

PTA Meeting Minutes

Date: 11/6/26

Time: 5pm

Location: School

1. Attendance

Present:

P. Scarlett (Chair)

J. Manners (Secretary)

G. Wood

V. Matts

K. Steventon

E. Gallant

K. Norton

H. Cox

S. Harris

Apologies:

S. Padmore (Treasurer)

2. Welcome

The Chair welcomed attendees and thanked everyone for their attendance.

3. Previous Minutes

J. Manners provided a summary of the minutes from the Annual General Meeting (AGM).

4. Meeting Accessibility and Timing

The availability of a video link for meetings was discussed, although this may not be ideal. As meetings are open to all parents and carers, members considered whether a later start time may encourage greater attendance.

It was noted that the school is open on Wednesday evenings, and a proposed meeting time of **7:00 pm** was discussed. This may be more suitable for those requiring childcare arrangements.

Action: Consider scheduling future PTA meetings at 7:00 pm on Wednesday evenings.

5. Treasurer's Update

In the Treasurer's absence, the Chair confirmed that the PTA currently operates with a single bank account, holding approximately £1,400 plus extra cash in the float.

6. School Disco

With only five weeks remaining of the school year, members agreed that organising a school disco would be an effective and popular fundraising event, requiring relatively minimal preparation while providing a good fundraising return.

Proposed Date: Thursday 18 June

Volunteer Requirements

- A minimum of eight volunteers will be required, preferably with DBS clearance.
- Childcare for volunteers was identified as a potential challenge.
- It was suggested that volunteers' children could remain in the library during the event.

Chill-Out Area

The library will be used as a designated "chill-out" space for children who may need time away from the disco environment.

Year 6 pupils may assist within this area by supporting younger children and facilitating quiet activities such as:

- Colouring and drawing
- Board games
- Simple group activities

Staffing

As Thursday is staff meeting night, teachers may be available to assist during the event.

Members agreed that sufficient volunteer support must be secured before formally announcing the disco.

Timings

- Reception and Key Stage 1: 5:00 pm – 6:00 pm
- Key Stage 2: 6:15 pm – 7:30 pm

Siblings of children attending a later session may wait in the library if their parent is volunteering.

Activities

- A "Just Dance" projection was suggested to encourage participation and provide additional entertainment.

Admission Process

The use of wristbands or pre-issued tickets (printed by the school) was discussed as a way to reduce queue times and streamline entry.

While cash payments on the door were considered the simplest option for this event, members agreed to explore the possibility of using **School Gateway** for future events, including disco tickets and cookie sales.

Action: Decide on a means of payment either electronically bought pre-sale tickets, cash on the door or a mixture of both.

Refreshments

Each child will receive:

- One light-up foam stick
- A drink
- A packet of crisps

Light-up foam sticks have already been purchased and will be limited to one per child.

Squash will be served using reusable plastic cups from the school kitchen to minimise waste. A "mocktail bar" concept was also discussed, allowing children to mix and choose their own drinks.

Children will be called out in groups for refreshments and seated in a classroom, providing more space than the previously used corridor area.

Pricing

£4 per child, including:

- Entry
- Drink
- Crisps
- Light-up foam stick

7. Summer Fete

Proposed Date

Friday 3 July, immediately after school.

Year 6 Enterprise Stalls

Year 6 pupils will be invited to participate in a "Grow £10" challenge, taking ownership of planning and running their own fundraising stalls and games.

Year 6 pupils may also help run a "Beat the Goalie" activity.

Actions:

- Confirm availability of existing fete tokens.
- Purchase prizes for stalls and games.

Stall Ideas Discussed

- Adopt-a-Soft-Toy Stall (soft toy donations required)
- Rainbow Raffle:
 - Each class allocated a colour.
 - Families donate colour-themed items.
 - Donations combined into themed hampers.
 - Children participate in a colour-themed non-uniform day.
- Soak the Teacher
- Inflatable attractions (weather dependent)

Food and Refreshments

- Ice cream van
- BBQ, supported by the school cook and additional volunteers

Entertainment and Attractions

The overall theme of the fete was described as creating a "village fete" atmosphere.

Suggestions included:

- Cake decorating competition (nut-free)
- Performances from Jesse and Wolston's Got Talent contestants
- Taekwondo demonstration
- Emergency service vehicles
- Vintage cars and motorcycles
- Tractor display

Commercial Traders

The possibility of inviting local commercial traders was discussed.

Licensed Bar

The option of providing a bar at the fete was raised and will require further discussion and consideration.

Promotion

Members agreed that confirmed event dates should be communicated to parents as soon as possible.

Advertising will include:

- Social media promotion
- Posters in local shops and community locations

The fete will be open to the wider community.

8. Next Meeting

A further PTA meeting will be required to finalise arrangements for the Summer Fete.

Proposed Date: Wednesday 24 June, 7pm

Meeting Closed: 6:30pm