

PTFA meeting minutes – Tuesday 4th November 2025

Attending: Kayleigh, Tania, Kate

Apologies: Barbara, Nikita, Sophie

Halloween disco

- Feedback from parents, children and teachers is overwhelmingly positive
- The event ran smoothly and was well attended by over 100 children
- Booking kids in while queuing worked well, as did the optional snack table
- Could we put name stickers on the children next year to help with identification when they are in costume and being returned to their parents at the end of the event?
- **DJ Phil from Get Up and Groove is already taking bookings for 2026 events! Kate has emailed him to book for the Leavers Disco (Monday 20th July) and Halloween discos (Thursday 22nd October)**

Fireworks Scavenger Hunt

- This event has been cancelled due to bad weather and the perceived clash with the Oakdale Open Evening
- Online tickets have been refunded and apology emails sent
- **Clarification of PTFA refund policy: if an event is cancelled by the PTFA, a full refund will be given. Refunds will not be given in the event of a child no longer being able to attend an event after a ticket has been purchased, or if a child attends an event and does not enjoy it. All money taken by the PTFA is for fundraising and goes back to children and the school, so refunds will directly impact this**

Christmas Fair

- Date and times for the Christmas Fair are confirmed: Saturday 29th November from 10am to 4pm
- A volunteer sheet has been created and will be displayed in the staff room by Doug
- Stalls, prices and prizes are confirmed. Kate will create a pricelist to share with families and Kayleigh will make a shopping list for the stalls
- External vendors have been contacted and asked for a £30 BACS payment to confirm their attendance at the fair
- Santa experience slots will need to be booked in advance through the PTFA events website. These will go on sale at 9am on Saturday 15th November – there are a limited number of slots available, and when they are gone, they are gone!
- Raffle tickets will be on sale in the playground from Monday 24th November and sales will stop during the Christmas Fair before the draw takes place
- A Non Uniform Day on Friday 21st November requests festive items from families, which will be used to create Christmas hampers for the raffle. External vendors will also donate a raffle prize, and the PTFA is donating a £100 Asda voucher as a grand prize
- The PTFA is accepting donations of good quality secondhand Christmas decorations to add extra fun to the Christmas Fair. Donations will be accepted by members of the PTFA in the school playground, or the school office up until Friday 21st November.

AOB

- The PTFA will spring clean their shed and stocks of donations in December and January. Any excess items will be donated to local charities and good causes to create storage space for further events and purchases
- The cancelled Fireworks Scavenger Hunt will be rebranded as a New Year's Scavenger Hunt taking place in the first week of the Spring term, after the Christmas festivities
- An additional playground event may take place after school in December, this will be discussed after the Christmas Fair, which is the current focus for the team
- The PTFA will meet weekly throughout November to continue preparations for the Christmas Fair
- Money has been set aside for Christmas books and the pantomime subsidy payment
- Sophie has met with the office to complete a DBS check and will added to the PTFA members WhatsApp and roster once the DBS check ahs been returned

Next meeting: Thursday 13th November 9.15am, Lord Wimborne Wetherspoons