quiz Night	Juliet	Spring term
Plan Easter cake-decorating event	Philippa	Spring term

Action	Owner	Due
Develop sponsored walk/scavenger trail proposal	Jess	Spring term
Recruit additional Art Show volunteers for clear-down	Abby & Rachel	Before Art Show
Produce new parent/PTA recruitment flyer	Helena	ASAP
Arrange PTA presence at Parents' Evenings	Committee	Next Parents' Evening
Review PTA content on school website and suggest updates	Committee	Next meeting
Add PTA social media links to school website	Laura	ASAP
Coordinate grant applications (Kop Hill, Tesco and others)	Cat, Abby & Alicia	October
Provide grant project ideas and school requirements	Laura	October

Key Dates Agreed

- Magic Show (provisional): **27 November 2026**
- Wreath Making Workshop: **4 December 2026**
- Christmas Fair: **11 December 2026**
- Art Show: **19-21 February 2027 (approved)** [[Friends meeting](#) | [Word](#)]