



PTA Meeting Minutes

Location: Ravine Road
Date: 15th January 2026
Time: 7:30pm - 10pm

Attendees

Committee:

- CharlotteCraig (CC)
- Lilly Grabmann (LG)
- Nicola Crocker (NC)
- Petra Papenfus (PP)

Apologies:

- Jules Boxall (JB)
 - Astra Monahan (AM)
 - Lesley Simmons (LS)
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1. Accounts & AGM Preparation

- Accounts are largely up to date and should be ready for the AGM.
- A Trustee Annual Report is required alongside the accounts.
- Previous annual reports were located and can be used as templates.
- David previously agreed to audit the accounts following his resignation.

Actions

- (LG) to draft the Trustee Annual Report using previous reports as a template.
- (LG) to contact David to confirm audit arrangements.
- (LG) to locate last year's AGM agenda to support preparation.

2. AGM Venue & Refreshments

- Preference to avoid busy pub settings; quieter, private spaces are better suited.
- The constitution allows spending that supports parent/community engagement.
- Agreement that refreshments can be used as an incentive for attendance, within reason.



- One complimentary drink per new attendee (non-committee members).
- Drinks to be capped at a maximum of five drinks total for the event.
- Any additional drinks to be purchased individually.

Actions

- (CC) to liaise with the venue and confirm drink arrangements and cap.

3. Committee Capacity & Recruitment

- Committee numbers are currently very low following resignations.
- Café Connect presents an opportunity to encourage new volunteers and committee members.
- A soft, welcoming approach to recruitment is preferred.

Actions

- (CC) to include a short PTA update and volunteer call-out at Café Connect.
- (LG /PP) to support promotion of volunteer opportunities during events.
- Committee to continue regular volunteer recruitment via newsletters and social channels.

4. Café Connect Event

- Attendance is currently around 11 people; smaller numbers seen as positive for networking.
- Pricing (£7.50 – £9) considered reasonable.
- Agreement to collect contact details for newsletters and volunteer interest.
- Add a checkbox on the sign-in sheet for PTA volunteering interest.
- Keep Café Connect informal, networking-led, with optional short speaker slots.

Actions

- (LG) to prepare a sign-in sheet including PTA volunteer checkbox.
- (LG) to bring a payment machine to the event.

5. Potential Sponsor – Holiday Booking Service

- A local holiday booking business has offered to donate reading packs based on bookings.
- The committee agreed it should not appear as school endorsement.
- Sponsor may attend a future Café Connect for a short (5-minute) introduction, subject to committee approval.



Actions:

- (CC) to meet sponsors informally first and assess suitability.
- Sponsor to be advised to post independently in community groups if appropriate.

6. Winter Fair Review

- The Winter Fair was successful but held too close to Santa Dash.
- Volunteer fatigue and event overlap identified as key issues.
- Feedback has been captured in writing for future planning.

Key Learnings

- Space events further apart.
- Improve stall balance (more children's activities, broader appeal).
- Clearer signage for stall categories.
- More structured planning and earlier setup.

Actions

- Committee to review written feedback ahead of planning the next Winter Fair. (LG & CC) to schedule an early planning meeting for next year's event.

7. Fireworks Event (Exploratory Discussion)

- External suggestion raised about a PTA-run fireworks event.
- Significant health, safety, cost and risk concerns identified.
- No action at this stage; idea parked for future consideration.

8. Pantomime Shortfall

- 35% of pantomime payments were unpaid.
- Event organised by the school; payments via Arbor.
- PTA asked to cover the shortfall, raising concerns around fairness and process.
- The committee agreed PTA should be able to communicate directly with parents when covering costs.
- PTA will cover the shortfall.
- One final request for voluntary contributions will be made via PTA channels (not Arbor).



Actions

- (LG) to create a SumUp payment link for voluntary contributions.
- (CC) to draft and send final call-out message to parents via PTA channels.
- (LG) to inform the school of the agreed approach and maintain transparency.

9. School Wish List & Music Cabins

- Music cabins identified as the school's top priority but costs higher than expected.
- Quotes still outstanding; complexity acknowledged.
- Agreement that PTA support may be needed to progress quotes.
- PTA to assist school in sourcing and understanding costs.
- Larger projects may require multi-year fundraising with a clear percentage allocation.
- Music provision is recognised as one of the most expensive areas for the school, with very limited government or council funding.
- No external grants have yet been secured for music facilities.
- Importance noted of balancing long-term projects with benefits for current pupils.
- Committee agreed that before committing funds, clarity is needed on:
 - The school's vision for music cabins
 - Whether they are pre-built or custom
 - Total costs, phasing, and timescales

Actions

- PTA to support the project in principle, subject to clearer costs and scope.
- Larger projects should be funded over multiple years, with a defined percentage of PTA funds
- (CC) to email Operations Manager (CC Headteacher) to request an update on music cabin quotes.
- (PP) to support research and act as PTA lead for music cabin project.
- Committee to review funding allocation once indicative costs are known.
- (CC) to meet with Operations Manager (and relevant staff) to establish:
 - Status of quotes
 - Project scope and costs
- (CC) to report findings back to the committee with a clear proposal.
- Committee to revisit funding allocation once costs are known.

10. Learning from Previous Fundraisers (Christmas Cards)

- Christmas cards fundraiser was more complex than expected due to:
 - Supplier issues/ Staggered deliveries/ Illness impacting coordination
- Agreed that future fundraisers should have greater resilience built in.



Actions

- Committee to ensure at least three leads for time-critical fundraisers.
- Preference for simpler suppliers and clearer delivery timelines going forward.

11. School Disco – February

- Disco dates confirmed:
Tuesday 10 February – Years 3 & 5
Wednesday 11 February – Years 4 & 6
- Each disco requires:
 - 3 volunteers per session
 - 1 PTA committee member overseeing the full evening
- Volunteers are already showing strong interest.

Actions

- (CC) to confirm PTA cover for Tuesday.
- (LS) to be asked to confirm cover for Wednesday.
- (CC) to coordinate volunteer rota once PTA cover is confirmed.

12. Bingo Night

- Bingo is identified as a low-effort, high-return fundraiser.
- The previous event raised approximately £500.
- Equipment already owned; the event is easy to repeat.
- Bingo night to go ahead before Easter.
- Light theme agreed: “Bingo with Funny Hats” (optional).

Actions

- (CC) to pencil in Friday 6 March as a provisional date.
- Committee to confirm venue availability and final date.

13. Easter Bunny Dash

- Strong feelings are that children missed out when the event was cancelled previously.
- Bunny Dash is seen as simple to run and well loved by pupils.
- Bunny Dash to go ahead on Friday 20 March, subject to school approval.

Actions

- (CC) to propose the date to the school.
- Committee to reuse existing costumes and materials where possible.



14. Summer Fair – Early Planning & Theme

- Agreement that early planning is essential given reduced committee capacity.
- Bar provision is covered.
- Site plan to closely follow last year's layout.
- Entertainment theme discussed extensively.
- Summer Fair theme agreed: Country & Western / Wild West
(Chosen for accessibility, safeguarding suitability, and ease of participation)

Actions

- (PP) to drop the reggae band option and source a general live band.
- Committee to build stalls, décor and food ideas around the Country & Western theme.

15. Summer Fair Kick-off Meeting

- Dedicated Summer Fair planning meeting agreed.

Actions

- (CC) to schedule the meeting for Thursday 5 February (preferred).
- Date to be confirmed with LS and PP.

16. "Bag to School" Recycling Scheme

- Historic fundraising scheme identified involving clothing and textile recycling.
- Minimal cost and admin required.
- Scheme worth revisiting, potentially linked to a spring clear-out.

Actions

- (LG) to explore feasibility and timing with the school.
- Volunteers to be considered if run alongside a hall-based event.

17. Smarties Fundraiser (Silver Smarties)

- Past success noted with children collecting coins over Easter.
- Educational value highlighted (money, effort, responsibility).
- Funds can go directly to Heads of Year for pupil resources.
- The committee agreed to explore reviving the scheme.

Actions

- (LG) to contact Tesco community champion regarding Smarties donations.



- (LG) to investigate whether the school should apply directly.
- Scheme to be revisited once feasibility is confirmed.

18. Tesco Stronger Starts Grant

- Tesco grant (£1,500) identified as a realistic opportunity.
- PTA has not applied previously; strong chance of success.
- PTA to pursue application.

Actions

- (CC) to lead the application process.
- Application to focus on tennis equipment or music resources.
School to countersign where required.

19. Any Other Business

- New boards for the school were raised as a potential future project - Ref Chris Frost.
- The committee acknowledged strong fundraising performance in recent years.
- Suggestion to involve more dads in food and BBQ roles at future fairs.
- Simple food options preferred (e.g. hot dogs, sausages).
- Explore borrowing catering equipment via local clubs if needed.

Actions

- Committee to revisit food and volunteer structure during Summer Fair planning.

Meeting closed.