

PTFA Meeting Minutes

21 September 2026

Meeting date	21 September 2026
Attendees	Barbara, Tania, Kayleigh, Sophie and Mrs Spicer

1. Committee / Membership

- Role discussions and introductions took place.
- Discussed holding monthly or termly coffee meetings to encourage new members.
- **Action:** Kayleigh to create a *Who's Who* poster introducing PTFA members.
- **Action:** Coffee meeting planned for **8 October at 9:30am**. Send the *Who's Who* poster to Beccy along with the coffee meeting date.

2. Halloween Disco

- Halloween disco planned for **22 October**.
- **3:30–4:30pm:** Sea Lions and Reception.
- **4:45–5:45pm:** Year 1 and Year 2.
- Check the attendance list; approximately **160 students** were noted.
- Access to the school hall from **2:30pm**.
- **Outstanding payment:** £195 remains to be paid to the DJ.

3. Fundraising / Funding

- Clarify the fundraising goal, including what the funds are needed for and why.
- Consider using a QR code and a fundraising chart to show progress.
- Find out what staff need and what items/support the PTFA could fund.
- **Outstanding payment:** Pantomime payment of **£975** remains to be paid. Kayleigh to transfer ASAP.
- Kayleigh asked about volunteering opportunities, including the pantomime and other activities.

4. Christmas

- Santa has already been booked.
- The PTFA is expected to provide books for Santa to give to the children.
- Look into cheaper book options. Approximately **165 books** are required.
- Discuss whether gifts from last Christmas fair could be used instead.
- **Action:** Mrs Spicer to speak with SLT and agree what to do regarding books.
- **Action:** Ask the school office team for the number of children in each class.

5. Christmas Event

- Proposed to run the event directly after school on a Friday.
- **Proposed date:** Friday 4 December, 3:30–5:30pm.

- **Grotto:** From 4:00pm.
- Consider children making items/crafts to sell.
- Outdoor vendor stalls.
- Carol singers from the Spire.
- Use the library for the grotto.
- Use Year 1 classrooms.
- Consider inflatables in the hall.

6. Christmas Cards / Other Activities

- Christmas cards: Cauliflower Cards – Becky to look into.
- Carla to act as school liaison; Becky to try to attend as well where possible.

7. Annual PTA Events

- The four main events were noted as:
 - • **Halloween**
 - • **Christmas**
 - • **Easter**
 - • **Summer Fair**

8. Bingo Night

- Consider holding a bingo night in November.
- Discuss whether money/prizes would be offered.
- **Action:** Becky to check the requirements for a gambling licence.

9. First Aid

- Check first-aid arrangements and requirements regarding a possible “crèche”.

Next meeting / follow-up: To be confirmed.