

3/3/26 PTFA Meeting Minutes

Item 1 - Attendees

Chloe Pritchard - Parent
Collette Dale - Parent
Rachel Priest - Parent
Gina Matthews - Admin
Nicola Phelps - Admin

Apologies

Gina Nell - Parent
Lou Morgan - Parent
Jayne Coleman - Parent

Item 2 - Current financial status

Nature area funds: £3,126 remaining after paying CM Contracting and skip hire.

- This money should have been spent in-year but noting there are only 3 weeks left of the financial year, this will be carried over to the next financial year.

PTFA funds: £1,026.26.

- £299.16 was spent on dictionaries and thesauruses for KS2.
- The Christmas raffle raised £501.
- The Valentine's disco raised £310 (less Parentpay commission - tbc).

The PTFA agreed to fund the hot chocolate, milk, cream and marshmallows that the children will enjoy on World Book Day (Thursday 5 March).

The teachers have asked for some new supplies to be funded by the PTFA. None of the requests have yet been costed so this needs to be done before a decision can be made. The requests are as follows:

Dormice - an outdoor storage box and an outdoor bench seat
Fallow Deer - reading books
Woodpeckers and Red Squirrels - art supplies

PTFA was also asked to consider funding a new PE storage shed as the current one is beyond economical repair, but again no costs are available yet so a decision could not be reached.

Item 3 - Nature area project (next steps)

CM Contracting completed the pond excavation and refill on 23 Feb, plus removed all the waste from site. The work performed is of a very high standard and we are delighted with the speed at which this happened.

The teachers would like to use the nature area as a quiet outdoor learning space. Based on this information, we will seek costings for a shed, potting bench, child sized wheelbarrows and gardening tools, blackboards, windchimes, bug hotels, a new log circle, educational signage and a mud kitchen.

ACTION - Chloe to speak to Drybrook POC about their nature area and seek feedback on what their children enjoy most about their space.

ACTION - Gina M/Nicola to ensure teachers discuss plans and needs for the space at their planned meeting tomorrow. School council input will also be sought on Thursday.

Discussion about what to do with the money from the Tesco grant scheme when it comes in. It would be ideal to hold it as a maintenance pot. Need to check that this is an appropriate use of the funds and also determine whether there are conditions on when it must be spent.

ACTION - Lou to advise on when money would be received and how it should be used, based on the business case submitted.

Item 4 - Valentine's disco wash-up/learning from experience

Overall, the Valentine's disco was judged to be a success, with the new format, location and pricing structure deemed appropriate based on having not received any negative feedback.

32 children attended from KS1 and 26 from KS2, although payment was only received for 31 KS1 children. Due to this, we were one party bag short on the night and regretfully this caused distress. To prevent a recurrence, we will learn from this and make sure we have plenty of spare party bags for future events of this sort so that nobody misses out.

KS1 enjoyed the games and adult-led entertainment but for future events we may consider hiring a more professional set-up such as "Disco Steve".

The next disco is likely to be Halloween - planning will begin in September. It will probably be held on a Thursday evening and we will try to avoid running an event on the last day of term as this becomes challenging for staff to support. We could also invite preschool children to the KS1 disco, provided parents stay with them.

Item 5 - Fundraising ideas

Easter

There will be two Easter fundraising activities:

1. Children will have the opportunity to decorate a hard boiled egg at home and submit it to school with an entry fee of £1. All of the entries will be displayed in the hall and an independent adjudicator will choose the winning entries from each class who will receive a prize. The school will issue communications and guidance regarding this event this week.

2. Teachers will engage in an Easter-themed bake-off. Their cakes will be judged and sold at the end of the day in the playground by members of the PTFA.

Judging for both events will take place on Wednesday 25 March.

ACTION - Gina M to ask Dave Wildin (chair of governors) if he will be available to judge.

ACTION - Rachel to buy Easter eggs for prizes - 8 large (for winning child from each year group) and 1 small (for winning teacher). The school will also produce certificates and prizes will be handed out in the celebration assembly in the afternoon.

Summer

Ice lolly sales will begin again when the weather warms up. The PTFA will also fund free ice lollies for all children at Sports Day.

We will hold another Summer Fair, date tbc. Planning will commence after the Easter holidays.

Christmas

We are considering three options for Christmas entertainment for the children (Reception and above), to be paid for by the PTFA.

Option 1 - Tickled Pink panto at the village hall on 2 Dec. £550.

Option 2 - Phil the Elf Christmas-themed magic tricks and clowning at the village hall on 16 Dec. £440.

Option 3 - Film trip to Palace Cinema in Cinderford. Time, date and costs tbc.

The school council will be asked for their opinion on Thursday and this will inform planning. It is important to book our preferred option sooner rather than later as dates go quickly.

We will also fund the Little Dormice Christmas party.

Item 5 - Any other business

Lou was unable to attend today's meeting but asked for an action to be placed on her to report back on a PTFA fundraising webinar that she is to attend.

ACTION - Lou to feed back from fundraising webinar at next meeting.

Admin have been approached by several parents to ask why we did not have any fundraising events in December, so we will consider running a Christmas market in late November/early December this year.

This would include shopping/gift stalls as well as games and children's activities, food and drink and perhaps a Santa's Grotto. This will be discussed more thoroughly at a later date.

Item 6 - Date of next meeting

TBC.

Actions

Item	Description	Update
1	Gina M to investigate pantomime alternative providers including Tickled Pink for 2026 performance.	Closed
2	Chloe to contact Rich Coleman and MKM and if no success, place a public appeal on Facebook to seek practical support in completing the pond project.	Closed
3	Chloe to speak to Drybrook POC about their nature area and seek feedback on what their children enjoy most about their space.	
4	Gina M/Nicola to ensure teachers discuss plans and needs for the space at their planned meeting tomorrow. School council input will also be sought on Thursday.	
5	Lou to advise on when money would be received and how it should be used, based on the business case submitted.	
6	Gina M to ask Dave Wildin (chair of governors) if he will be available to judge.	
7	Rachel to buy Easter eggs for prizes - 8 large (for winning child from each year group) and 1 small (for winning teacher).	
8	Lou to feed back from fundraising webinar at our next meeting.	