

Dorchester Middle School PTFA Meeting Minutes

Date: Monday 14 September 2026

Time: 6pm

Location: The Duchess Pub Poundbury

Present

Kate, Lucie, Abi, Tacky, Lisa, Louise, Laura, Jules, Klara, Pippa, Leanne, Fiona, Terri, Jodie.

Apologies Received via text and email to chair

1. Community Challenge

The committee discussed the timing of the Community Challenge event and the level of commitment required from both the PTFA and fundraising volunteers. All round a low effort PTFA event for high value fundraising outcome. Agree to continue and repeat event.

- Potentially scheduled for the **Spring Term**, around Easter.
- Further consideration to be given to volunteer capacity and fundraising commitments regarding dates.

Action: Terri to confirm with Mrs King date for school calendar

2. Sports Day Feedback

Feedback from the recent Sports Day was reviewed.

Positive feedback:

- PTFA location worked well.
- Good attendance and positive atmosphere.
- Tea and coffee sales were successful.

Actions/Considerations:

- Arrange gazebos the evening before the event where possible.

Provisional date for 2027 Sports Day: 25 June 2027

3. Summer Fete Review

The committee reviewed feedback from the Summer Fete.

Positive feedback received from vendors.

Suggestions for next year:

- Consider introducing a non-alcoholic bottle tombola.
- Review stall layout and spacing to improve visitor flow.
- Increase the number of volunteers available on the day.
- Prepare classrooms for table removal the night before.
- Helpers in the morning for tables to be carried out to the playground

Provisional date for 2027 Summer Fete: 19 June 2027 non-uniform day Friday 11th June for tombola donations.

4. Open Morning Feedback

Feedback from this year's Open Morning was very positive.

Provisional date for 2027 Open Morning: 12 June 2027

5. Music Evening

- Cakes will be supplied by parents of participating musicians.
 - Feedback from previous year was an enjoyable evening, little uptake on hot refreshments. Clear communication needed for parents and pupils to have refreshments afterwards
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6. Charity Status and Grant Opportunities

- Charity status has now been confirmed.
- The committee discussed opportunities this creates for grant funding and bid applications.
- Mary Godding is exploring bid-writing opportunities and application processes.

Actions:

- **Henni** Green to reach out to Mary for ideas of who can be approached for bids.
- **Laura** to continue exploring funding and bid opportunities.
- **Abi** to investigate **Gift Aid registration and eligibility.**

7. Easy fundraising

- A reminder was given to promote Easy fundraising through school communications.

Action: Note to be included in school communications by Ali. **Terri** to update Ali in weekly email for DMS Dozen

8. Finance Report

The Treasurer provided an update:

Values below are an approximation from verbal feedback. Full report to be available at AGM.

Account	Balance
Current Account	£12,901
Savings Account	£3,632
Total Funds	£16,533

- Casterbridge Canter outgoing payments are still to be processed.

Summer Term Fundraising Income

Event	Income
Summer Fete	£3,600
Community Challenge	£3,010
Canter Event	£2,278
Summer Term Disco	£1,065

Total raised during Summer Term: approximately **£10,000**

9. Funding Requests

Music Digital Request

- Request received from **Mr Shortman (Music Department)**.
- Funding requested for music club digital equipment.
- Estimated cost: **£13,000**.

Actions:

- Laura to explore grant funding opportunities.
- PTFA to consider making a financial contribution towards the project.

Sophie Easton Request

The committee reviewed a funding request submitted by Sophie Easton.

Decision:

- Declined in principle.
 - Committee members welcomed future requests that are more closely aligned to the PTFA's current constitution and funding criteria.
 - PTFA would happily consider applications to support individuals who require support from the funds via Sophie Easton.
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10. Event Planning

Regular planning meetings will continue throughout the year:

Date: Friday 18th September

Time: 3:30pm

Duration: 30 minutes

Attendees: Mrs King, Tacky, Leanne, Mrs Ray, Terri, Lisa

11. Upcoming Events**Quiz Night**

Date: 16 October 2026

- Winners' hamper completed by Tacky, Lucie and Abi 😊
- Raffle prizes completed by Tacky, Lucie and Abi 😊
- Cakes
- Sausage rolls

Volunteers:

Boogie Bingo Night

Date: 13 November 2026

- Laura Hallett to provide the evening

Action:

- **Abi** to make enquiries and refine details with Laura, re prizes, timings, marketing comms.

Volunteers:

Disco

Date: 11 December 2026

Plans ongoing.

Rotary Raffle Tickets

- Plans to be followed up.
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12. AGM

Date: 5 October 2026

Time: 4:00pm

- A minimum of 15 people are required to attend.
 - Annual report to be presented.
 - All committee roles are due for renewal.
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13. Planned PTFA Support at School Events

Settling-In Evening

Date: 28 September 2026

Time: 3:45pm to 4:00pm

- Tea and coffee to be provided.

Volunteers: Tacky, Lisa and Klara.

Opening Evening

Date: 13 October 2026

Time: 4:30pm to 6:00pm

- New starters event.

Volunteers: Laura, Klara and Terri.

Christmas Music Event

Date: 9 December 2026

- Carol singing around the Christmas tree

Book Look and Refreshments

Date: 19 April 2027

Time: 3:45pm to 5:00pm

- Tea and coffee to be provided.

14. Casterbridge Canter Feedback

Feedback regarding the Carter event was positive.

- Repeat event proposed.
- Suggested date: **7 July 2027**

15. Date of Next Meeting

AGM

Date: 5 October 2026

Time: 4:00pm

Venue: DMS library

- A minimum of 15 people are required to attend.
- Annual report to be presented.
- All committee roles are due for renewal.

16. Any Other Business

No additional business was raised.

Dates For Your Diary

Date	Event	Notes/Volunteers
28 September 2026	Settling-In Evening	Tea & coffee. Volunteers: Tacky, Lisa and Klara
5 October 2026	PTFA AGM	4:00pm. Minimum 15 attendees required. Annual report and committee elections. Meeting to follow AGM
13 October 2026	Open Evening	4:30pm to 6:00pm. Volunteers: Laura, Klara and Terri
16 October 2026	Quiz Night	Cakes and sausage rolls. Volunteers:
13 November 2026	Bingo Night	Bingo machine, games and prizes to be arranged
9 December 2026	Christmas Music Event	Carol singing around the Christmas tree
11 December 2026	Christmas Disco	PTFA event
19 April 2027	Book Look Event	3:45pm to 5:00pm. Tea & coffee available
12 June 2027	Open Morning	PTFA refreshments/support
19 June 2027	Summer Fete	Main event day
25 June 2027	Sports Day	PTFA refreshments and support
7 July 2027	Casterbridge Canter Event	Proposed repeat event
16 July 2027	End of Term Disco	Summer term disco