**Date – 1st October 2025**

**Time 7.30-9.30pm**

**Attendees:**

Carys Woolley - Secretary

Claire Winward

Emma Sheppard

Natalie King

Tara Isles – Vice Chair

Tom Osman - Chair

Inma Taylor

Caroline Petch

Miss Young

Mrs Matravers

Amber Bebbington

Grace Johnson

Mr Bath

Rachel Mougeot - Treasurer

**Agenda:**

1. Welcome and Intros – all
2. 2024/25 finances
3. Examples of events from 2024/25
4. Events coming up in Terms 1 and 2
   1. Sip and paint – 15th October evening
   2. Film night – 7th November – 5.30pm
   3. Christmas Disco – 5th December – 4-6pm
   4. Christmas Fayre – 6th December – 12-3pm
5. Christmas hampers this year – wallace and gromit appeal – Mr Bath
6. Brainstorm events – ideas for events.
7. PTFA donation items – how we spent money
8. This year’s projects
9. AOB

Actions highlighted in yellow.

**Minutes:**

1. All introduced themselves, no new members attended so didn’t go into much detail about purpose of PTFA and how we run our events etc. It is a concern that no new members attended from Reception or other years and it was agreed to try to drum up support from the early years to bring fresh ideas and increase our numbers to share the load and secure the future of the PTFA.
2. Left accounts discussion to end of meeting when Rachel (treasurer) attended – accounts reviewed – separate accounts summary provided showing incomes, sales, costs and profit. We made a net gain of about £7,000 last year.

There are only 18 families currently donating to the PTFA in a monthly direct debit. This has fallen over the years. We could do a refresh to promote this. The standing order form is being included in the new starters pack.

Gift aid has never been claimed by the PTFA in current memory. Rachel is planning to go back 4 years to claim gift aid and has requested admin help to get the info. required to make the claim. This could give us £1000 in gift aid so is worth it.

Cake of the week is not making as much as it once did. General feeling is that the notification to parents need to come out sooner in the week rather than on a Thursday night. Amber to talk to Sarah (Morris) to discuss getting notification earlier in the week. And then we do another push on a Thursday night. Tara offered to take payment before assembly on a Friday and manually add names to the list each week. QR code would help with people with no cash.

Colour run money raised is included in the summer fayre total.

Swimathon money will contribute to the new kitchen equipment. Claire W to investigate the ordering of the kitchen equipment and swimathon money spend.

1. Amber’s newsletter from last year was shared on the screen. The number and success of all the events were a great achievement. The newsletter is a really good way of sharing our success with the school in a quick to read format. It was agreed that Amber will create two of these posters per year – 1) just after Christmas and 2) in July near end of summer term
2. Discussion around Sip and Paint. It was agreed that instead of getting an alcohol license, a non alcoholic drink would be offered with ticket. Post meeting note: It was decided to get a licence and offer an alcoholic drink as cost of the tickets are £29 per person.

The topic of a drinks license was discussed and Mr Bath explained that you need a license for an “implied sale” which means that even if you include an alcoholic drink with an entry ticket it counts as a sale. A year round license was discussed but ruled out due to cost – approx. £300. We will get one on a case by case basis throughout the year (£21 per license).

Film night (Friday 7th November at 5.30pm) will be held in the hall with one film being shown – potentially Despicable Me 4. Children can wear pyjamas/onesies. Hot chocolate and simple biscuits to be offered.

Christmas disco (Friday 5th December at 4.15pm KS1, 5.30pm KS2) – to be held slightly earlier than usual to allow everyone to get away and rested ready for the Christmas Fayre the next day. No pom bears just water drink break. Duration will be 1 hour instead of 1.5 hours. Start time needs to be when it’s dark (after 4pm). Drinks will be available on a table on the side if children are thirsty during the disco. Staff will support the disco heavily, again to help the PTFA share the load ahead of the Christmas fayre. We need to manage the crossover with the disco DJ and karate teacher well – inform people in advance. Tickets for disco will be on Arbor and will be more organised than last year.

1. PTFA normally do a Christmas hamper event but this year the school would like to allow the children to run a hamper sale for the Wallace and Gromit Appeal. The plan is to ask for donations such as chutneys, cheese, biscuits etc. for small hampers in the lead up to Christmas and sell them. PTFA will do a spring hamper event as usual. PTFA to include the Christmas hamper appeal in their Christmas round up poster.
2. Ideas from the school council and teachers are:
   1. Replacement for the school outdoor wooden train – we would like something for KS1 to sit on, play in, do role play etc. Ideally a train that stops children climbing from one carriage to another and which has a driver’s seat with levers etc. Suggestion: find a local carpenter who could make this train.
   2. More outdoor seating – similar to what we bought in the past – benches, square picnic tables.
   3. KS1 would like their own monkey bars – these could be installed at the end of the trim trail at a lower level – there is space for this.
   4. KS1 would like roll over bars like KS2 have.
   5. Year 6 football team have suggested a mascot for the school which could be present during matches, carnival etc. it could have a st joe’s uniform on.
   6. Outdoor shoe storage for when children want to go in the field – needs to be waterproof and fit all shoes sizes.
   7. World map to go on wall behind piano in school hall – needs to be wipe clean because of the balls hitting the wall during PE/sports. Could put pins on map to show where all our school community come from.
   8. KS1 would like to do more forest schooling. They have a lot of kit but could do with some wood, tarpaulin etc. to make dens. Natalie suggested a possible source for wood in Avonmouth and Caroline suggested a tree surgeon contact (source of spare wood) Info. to be passed to Mr Bath.
   9. Long term idea is a sensory pod outdoors.

Parents are also requested to come up with ideas for the spend and ultimately it is the PTFA’s decision what they choose to spend the money raised on. All ideas to be reviewed/costed prior to decisions.

The school will celebrate its 120year anniversary in 2026. Mr Bath would like a party/event to celebrate along with some memorabilia. We could have live music, organise a ball? We will invite the bishop. Mr Bath got some test bookmarks made from leather from a source in Clevedon which were passed around for the committee to look at. Could the PTFA fund a bookmark for each child to celebrate the anniversary? They are approx. £4 each. One governor is also happy to contribute to the pot for the bookmarks.

Items that were bought by the PTFA last year that haven’t arrived e.g. outdoor giant chess set and books have been ordered and are being followed up on. The school have ordered acrylic paint to paint a giant chess board on the playground.

Amber suggested specifying which particular thing an event is raising money for – this might focus the children’s minds to try to make it more of a success and encourage their families to take part/contribute. Teachers can remind the children what the money is being used for

Everyone thinks whole school trip is a wonderful idea, we just need to find the right place. St. Fagans although free and suitable just isn’t that exciting for the children. All challenged to think of another location. A beach trip was suggested. When it goes ahead, the PTFA committee would get first choice to attend and help at the trip.

Carnival will go ahead in 2026 but PTFA needed to support the teachers as it was too much for them to do on their own. Miss Young put a huge amount of effort in last year. People though that at the end of the event, we could do refreshments and a post carnival party in the school as last year, we all ended up there then spent a very long time queuing to get into the carnival field where there were few options for food and more long queues. Idea for the theme of the carnival is something related to Concorde as it will be 50 years since Concorde flew. Request is for a parent carnival group to be formed.

1. Covered in item 2) Amber’s poster.
2. Covered in item 6)
3. AOB

Year 6 normally carry out fundraising for their leavers’ events. They have requested if they can run an event each month e.g. cake sales, sweet sales. It was agreed that a bit of notice is to be given to the PTFA of when these events are taking place to make sure we don’t clash or do events that are too similar too close together. Natalie to keep in touch with the chair/vice chairs to co-ordinate dates.

Experience from other years is that cake sales do well (especially after Mass in church) and it’s good to have a cut-off point before the summer to allow the PTFA to focus on fundraising by things like ice lolly stalls in the summer months. Children in ASC and karate are not allowed to go out to buy lollies without their parent present but we can make an arrangement if needed to make sure they don’t miss out.

Mr Bath suggested PTFA do ice lollies every Friday over the summer months if we can get enough volunteers. This is generally preferred by the committee than sweet sales which are more effort.

It was agreed that year 6 fundraisers can have a stall at the summer fayre.

All dates for calendar to be sent to Mr Bath who will double check they are all ok and will add them to the school diary.

Art Club teacher Sophie has the idea of an A4 2026 planner using work from Art Club students. She has already contacted a local printer; they can do 100 units for £350. Mr Bath suggested all school children’s birthdays be on the calendar using pictures drawn from the most recent tea towel.

Mr Bath to take on getting all the children to draw themselves to make use of over the anniversary year. Claire suggested a temporary new school sign with everyone’s faces on to celebrate 120 years.

Grace suggests making parents aware that as a charity the PTFA are able to take one off donations from companies to ease their tax bills, especially before the end of the tax year.

Tom to send out a list of class reps to check every year is represented.

A supermarket ‘coin’/token scheme could be set up for alternative fundraising method. Something specific needs to be decided on. Amber to take forward.

It has been decided PTFA will have a set of school keys so we will have access to hall, kitchen, toilets and foyer.

Claire to get together with Chairs to discuss which year will have which stall for Christmas Fayre to ensure we know who is doing what and that we get as many volunteers as possible!!!

**Next meeting Weds 12th November.**