

PTFA Meeting Tuesday 23rd SEPTEMBER 2025

Lamb and Flag PH, 7pm

| Item | Minutes | Action |
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| 1 | Attendees- Miss De Ste Croix, Liz Plimmer, Grace Northwood, Libby Clark, Nicola MARTIN | None |
| 2. | Apologies – Sarah Murray, Louise Patrick | None |
| 3. | Introduction to Newly formed PTFA - Chair - Grace Northwood Treasurer – Liz Plimmer Secretary – Libby Clark Grace thanked Miss De Ste Croix for attending and supporting the PTFA and for Nicola Martin for offering her support. Sarah Murray has kindly offered to design posters/ flyers for all future events and already done the new logo. These will be laminated and then able to be reused to reduce waste, recycle/reuse moto. Thank you Sarah | None |
| 4. | Outline of PTFA/ Roles and Responsibilities - Outline of the constitution, roles and responsibilities explained. Advised that all pupils and parents unless opt out are part of the PTFA Family as volunteers. Can't vote anyone onto the committee until hold AGM so members present were happy with attending regardless and helping without being voted in until the next AGM. | None |
| 5. | Acceptance of previous minutes – Last minutes being on the 03.07.2025 – Minutes reflected that PTFA members would assist the school. This will not be the case and members would assist when asked by the teaching staff, however Lucy Ward would be assisting staff on this occasion. Ask for Miss De Ste Croix to advise on how many parents/supporters will be required for any future events. | None |

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| 6. | <p>Christmas Pantomime –</p> <p>Panto for the whole school to attend including all staff. PTFA to pay for the tickets which has been agreed already @£13.50 per head which includes 1 free ticket per each teaching staff. Exclusions would be discussed with those parents who need additional financial support and claim Free School Meals.</p> <p>Parents would then be asked to contribute to the transport.</p> <p>PTFA to send children with a snack bag and then ask Louise and team to prepare lunch after the panto to enable her to go as well.</p> | None |
| 7. | <p>Autumn DISCO – 7th November 2025 –</p> <p>DJ is booked Party Roo at a cost of £130.</p> <p>Decided Disco would be 5.00pm – 6.30pm to allow younger children to go.</p> <p>Food – Grace to check in with Louise as to what food would be the easiest to prepare/ cook.</p> <p>Sum up machines would be on the Bar and in the kitchen with Food.</p> <p>Grace suggested going cashless to allow children to run the stores and use tokens instead.</p> <p>These can be paid prior to the event or on the day but will assist with reducing cash transactions.</p> <p>Very little refunds but if there are then we will refund if a pupil/ parent has left over tokens.</p> <p>Grace will look into cost of tokens. All tokens will be £1.00 and then any game/ stall/ tattoo etc will be in denominations of £1.00.</p> <p>Price of the disco has always been £1.00, suggestion of £2.00 to assist with covering the cost, this has been agreed.</p> | <ul style="list-style-type: none"> GN – to ask Louise about food. GN to source tokens/ price NM to source sweets/ chocolates Volunteers to be asked for through DOJO GN order bar supplies to school GN – Donuts to be ordered from ASDA |

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| | <p>Food - Louise to be asked about food, maybe pizza and chips. Liz happy to assist with Food (Sum up machines on bar)</p> <p>Bar – Sarah Murray (Sum up machines on bar)</p> <p>Sweets – Nicola Martin</p> <p>Toys - ??</p> <p>Tattoos – Libby Clark</p> <p>Face Jewells - ?? considered but can be a bit faffy and wasteful.</p> <p>Grace is going to order the bar and all items ordered to go straight to the school and be stored there for ease.</p> <p>Normal spend is £60.00 on toys around a £1.00 per item or multiple items to make up to £1.00.</p> <p>Year 6 to be in Miss Gullys Room</p> <p>Shut reception end of the school reduce spreading pupils and parents across the school</p> <p>Bar will be in Class 2/3</p> <p>Mrs Chalkeys room for– Sweets/ Tattoos</p> <p>VIP – 5/6 – decorate the room, pop sweets etc in and them to have the light tubes in their rooms that we already have away from younger children.</p> <p>Sweets to be brought by Nicola and thought to buy small bags and look at pick a mix suitable for all ages.</p> <p>.</p> <p>Donuts - can pre order these in advance from Asda.</p> | |
| 8. | <p>Events supported by PTFA at a request of the staff –</p> <p>Mrs Chalkey has asked for support for the Think tank trip for years 4/5/6 @ £536.00 Tickets and entry. PTFA have agreed to support this trip and then allocate the same amount to other class years for future projects in interest of being fair. Parents will be asked to support transport.</p> <p>Again request for Mrs Chalkey to let PTFA know if support is needed for the trip.</p> | <ul style="list-style-type: none"> Offer support to Mrs Chalkley for the trip |

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| 9. | <p>Christmas Fare –</p> <p>Date set for Friday 28th NOVEMBER to be held at the school.</p> <p>Time for 4.30pm – 6.30pm</p> <p>Idea to invite the children personally by using an A4 piece of paper and splitting that into four invites to be sent to children. Sarah Murray to be asked to assist with this.</p> <p>Bar will be replicated</p> <p>Food to be discussed at a later date again.</p> <p>Look at Tombolla and ideas Grace has seen to reduce waste and make it easier to select and store prizes. Pull a Bear was a favorite.</p> | None to be discussed at next meeting in detail |
| 10. | <p>Dates for the diary –</p> <p>Tuesday 14th October KPOP Demons suggested but to be confirmed– Movie and munch</p> <p>Own clothes day – 24th October 2025</p> <p>January 2025 Thursday 22nd 2026 – movie and munch</p> <p>February 13th Friendship Disco 5 – 6.30pm</p> <p>Mothers day 11th March 2026 – Mothers day presents</p> <p>Friday 15th MAY 2026 – Color run straight after school</p> <p>Thursday 21st MAY 2026 non uniform Crazy hair day</p> <p>Fathers day sale 17th June 2026</p> <p>Fathers day 19th June 2026 – donut sale</p> <p>Summer fare – Friday after school Friday 26th June 2026 – 4.30- 6.30pm</p> | <ul style="list-style-type: none"> To discuss film for Movie and Munch, Miss De Ste Croix requested help running. To arrange volunteers |

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| 11. | <p>Requests from the school –</p> <ul style="list-style-type: none"> • Wish to make a sensory garden in the area that has been dug out • Technology, IPADS and more electrical equipment. • Shade in KS2 playground • Bike shelter – possibility of getting a grant, possibility of having this in the future once decisions have been made on new floor and work in the top building <p>All of these will be working projects throughout the year and to be discussed at next meeting.</p> | None |
| 12. | <p>Any other business –</p> <ul style="list-style-type: none"> • <u>Look at World book day with wrapping up chocolates with a Wonka chocolate</u> • <u>Sponsors</u> – Do a tiered approach to sponsors with advertisement on the board at the school. • Plastic box for parents to donate prizes won back after each event #recycle/ resuse <p>Next meeting set for 7.30pm on the 11th November 2025</p> | None |