

Minutes of PTFA AGM meeting 23/10/25

Attendance: Elle Brookes, Rikki Gould, Claire Dodd, Josie Johnson, Jim Garvey, Mrs Atherton, Mrs Rotherham, Mrs Woodcock

Apologies: Craig Brookes

Meeting started: 18:00

Actions complete

1. Elle ran through what has happened over the last academic year 24/25.

Past events:

Summer Fayre and Christmas Fayre, Halloween/valentines disco, tuck shop, Easter café (bonnet parade), events and stalls in the community, Easter hampers at the Rose and Crown and Foxhound, Fireworks at the village hall, Friday tuck shop, school uniform swap/ donations,

2. Craig has been treasurer for last year, Elle shared his break down of what has been made.

Brief break down of events and money made (Craig will also make this info available to all and pass onto Rikki):

Cake stall- £388

Rose and Crown- £770

Summer Disco- £161

Sum fayre- £1023

Hampers at pubs- £191

Halloween disco- £106

Christmas Fayre £1113

Donation Fireworks- £1477

Sum Fayre- £963

Money spent on: coach hire for Chester zoo trip, chicken storage coup, rugs for classroom, lots of books and class texts, beebots

Actions carried over/ new

3. **Roles for the PTFA**- all those present offered to apply for role

Chair - Elle Brookes (remaining)

Treasurer- Rikki Gould (new for 2025 to replace Craig and Laura who have stepped down)

Secretary- Claire Dodd (new for 2025 to replace Laura who has stepped down)

All present at the meeting agreed these roles.

- *Elle to check by ringing Parent Kind that Rikki can be both a governor and as treasurer on PTFA and also to check if school staff can become trustees.*

Elle has followed up this action with ParentKind (24/10/25) - OK for Rikki to be a governor and on PTFA, but may have to abstain from voting if something PTFA voting on was in relation to governors.

Parent Kind advised that the head teacher being able to vote on PTFA may be a conflict of interest but that other staff could become trustees and able to vote.

Lisa Woodcock did confirm she would like to be a trustee of the PTFA as a staff member.

4. Christmas Fayre

28th November 3:30-6:00pm

Santa to come 4:00-4:45pm

5:00pm will draw the raffle

Santa

-Elle obtained selection boxes donated by Iceland to cover the gifts for Santa.

As part of the Santa experience last year children made reindeer food. Could perhaps do this make a Christmas decoration? Mrs Hall to give eco-friendly reindeer food recipe.

Ensure we charge for this event this year, money was not consistently collected at the last fayre to visit Santa. Maybe buy your ticket in the hall first, as we have done previous years?

Stalls- we have had £10 payment in advance for 8 stalls already. Decided we don't need any more stalls.

Glitter tattoos- stall will be run by Laura Cooper

Games- snowman game; Candy cane pull, win an extra prize; tombola

Suggestions: Chocolates in a jar; Envelope £1 in an envelope- school keep half and winner keeps half; Silent auction

Tombola- items needed. Would anyone to promote this in the community?

Bring a bottle- 21st November

Can we have an area to store the tombola stuff at the school? Mrs Atherton to ask Scott.

Spin the wheel game- any ideas. Confectionary/ items as the same colour as others.

Hot food? Last year we did pork baps- thinking of alternative items from last time.

Agreed snacks for this year: pigs in blankets and sausage rolls.

Andy Woodcock will make some sausage rolls. He will also ask the butchers for some donations of food.

Elle to chase up with Philippa Carr Mum, to see if she can donate some food from the Co-op.

Decided no mulled wine this year as didn't sell last year.

Hot chocolate station, maybe give it its own stall with seats for the children to sit and make their own creations?

Printed raffle tickets, as last time they didn't sell very well with just the small tickets.

Claire Dodd will go to the Evergreens on a Thursday morning

Volunteer to pop to the pubs to sell the raffle tickets- maybe Elle?

Also contact Sue Harrison at the playgroup to see if she would be happy to sell some.

Raffle prizes are being generated by Claire and others in school. Have 15 prizes so far.

Setting up

Mrs Woodcock will stay to help for setting up for the fayre on Friday afternoon on 28th Nov.

Mrs Atherton, please could you spare some staff late Friday afternoon to also help?

PTFA to ask for parent volunteers to set up and also run a stall.

Any other business

5. Claire would like to formally thank you to Laura, Mark, Rachel and Craig for their support on the PTFA last year. She will email them all personally.

6. Mrs Atherton shared:

- Sensory room. School are working with Josie Johnson to develop the sensory room for our SEND children

- Lost property, 4 bin bags full for parents to come and have a look through/ collect. Otherwise old logo uniform to be sent back to Smart Shop by school to be repurposed.

-Colour run- companies have donated a bag of the coloured powder for other schools. PTFA to look into this for the future.

6. Fireworks 1/11/25

Jim asked about volunteers.

Mrs A raised concerns about gate to the field/ MUGA being locked. Jim would be happy to check that the gate from the school to the forest school area to the school.

Claire raised that firework display site has changed slightly.

School to check that the site is clear of fireworks before children go on the field or the forest school area.

Mrs Woodcock to check with Laura about parking for the event. Will the church car park be available aswell as school so helpers can park there?

Next Meeting :

Thursday 18th November 6pm.

