



PTA Meeting Minutes

Location: Parkstone Avenue
Date: 6th November 2025
Time: 7:00 – 9:45pm

Attendees

Committee:

- Charlotte Craig (CC)
- Lilly Grabmann (LG)
- Lesley Simmons (LS)
- Petra Papenfus (PP)

Apologies:

- Jules Boxall (JB)
- Nicola Crocker (NC)
- Astra Monahan (AM)

1. Café Connect Event

- Date: 10th November
- Agreed that we will have a ticket system for attendees /name badges to be printed
- Speakers: Toko (Dorset Free Smartphone Project). Sasha (Ukrainian Christmas Card Post Box) and Momo Media (Social Media)
- Aim: attract both
 - Parents or locals who want a casual coffee and chat.
 - Local businesses who want to network.
- Current sign-ups: 16 people.
- Goal: 30 attendees to justify sponsorship.
- MomoMedia has offered to sponsor the event.
- Decision: PTA to remain neutral and avoid endorsing specific causes (ALL)
- Discussion on how to present Café Connect. (ALL) agreed it should be positioned as both a community and business networking event. Promotional wording to include:
"Are you a business looking to network or simply want to meet new people over a coffee?"



2. Payment Systems (Take Payments vs SumUp)

- Parentkind has partnered with Take Payments, offering cashless terminals: £1 + VAT per month rental per terminal (fixed for 10 years). After 10 years: £30 per month. Transaction fee: 0.6% + 4p per transaction. £200 incentive for signing up, plus £100 per referral. Machines can work without Wi-Fi (have SIM cards), though mobile signal at the school is weak.
- PTA currently uses SumUp: Slightly higher fee, but no hidden costs or rental fees. Already have six machines (£50 each).
- Agreed: Stick with SumUp for now. The new system adds complexity and potential hidden costs. (ALL)
- (LG) to prepare a comparison between SumUp and Take Payments for the next meeting, including potential savings and to check with HSBC to see if they offer a cost-free or cheaper terminal option.

3. Wish List and Fund Allocation

- PTA currently holds around £30,000, with £25,000 available to spend (keeping £5,000 in reserve).
- PTA/School to confirm how to allocate funds between departments.
- Main fundraising focus: new music cabin(s) to replace old ones.
- Two possible approaches discussed:
 - Option 1: Set budgets first, then ask departments to plan within them.
 - Option 2: Request departmental wish lists first, then allocate funding.
- A decision is needed soon to avoid funds sitting unused.
- Agreement (ALL) that Ops Manager and the Headteacher should advise on priorities.
- (CC) to ask Ops Manager to confirm the estimated cost of new music cabin(s) and request a department wish list, prioritised by need.
- PTA to then propose funding i.e. Approx. £15k for music cabins and approx. £10k for department projects.

4. Christmas Cards

- Cards have been collected, copied, and sent. All underway. Successful fundraising event.
- Alternative suppliers to be explored for next year (e.g. tea towels). PP to explore options
- New volunteers may take over next year.

5. Summer Fair

- Inflatables booked (£900). Agreed to have them manned and company run (ALL)
- Budget to be considered. (LS/PP)
- Climbing wall booked and manned.



- Plan to improve organisation this year - TBC
- Theme confirmed: Tropical – with Hawaiian shirts, cocktails, and a reggae band. (ALL)
- Music: (PP) to explore music options/ band

8. Santa Dash

- Date: 5th December.
- Charge: £1 per child (same as last year).
- Payment options:
 - Arbour app
 - SumUp link (£1.10)Cash buckets at gates
- Volunteers and pupils to help collect cash. (LS) to organise
- Meeting planned with Operations Manager (school) to confirm logistics and risk assessment (LS/CC)
- Snow machine idea: check if someone can lend or hire one (LS)
- Payment link created and shared (LG)

9. Mulled Wine – Year 3 Christmas Concert

- Date: 10th December.
- (LG) to manage stock after the Winter Fair.
- 4–5 volunteers needed to serve (CC)
- Wine from Lidl – repeat of last year’s setup (CC/LG)

10. Winter Fair

- Date: Thursday 27th November, 6:30–8:30pm (setup from 5pm).
- Layout: food vans outside, PTA stalls and mulled wine inside, music organised by PP
- Decorations: school to handle.
- Waste: stallholders to take rubbish home.
- Stalls confirmed
- Donations plan (CC) to communicate final requirements:
 - Year 3 – biscuits/mince pies.
 - Year 4 – chocolate.
 - Years 5-6 – toys (worth up to £5, sold at £3).
- Donation letters to be created and sent out (LG)
- Donation collection: Wednesday/Thursday before the event.
- Food labelling: no nuts, gluten/dairy labelled.
- Volunteers: to be recruited (CC/LG) - need two more to support Nicola.



- Mulled wine: CC parents to serve
- Next meeting to discuss Winter Fair: Wednesday 19th November, 7pm.

11. Any Other Business (AOB)

Future Ideas:

- **Rags to Riches Event:** Proposal for March: community clothes swap in the sports hall. Entry fee: £1 donation. Participants bring labelled bags by age/size. Leftover clothes to be donated to local kilo sales (LG) to explore and discuss in the new year.
- **Future Fundraising Ideas:** Idea raised to replace or move the Winter Fair earlier in the year to create a Bonfire-themed fair in future.
- **Half Term Discos:** booked with Pick n Mixx.
 - Y3 10th Feb 3.30-4.30
 - Y4 11th Feb 3.30-4.30
 - Y5 10th Feb 5.00-6.15
 - Y6 11th Feb 5.00-6.15

12. Next Committee Meeting

- Date agreed: 19th November 2025. Venue TBC

The meeting closed at 9:45pm.