Broughton Fields Fun Friends Meeting Minutes

Date: 16/11/2026

Agenda Item	Main points discussed/ agreed / actions
	Attendees: Emma Kidd, Jaiyna Westwood, Jenny Mayoll, Deepa Shah, Steve Rae, Laura De Ste Croix, Sophie Lewis, Bethan James, Jessica Clark, Liz Lee, Santiago de la Rosa
1. Actions from previous meeting on 28/9/26	- Approved library refurbishment at £9500 - Communications are working better now that all email contact is done via Jenny to Steve and via Laura to Lucy. - Newsletter went out today and will be monthly ongoing - Agreed to discuss and make all significant decisions within meetings so that further email contact can just be for follow ups - Advance volunteer sign ups for all events – clearly define roles on the site with information and create remote opportunities for parents that cannot volunteer in person
2. Fundraising and grants updates	**Uniform Shed** - Jaiyna to contact BMK Parish Council to update and invite to opening - Jenny and Laura have purchased drawers and rail - Jenny, Jaiyna and Liz sorted through clothing - Laura ordered labels, Jenny to print and add to drawers etc. - Grand opening at Festive Fun event – invite BMKPC - Need to order an honesty box for cash donations and organise a QR code to directly donate to bank account/JustGiving/PayPal – Laura to order box and sort digital donation **Tesco Grant** - Laura to contact Vicky about logging in, Steve mentioned the links are no longer valid - £375 still remaining to be claimed
3. Future of PTA	- Parent survey on newsletter to try to gather more volunteers, this link will be shared on Facebook too and via text to parents - Deepa to set up BFFF Instagram page to share to further parents that may not have Facebook – Jess to support Deepa with this
4. Past events feedback	**Loose Coin Challenge** - Raised £267.64 - Maybe worth doing this every other year - Could change the format **Crazy Hair Day** - Raised £306.47 - Fun and easy - Feedback to make it further away from school photos day due to hair growth!

	Disco - Better in November as it was darker so the lights and glowsticks were more effective - We had plenty of volunteers which was brilliant - Kids enjoy helping parents out on the stalls - Next time add the specific tables/roles onto Volunteer site and add an option to add if they will have a child helping - Set up email reminders for a few days before and on the day - Coin counting from disco – Tuesday 24th November at 6.30pm at Laura's house – Sophie, Liz, Jess, Deepa and Jenny (Bethan might be able to attend – will confirm)
5. Next events	**Cookie Day – Friday 27th November** - Currently at £276 on ParentPay - Jaiyna will collect cookies and deliver to school on the Thursday - Steve will organise a reminder text message to parents **Festive Fun – Wednesday 9th December** - Sweets, cakes, hot chocolate, crafts, face painting and letters to Santa - Sophie to check stock of sweets and dates on hot chocolate in stock - School choir to sing - Brooklands Academy to bring a violinist and pianist - Volunteer website to be set up by Jenny ASAP to allow us to check how many stalls we can run and what items need to be ordered (hot chocolate x3, sweets/cakes x2, payment x2, decorate decoration x2, letters to Santa x2, reindeer food x2) - Decorate tables with festive wrapping paper - Pay at the door for a ticket/punch card that allows them to choose 3 items (hot chocolate, cake, crafts etc) - £3 per ticket (families can share tickets or buy multiple) - Ability to pre-order the tickets/punch cards for pupils that would be in Care Club or extracurricular clubs – send in money in advance of the day - Suggested we have event banners that can advertise the event on the morning to remind parents - Emma to research noticeboard/banner to have changeable notifications from PTA **Pyjama Day – 18th December** - Laura to organise with Lucy to add to ParentPay **MK Panto – 4th January** - All sorted **Little Recyclers – 15th January** - All booked **Smarties Challenge – Launch 22nd January, due back 12th March** - Fill tube with coins/notes - Allow payment on ParentPay - Collect money for using school values at home and being helpful - Class with most tubes returned gets extra playtime **Wear what you love day – Friday 12th February** - Laura to set up with Lucy on ParentPay nearer to time

6. School's spending wish list	**<u>Vending machine – not agreed</u>** - Holds 150-200 books - 3 quotes between £2000-£2600 - Currently on offer for £2599 **<u>Trim trail – fully agreed</u>** - £12000 (£9000 for equipment, £3000 for ground prep etc) - This will be PTA's main fundraising focus over the next year or more - Steve will work on checking if there is any school budget to go towards this and will check dates and lead times
7. AOB	- Discuss ideas for sponsorship opportunities after Christmas - Jess suggested sponsored rubbish collection idea - Match funding mentioned again – Liz will look into this along with potentially having local businesses sponsor events or part of events - Ethan Westwood suggests Star Wars/Movie day non uniform on 4th May - Excellent feedback from Sophie about the maths equipment that the PTA paid for – she said this has been brilliant in lessons and provision - Well done and many thanks for DJ Jaiyna for the disco! - Discussed having an Annual Pass/Season ticket that covers all PTA events for the year. This would save parents having to pay individually for each event/item. They could pay an amount through ParentPay at the beginning of the year, and we would issue them a card that allows them access to all. Think about this for September 2027.
8. Date and time of next meeting	Monday 18th January 2027 at 7.00pm