

PTFA Meeting Minutes – Monday 20th April 2026 6pm Duchess

Attendees Terri, Jo, Kate, Jules, Tacky, Klara, Fiona, Pippa

- 1 Apologies
- 2 Actions from last meeting
- 3 Feedback from Winter walk
- 4 Funding request update
- 5 Financial update
- 6 Laura Hallett proposal
- 7 Tacky Update on Casterbridge Canter
- 8 Community Challenge
- 9 Summer Fete
- 10 Quiz Prep
- 11 AOB

1 Apologies - Jac, Louise, Abby, Lucy, Laura, Henni, Lauren, Emma,

2. Actions From Last Meeting

- Drying racks – Approved. Department won't receive further school funding for 18 months.
- Vacuum former – Approved. Klara to explore discount via contact.
- Amazon Wish List – To be set up with Corrine.
- PTFA storage – Approved to use back kitchen room. Contact site team for a lock.

3. Feedback From Winter Walk

- Strong engagement from Year 5-6
- Limited response from Years 7-8.
- Great activity for a quieter month.
- Explore ways to reach more families next time.

4. Funding Requests

4.1 Year 5 Orchestra Trip (Mrs King)

- Total cost: £1600.
- Suggestion: explore train travel (£5.75 per pupil) as a cheaper option.
- If not viable, PTFA agrees to fund half.
- Vote: Terri, Jo, Clara, Kate, Jules, Fiona, Pippa, Tacky – approved.

4.2 Year 8 Medals/Trophies

- Reply to Jo A via PTFA email.

4.3 Mrs Layfield – Wobble Stools & Dyslexia Pens

- Request more detail on wobble stools (each classroom already has one).
- Dyslexia pens could be added to the Amazon Wish List.
- Reassess after the Summer Fete due to current commitments.

5. Financial Update

- £6,277.91 in the bank.
- £400 of this is Casterbridge Canter income.
- £570 already committed. Science Dome. Food tech aprons
- Outstanding invoices:
- £2,090 vacuum former
- £400 drying racks
- £800 coach to Poole
- £100 ear defenders
- Total: £3,390

Remaining approx. £2,000, needed for Summer Fete food (burgers).

6. Laura Hallett – Boogie Bingo Proposal

- High-energy, music-based bingo adapted for middle school.
- Laura (parent of Lily, Y8) offering to run free of charge to raise funds for the music department.
- PTFA to run refreshments.
- Everyone keen.
- Check dates with Laura – ideally September due to a full diary.

7. Tacky – Casterbridge Canter Update

- Website live.
- T-shirts available (limited).
- Stripe set up; payments received.
- 18 entries so far.
- 1 T-shirt / 1 vest sold.
- Need 120 entries to break even and raise £3,000 (incl. insurance).
- Actions:
- Continue promotion.
- Create flyers for Park Runs.
- Add QR code to poster.
- Keep Facebook posts simple with sign-up link.
- Create countdown posts.
- Add “Apply Here” button.
- Tacky to contact Dorset Bays for photos.
- Share posters with all schools.
- Portable loos arranged.
- Terri to organise TENs licence.
- Borrow school BBQ (collect morning of event).
- Borrow tables from rugby club.
- Klara organising generator.
- Explore sponsorship.???

8. Community Challenge New Date Tuesday 9th June

- Borrow Tacky’s water roll.
- Create collection station with buckets, flags, bunting with table and gazebo and then move to field for event.
- Volunteers: 4 morning / 4 afternoon.
- Provide water top-ups and reusable cups.
- School to set up gazebo (Mr Palmer).
- Confirm timings closer to event.
- Volunteers to count house tokens.

9. Summer Fete

On going list from last meeting

- Contact Mrs King / Mr Shortman re: music on the day.
- Need freezer for ice cream (or stools as last year).
- Email Mrs Jeffrey for book stand.
- Tacky organising raffle prizes.
- Laura sourcing artisan stalls (£20 pitch + raffle prize).
- Terri / kate create 2026 spreadsheet.

10. Quiz Night Prep

- Tacky to get extra Prosecco.
- Facebook cake shout-out.
- Request savoury donations.
- WhatsApp for set-up volunteers.
- Email Mrs King / Mrs Hammond re: PA system.
- Tacky & Jacqui to set up from 5pm.
- Create hamper – Clara has box; add cheese & wine.
- Jo to get wooden spoons.

11. AOB

- Voucher for Elsie.
- 9th May shopping – Terri & Fiona.
- SATS breakfast – contact Mrs Miles.
- Don't forget school fencing.

Next Meeting

11th May 2026 – 6pm – Duchess Pub

Aim for a quiet table upstairs (preferably not benches).

Please read through and let us know which events you can help out.

If you can Please let me know before the next meeting and then you can check diaries.

Email PTFA or me (Jo) and I will start a spreadsheet! We can then confirm at next meeting.

Dates

School Disco 15th May Set up duration clear down. Cakes biscuits

Open Morning Saturday 6th June serve teas coffees

Tuesday 9th June Community challenge 4 volunteer x AM 4 x Pm

Non Uniform Day Prep Thursday 11th June Distribute boxes

Tombola Collection 12th June Lucie/ Abi

Sports Day 17th June Volunteers throughout day, cakes tea/ coffee cold non fizz drinks.

Summer Fete 20th Set up stall and Clear down. LOTS of volunteer req.

Matilda interval Drinks Tuesday 30th June 7pm Serve refreshments.

Matilda Interval Drinks Wednesday 1st July 7pm Serve refreshments Both at the Bay theatre weymouth

Casterbridge canter 8th BBQ and refreshements

End of term Disco 10th July