

PTFA Meeting Minutes

Venue: Duchess of Cornwall, 6 pm 8th June

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

Apologies: Jodie, Jac, Lauren, Abby, Lucie, Henni, Emma

1. Actions from Previous Meeting

- Transaction leaflet/poster completed and distributed at the Year 5 Open Morning.
- Open Morning ran smoothly: teas/coffees served and second-hand uniform sold.
- Disco plans completed; event raised **£800**.
- Community Challenge preparations underway:
 - Flags purchased (Jodie).
 - Timings confirmed (Mr Palmer).
 - Event promoted on Facebook.
- Charity status officially confirmed.
- Parentkind policies reviewed and incorporated into Casterbridge Canter planning.

2. Financial Update & Charity Status TBC

3. Open Morning Feedback

- Library layout worked well.
- Improvement for next time: drinks on one side, uniforms on the other to reduce crowding.
- Total raised: **£173**
 - ~£70 from uniform sales
 - Remaining from early disco ticket + raffle ticket sales

4. Community Challenge – 9 June

Volunteer Timings (confirmed by Mr Palmer):

- **9–11 am:** Tacky, Pippa, Laura
- **1–3 pm:** Tacky, Pippa, Laura, Henni

Logistics:

- to buy **four large waters** from Tesco.
- Tacky to bring her **large water roller**.
- PTFA members needed at the playground with **donation buckets**, bunting and cups.
- Laura to take photos; all photos must be checked by **Mrs Ray**.

5. Non-Uniform Day Tombola – 12 June:

- Prize boxes + collection buckets taken into school Thursday.
- School to print labels for classrooms.
- Lucie & Abby to collect and sort boxes Friday morning.

6. Sports Day – 17 June:

- Early setup team required.
- Request cake + savoury bake donations on Facebook.
- Refreshments table to be placed **next to the microphone** on the field.
- Borrow **two hot water flasks** from staff room; consider purchasing PTFA flasks.
- Freeze ice pops a few days beforehand.
- Raffle tickets ready to sell – posters needed.
- Purchase soft drinks.
- Tesco shopping list to be finalised.

7. Summer Fete – 20 June

Stalls & Leads:

- Farming Tent – Pippa & Klara
- Tractor – Klara
- Animals – Tacky
- Coconut Shy – Tacky
- Giant Obstacle Course – Jo
- Tombola 1 (Toys) – Abby
- Tombola 2 (Adult/Home/Body) – Lucie
- Tombola 3 (Chocolate/Sweets) – Louise
- Books – Mrs Jeffery
- Plants – Mr Jeffery
- BBQ – Jono, Baz, Emma, Jac
 - Food shopping: onions, gas
- Cakes – Patsy, Sylvia, Jules' mum
 - Napkins needed
- Bar – Jodie & Jules
- Raffle – Terri & Fiona
- Fire Engine – (to confirm)
- Beat the Goalie – George, Theo & friends
- Spin the Wheel games table
- Sweets in a Jar games table
- Soak the Teacher =???

Market Stalls:

- Laura to gather and confirm list.

Mayor:

- Contact Les Fry
- Email: g.wakely@dorchester town council.com

Music:

- Contact Mr Shortman.

8. Disco Planning – 10 July

- Elsie confirmed as DJ.
- Shopping list: all the usuals plus **candy floss** (buy extra for Years 6–8).
- Tickets to be made and sold at:
 - Open Morning
 - Sports Day
 - School Office

9. AOB

- Next meeting date: **14th September 2026**

DATES

14 September PTFA Meeting

5 October AGM

16 October Family Quiz night

13 November Boogie Bingo

11 Christmas Disco

