

28/4/26 PTFA Meeting Minutes

Item 1 - Attendees

Chloe Pritchard - Parent
Collette Dale - Parent
Gina Nell - Parent
Gina Matthews - Admin
Lou Morgan - Parent
Jayne Coleman - Parent

Apologies

Rachel Priest - Parent
Nicola Phelps - Admin
Sarah Morris - Parent

Item 2 - Current financial status

Nature area funds: £2864

PTFA general: £662, including £85 raised through Parentpay for attendance at the Valentine's Disco.

PTFA line in school funds: £1053.26, including £45 raised through entries for the Easter Egg competition.

Discussion regarding consolidating funds into school funds line, keeping the nature area funding ringfenced. **ACTION** - Gina M to check feasibility of this option.

The teachers had previously asked the PTFA to fund various items but costs have yet to be received so decisions cannot yet be made. **ACTION** - Gina M to chase them to provide costs for PTFA consideration.

Item 3 - Feedback from fundraising webinar and 150 years fundraising plan

Lou provided feedback from a fundraising webinar that she had recently attended which provided strong evidence of how successful PTFA fundraising can be when aligned to a milestone. She proposed a fundraising campaign aligned with celebrating the 150th year of Woodside School which occurs in 2028.

We discussed the need for community engagement, branding and visual cues such as a fundraising thermometer to build excitement around the campaign and encourage participation. Activities to be decided and initial proposals are on the [linked Powepoint presentation](#).

We don't need to decide up front what we would spend the money on and can involve parents, children and the community when it comes to making this decision.

Gina M proposed funding a memento to give to each child that is in the school in 2028 to mark the occasion. Previously a ceramic hot plate was issued to all children to celebrate 100 years of Woodside School and we could do something similar.

Item 4 - Nature area project - next steps

Miss Barton will be the school lead for the nature area. **ACTION** - Gina M to ask Miss Barton to meet with us to explore the site together, deciding where zones can be situated and what work is required to allow the children to go back into the area. This could potentially happen on a Thursday after school.

The nature area is already beginning to look untidy again, with brambles taking over so a working party is needed to trim back, strim and make it safe. **ACTION** - volunteers needed for an hour after school to get this work done.

We discussed the purchase of a reading chair at a cost of no more than £600. Though it was agreed that it was a lovely idea, it was not deemed to represent best value for money at the moment and does not currently align with the zones suggested by the teaching staff. It was agreed to shelve this idea but perhaps to revisit it in line with the 150 years fundraising campaign as it could be a great, high-impact visual memento once the area is well established and regularly used.

We discussed the possibility of extending the metal fence to incorporate the nature area so that the children could be allowed free access into the space, however it was agreed that the costs would be prohibitive at present.

Item 5 - Summer fair planning

The date proposed for this year's summer fair is Friday 3rd July from 4:30pm to 6:30pm on the school field. If the weather is inclement, we would reschedule for the following week. **ACTION** - PTFA members to all confirm whether these dates are acceptable and whether they can support.

ACTION - Lou agreed to review the information from last year's summer fair to determine which stalls were most successful so that we can begin preparations for this year's summer fair.

It was agreed that this will be held purely as a school event rather than jointly with the village hall.

Item 6 - Christmas planning

Three options were discussed for Christmas entertainment for the children:

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 on the 16th December at a cost of ~£1065 to include buses each way and tickets.

Following a vote, it was agreed to book Phil the Elf. **ACTION** - Gina M to make the booking.

Item 7 - PTFA governance (roles and responsibilities)

It has been raised that Chloe is informally fulfilling two roles for the PTFA - chair and secretary - and this is not good governance. Going forward, Chloe wishes to retain the secretary role meaning that a new chair will be needed. This role can be split between two people who alternate leading the meetings if necessary. **ACTION** - Volunteer(s) needed to take on the role of chair.

Gina M will continue to act as treasurer.

Item 8 - Any other business

Lou asked whether anybody would like to volunteer to become a trustee for the Dene Magna, Drybrook and Forest View academy trust. A local person is desirable and volunteers should contact Lou directly to express their interest in the role and to find out more.

Item 9 - Date of next meeting

TBC.

Actions

Item	Description	Update
3	Chloe to speak to Drybrook POC about their nature area and seek feedback on what their children enjoy most about their space.	Closed
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.	The nature area should be a living landscape that grows and develops naturally over time. It shouldn't be a designed/ finished space. The idea is to give the children the tools and inspiration to create their own space over time and have ownership over it. Areas/ zones:

		<p>Base/ meeting circle: this is usually a central point, where everyone gathers to share, reflect, tell stories etc.</p> <p>materials: rough logs placed in a circle, bare earth/bark in the centre, fire pit if permitted.</p> <p>Loose materials/ building zone: This is very much child led and usually a hive of activity. Children use their creativity and team work to create dens and structures. Materials: logs, sticks, long branches, bark, stone, leaves (all different sizes and lengths)</p> <p>3. Wild/ Explorer Zone: leave one area untouched. Long grass, uneven ground, fallen branches etc. This encourages risk assessment, discovery, and ownership of space.</p> <p>4. Climbing/ balancing area: fallen logs for balancing, stumps at different heights, under/over fallen branches. Allow this to be organic and not a fixed obstacle course.</p> <p>5. Mud/ water play area: This is the only area that may look a little more purpose built and constructed. Materials: guttering, watering cans, water butts, containers, digging tools, pots, pans etc.</p> <p>6. Quiet/ reflection space: this is a spot that is usually tucked away ie under a tree with low branches, surrounded by natural screening. Materials: sitting logs, natural table, natural screen etc.</p> <p>7. Minibeast area: log pile of insects, leaf litter etc. this area shouldn't be disturbed and children should be encouraged to observe.</p> <p>8. Unfinished trails: instead of building paths start a few subtle routes (trampled grass, woodchip</p>
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		scatter), Let children decide where they go.
5	Lou to advise on when Tesco money would be received and how it should be used, based on the business case submitted.	Money will be used 'to enhance and expand the existing forest school area to support a wider range of activities, improve safety and accessibility and increase its educational value for all pupils'.
6	Gina M to ask Dave Wildin (chair of governors) if he will be available to judge.	Closed
7	Rachel to buy Easter eggs for prizes - 8 large (for winning child from each year group) and 1 small (for winning teacher).	Closed
8	Lou to feed back from fundraising webinar at our next meeting.	Closed - agenda item in this meeting.
9	Gina M to check feasibility of consolidating all PTFA funds bar Nature Area into a single school funds line.	
10	Gina M to chase teachers to provide costs for items they wish the PTFA to purchase for them.	
11	Gina M to ask Miss Barton to meet with us to plan out the nature area.	
12	Volunteers needed for an hour after school to tidy the nature area.	
13	All to confirm whether proposed summer fair dates are acceptable and whether they can support.	
14	Lou to review the information from last year's summer fair to determine which stalls were most successful so that we can begin preparations for this year's summer fair.	
15	Gina M to book Phil The Elf for children's Christmas entertainment.	
16	Volunteer(s) needed to take on the role of PTFA chair. Roles and responsibilities are described at page 8 of this document .	