

PTFA Meeting Minutes - Monday 2 March, 6pm – Duchess of Cornwall Pub

Attendees: Terri, Jodie, Laura, Pippa, Louise, Klara, Jules, Tacky, Kate, Fiona, Jo

Apologies: Jac, Henni, Lauren, Maria (also emailed to stand down from the PTA), Abby, Lucy, Emma

1 Actions from Previous Meeting

Winter Walk

- Email office (Katie) to check for any replies received. **Action: Terri/Jo**
- Continue pushing on Facebook. **Action: All**
- Buy prizes for winners. **Action: Laura**
- Create hamper for overall winner. **Action: Jo / Tesco**
- Advertise again on Facebook to encourage participation. **Action: Jo**

Disco -Follow up on disposable ice packs. **Action: Jodie**

Aprons Funding -Confirm whether food tech aprons have been covered and where the red aprons have gone. **Action: Terri**

Noticeboard & Clipboard - Noticeboard invoice has arrived. Clipboard funding request submitted.

Rotary Testimonial Prepare testimonial and send with photos. **Action: Jo**

Storage Area -Sort clean, safe storage area in school. **Action: Laura & Pippa meet with Jo A**

2. Bingo Feedback

- Attendance quieter than usual for Jan/Feb.
- Refreshments well received.
- Prizes: rethink approach and advertise earlier. **Action All**
- PA system: ensure Head and Mrs Hammond are copied into communications. **Action: Terri/Jo**
- Seek more prize donations. **Action: All**
- Explore possibility of an additional non-uniform day. **Action: Terri to ask school**

3. Financial Update

- Approx £3,000 in savings; £3,000 in current account.
- All invoices up to date.
- Library budget has been spent; PTFA will **not** be funding library blinds.
- Email Corrine to check for any outstanding invoices. **Action: Kate**
- New invoice received for noticeboard today to be paid **Action Kate**
- Science dome experience for Year 5 due soon.
- Query Lloyds Bank regarding names on the account. **Action: Kate**
- Check email from Mr Webb re: library budget. **Action: Terri**
- Funds available to support Casterbridge Canter.
- Kate to create a mini-report including today's agreed requests. **Action: Kate**

4. Funding Requests

Approved

- Clipboards for Mr Greetham (field trips/orienteering) — sourcing more cost-effective options.
- Metal holesaw set (£58.99).
- Electric multitool + accessories (£27.99) — confirm if one is sufficient. **Action: Terri to check with department**
- 10-pack glue guns + storage (£94.99).
- 2 × Posca acrylic pen sets (£27.99 each) — note: future purchases should come from school budget.

Pending / Queries

- Ear defenders (set of 5, £9.95 each) — check if this falls under SENCO budget. **Action: Terri**
- Bench-mounted vacuum former
 - Is this a replacement?
 - Not enough funds currently.
 - Explore grant options. **Action: Terri & Laura**
- 2 × spring-loaded drying racks (£176.99 each)
 - Are these part of a replacement programme? **Action: Terri**
- Lumbar support office chair — **not agreed.**

Other

- Explore creating an Amazon Wish List for community donations.
- Corrine would need to set up and monitor. **Action: Jo to email Corrine**

5. Casterbridge Canter

- PTFA to support with BBQ, bar, and cakes.
- Tacky organising 5K and 10K (ages: 13+ for 5K, 16+ for 10K).

- First aid: agreed to use Jurassic. **Action Terri Tacky**
- Klara to contact Porta Loos. **Action: Klara**
- Seek sponsorship to cover majority of costs; create sponsorship package. **Action: ALL + Kate, Terri, Tacky package**
- Form subcommittee for ongoing planning. **Action: All interested**
- Stripe payment system to set up **Action Kate**
- Charity No. req. **Action Terri**

6. Charity Status

- Terri to complete as soon as possible. **Action: Terri**

7. Community Challenge – Friday 5 June

- Run similar to last year.
- Volunteers needed: minimum 4 AM / 4 PM.
- Requirements: water, cups, flags, encouragement, counting counters.
- Update/create sponsor forms. **Action: Kate, Henni , Jo**
- Check QR codes. **Action: Kate**
- Create JustGiving account. **Action: Kate**
- Poster to include more house colours. **Action: Henni**

8. Summer Fete – Saturday 20 June 2026

- Confirm date on school calendar and email Ali. **Action: Jo**
- Time: 12–3pm; raffle at 2:30pm.
- Tombola. Collection of prizes from school. Sort and number **Action Lucie and Abby**
- Non-uniform day: Friday 12 June (clashes with residential but will proceed).
- Recruit more stallholders (£20 pitch + raffle prize). **Action: Laura**
- Tacky to arrange animals as last year.
- Klara to organise tractor filled with balloons (and possibly more).
- Bookstore: contact Mrs Jefferies. **Action: Laura**
- Coconut shy: contact Les Fry. **Action: Terri**
- Create list of games and add new ones. **Action: Events Team**
- Email Mrs King re: school music groups performing. **Action: Jo**
- Print raffle tickets early. **Action: Terri**
- Book bouncy castle. **Action: Jo**

New Idea: Farming Tent

- Educational activity: milk into butter, etc. **Action: Pippa & Klara**
- Explore selling scones to accompany homemade butter.
- Consider additional farm-themed activities.

Stalls

- Laura to approach local artisan businesses.

Ice Cream

- Issue with melting last year — rethink approach.
- Jules to contact friend with the Clipper van. **Action: Jules**

Subcommittee

- Form group to plan fete in more detail. **Action: All interested**

9. Disco Preparation

- Elsie has dates in calendar.
- Plan some games. **Action: Elsie**
- Request class lists from school; create A–E signs. **Action: Jo**
- Arrange payments to go into PTFA account. **Action: Kate**
- Cash & Carry shopping list: sweets, cans, Pringles, Doritos. **Action: Terri**
- Poster to show new times:
 - Y5/Y6: 5–6pm Y7/Y8: 6:15–7:15pm
- 15-minute turnaround for cleaning between sessions.
- Volunteers needed for both sessions; request cakes/cookies. **Action: All - poster Henni**

10. Winter Walk

- Continue pushing on Facebook. **Action: Jo**
- Arrange prizes. **Action: Jo**

11. AOB

- Tesco Blue Token Community Fund — Laura to investigate. **Action: Laura**
- **April Quiz night. Lucus showing interest to help organise next quiz. Action Laura to confirm ASAP**

Next Meeting

Monday 20 April 2026 6pm Duchess Pub