

PTA Committee Meeting Notes

Date	Thursday 9 July 2026
Time	Approximately 9.00 pm to 11.00 pm
Location	Lilly's house, Ravine Road
Present	Charlotte, Chair; Lilly, Treasurer; Petra, Committee Member
Apologies	Nicola; Lois; Lesley
Quorum	Met, with three committee members present

1. Year 6 Leavers' Disco

- The disco is due to take place on Thursday 16 July. The school has approximately 25 parent volunteers, so the PTA will support the setup but should not need to remain throughout if the school oversees the volunteers.
- The agreed working layout follows last year's arrangement: DJ under the shelter, hot dogs on two trestle tables by the sports hall, sweets and water under a gazebo, and bunting used to define the event area. The position of the red carpet still needs confirming.
- Charlotte will be on site from 4.00 pm to 5.00 pm to oversee setup and meet the DJ. Petra expects to help with setup if possible. Lilly may also attend if available.
- The sports hall will be used as the wet weather alternative.
- Sally is trying to secure a volunteer photographer. If this is unsuccessful, Charlotte will include a request in the weekly reminder.

2. Wish List and Departmental Funding

- The committee supported the school's proposed departmental allocation, with the aim of providing visible benefits across a broad range of subjects while allowing the school to choose the detailed purchases.
- The PTA intends to provide funding broadly matching the school's annual departmental budget of £8,400, subject to Charlotte confirming the final figures and allowing for existing PTA commitments.
- The preferred approach is termly payments in advance, expected to be approximately £2,600 per term. The first payment should be made before the end of the current term so departments can prepare for the new school year.
- The school should advise the PTA if actual spending differs materially from the agreed departmental split, so the charity's trustee reporting remains accurate.
- Petra will contact Nikki Rawlings regarding the offer of advice and support for the music cabin, with correspondence copied to the PTA inbox to maintain an audit trail.

3. Autumn Term and Christmas Planning

- A welcome quiz night was agreed in principle, with Friday 16 October 2026 proposed as the preferred date. Charlotte will put the date forward for confirmation.
- The committee did not agree to issue a parent questionnaire immediately. A carefully timed request for ideas may be considered at the start of the autumn term.
- Funding the school pantomime as the PTA's Christmas contribution was discussed but not decided.
- The future of the winter fair was also left open. Ideas included a winter raffle, an international food and culture evening, and an event at an off-site venue. A Guy Fawkes event was not pursued because of timing, capacity and cost concerns.
- The pantomime and Christmas community event will return to the next meeting, with Lesley's input. Charlotte will bring the PTA idea books so the committee can use established event models rather than designing a new format from scratch.

4. Proposed Spring Ball

- There was strong support in principle for replacing the poorly attended bingo event with a spring ball, probably in March.
- An initial capacity of around 120 guests was considered sensible. This is close to quiz night attendance and would help create atmosphere without taking on an unnecessarily large venue.
- The venue should feel glamorous, have a proper dance floor, and ideally offer a meal for around £40 per person before entertainment and other extras are added.
- Potential options discussed included the Riviera Hotel, Poole Yacht Club and suitable local hotels. A harbour cruise was also mentioned as a possible alternative.
- Petra will investigate venue options and report back at the next meeting. Charlotte will send her the Riviera Hotel information discussed during the meeting.

5. Christmas Cards

- The committee agreed to explore a different supplier this year, particularly one offering a wider range of products.
- At least three volunteers are needed to avoid the work becoming dependent on one person. Petra is willing to help again.
- Volunteer recruitment and supplier selection will be treated as an early autumn term priority.

6. Summer Fair '26 Remaining Tasks

- The SumUp setup did not allow income to be separated accurately by terminal, so some stall figures had to be estimated. For future fairs, separate employee logins for each device or clearly defined product categories should be used.
- The committee discussed buying, borrowing or renting a reliable coin counter or cash-weighing scales to speed up the end-of-night count. Lilly will continue investigating the options and the parent community may be asked whether suitable equipment can be borrowed.
- Thank-you gifts are needed for Leigh, Jo S and Mr Ballance for staying late to count the cash. Lilly will organise these during the following week. Charlotte can provide donated alcohol to accompany the gifts. A separate thank-you for Edd's support should also be confirmed.
- Charlotte will chase the outstanding 10% revenue payment.
- For next year's fair, the Head will raise the music arrangements with Mrs Talbot. The working proposal is a tighter pupil performance slot, a protected 10 to 15 minute changeover buffer, and low-level background music near the bar, tested in advance with Edd.
- The raffle can remain within the band's set as a useful break for the musicians. Possible future themes, including Tropical and Night at the Movies, were discussed but not decided.

7. Next Meeting

- The next committee meeting will be held early in the autumn term.
- Priority items will include Christmas card arrangements, pantomime and winter event decisions, spring ball venue options, and any parent engagement exercise.
- The meeting closed at approximately 11.00 pm.

Action Log

Action	Owner	Deadline
Confirm the Year 6 disco layout, hot dog delivery, red carpet position, equipment, volunteer supervision and wet weather arrangements with Ed and Mr Bernard.	Charlotte	Before 16 July
Ask for a volunteer photographer in the weekly reminder if Sally's contact is unavailable.	Charlotte	10 July
Help with Year 6 disco setup if available.	Petra and Lilly	16 July, 4.00 pm
Contact Nikki Rawlings regarding support for the music cabin and keep the PTA inbox copied.	Petra	Before next meeting
Send the formal departmental funding email and confirm the first payment amount.	Charlotte	Following week
Transfer the first departmental funding payment once confirmed.	Lilly	Before term ends
Put forward Friday 16 October 2026 for the welcome quiz night.	Charlotte	Before autumn term
Bring PTA event idea books and place pantomime and winter event options on the next agenda.	Charlotte	Next meeting
Investigate spring ball venues for about 120 guests, with a meal target near £40 per person.	Petra	Next meeting
Send Petra the Riviera Hotel details discussed at the meeting.	Charlotte	Following week
Recruit at least three Christmas card volunteers and confirm a new supplier.	Committee	Early autumn term
Investigate purchase, hire or loan of a reliable coin counter or cash-weighing scales.	Lilly	Before next fair planning
Organise thank-you gifts for Leigh, Jo S and Mr Ballance, and confirm whether Edd also needs a separate gift.	Lilly	Following week
Chase the outstanding 10% revenue payment.	Charlotte	Following week
Retain the proposed summer fair music timings and follow up through Rachel and Mrs Talbot.	Charlotte	Before 2027 planning