

# PTFA Meeting Agenda and Minutes



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| Date:      | 21/09/25                                                                                                                                                                                                                                                                                                                                                                                                   |
| Time:      | 15:30 – 16:30                                                                                                                                                                                                                                                                                                                                                                                              |
| Present:   | <p>Mrs J. McKinnon (PTFA President)</p> <p>Mrs C. Selway-Hall (Deputy Headteacher)</p> <p>Mrs A. Baines (Class Teacher)</p> <p>Mrs S. Harris (Parent)</p> <p>Mrs A. Oakes (Class Teacher)</p> <p>Mrs K. Greenhalgh (Parent)</p> <p>Mrs J. Jenkins (Parent)</p> <p>Miss L. Elliott (Parent)</p> <p>Mrs V. Taylor (Parent)</p> <p>Mrs L. Waring (Parent)</p> <p>Miss S. Uttley (School Business Manager)</p> |
| Apologies: | <p>Mrs K. Robinson (Parent)</p> <p>Mr M. Puttick (Parent)</p> <p>Mrs S. Wilkie (Parent)</p> <p>Ms K. Adams (Parent)</p> <p>Ms S. Fielder (Parent)</p> <p>Ms K. Reid (Parent)</p> <p>Mrs K. Pope (Parent)</p>                                                                                                                                                                                               |

## Matters arising/ Outstanding actions from previous meetings

N/A

## Agenda and Minutes

- **Welcome and introductions**
- **PTFA Constitution**  
Outline the PTFA constitution and the election process for committee members.
- **Election of committee members**  
2025-26 committee members:  
Chair – Mrs S. Harris  
Vice-Chair – Mrs K. Greenhalgh  
Secretary – Mrs K. Robinson  
Treasurer – Mrs A. Baines  
  
Elected committee members for 2026-27:  
Chair – Mrs S. Harris  
Vice Chair – Mrs K. Greenhalgh  
Secretary – Mrs J. Jenkins & Mrs K. Robinson  
Treasurer – Mrs A. Baines

- **Finance summary**

Summary of accounts for the 2025-26 academic:

Christmas Raffle & Bingo - £1,856.06

Valentine's Disco - £650.74

Reading Week - £580.94

Easter Bingo – £983.12

Sports Day - (-£25.98)

Colour Run - £2,090.39

Current balance: £8,720

- **Spending proposals for 2026/27**

Christmas presents (a book for every pupil) - £400

Enrichment trip subsidies - £1,050 (£150 per year group)

Playground equipment - £800

Reading Vending machine books - £400

Rewards Shop - £200

Eco-Council supplies - £200

High Vis jackets - £500

EYFS Outdoor Area - £1,000

KS1 Outdoor Area - £1,000

Technology - £2,500

Total Spend: £8,050

- **Fundraising events for 2026/27**

- The 2026 Challenge – everyone raises £20.26... each child chooses how to raise it (advertise before October half term)

- Christmas Chocolate Bingo – 17.12.26

- Christmas Raffle – to be drawn at Christmas Bingo

- My Child's Art – Suzie already got details

- Valentine's Disco - 11.02.27

- Easter Bingo (small chocolate raffle, tickets sold & raffle drawn on the night)

- Reading Week

- Wonka Bars

- Readathon (whole half-term)

- Sports Day Refreshments

- Colour Run

- Mile of pennies

- Royley Brook Festival (including the colour raffle)

- Heatwave ice pops to be sold

- Disco on the 12<sup>th</sup> November mentioned as a possible as on parent dates – tbc

- **PTFA Communication**

The main form of communication between members will continue to be the ClassDojo PTFA group. Miss S. Uttley to update with new members.

## PTFA Meeting Agenda and Minutes



- **Dates of next meetings**

- Tuesday 3<sup>rd</sup> November, 15:30 – 16:30
- Wednesday 13<sup>th</sup> January, 15:30 – 16:30
- Thursday 11<sup>th</sup> March, 15:30 – 16:30
- Monday 12<sup>th</sup> April, 15:30 – 16:30 (additional dates to be added for future meetings as needed)

**Any other business**