



Broughton Community School PTFA

Minutes & Actions

Date: 11th March 2026

Attendees: Mrs Fletcher, Mrs Hewitt Monica, Sue, Katherine, Amy, Cara

Apologies: Mr Reed, Mr Meads, Carys, Matt

1. Bus Project update

- A small number of volunteers signed up.
- Mr Meads contacted volunteers, with one parent attending the first phase. A request was made to allow weekend work.
- A clear design plan is required to show the intended outcome so planning can progress.
- Action: Sue to contact Carrie and Chris Bates (Year 5 parents) for support.

Update (23/03/2026):

- Carrie and Chris Bates confirmed they are happy to help. Their details have been passed to Mr Meads.
- Mr Meads has scheduled further work sessions (mornings of 22nd, 23rd, and 24th April).

2. Recent Events Review

World Book Day

- No event was held due to lack of volunteers.
- **Proposal for 2027:** "Wonka" Bars – agreed by all.

Mother's Day

- Received significant negative feedback due to misunderstanding about what the fund raising activity was, leading to concerns from parents that the handmade cards were being replaced.
- Considerable workload for teachers (designs, spelling checks, etc.).
- Raised under £300 across both schools.
- Decision: Do not run again in this format.
- Possible alternative: playground stall (dependent on volunteer availability).

Quiz Night

- Successful event raising over £600.
- Positive feedback on pizza (supplied by The Works).
- Raffle raised over £300 – fewer, higher-value prizes worked well.
- Issue: School WiFi failure during first round caused disruption.

3. Upcoming Events

Music Event – 20th April

- Organised by Mrs Barlow; PTFA providing a refreshments stall.
- Only two volunteers are currently available to help Katherine.
- Decision: No hot drinks unless additional volunteers are secured.
- Action: Request Mrs Barlow to ask for volunteers in the letter sent to parents next time.

Colour Run – Proposed Date: 5th June 2026

- Monica reviewed and updated Sue's proposal.

Proposal:

- Entrance Fee for all participants (including parents and siblings if they want to join in on the run. No charge for spectators).
- Two Mufti Days to support the event: First Mufti Day: donations for a colour-themed raffle (each class assigned a colour to contribute items for hampers).
- Action: Sue to seek approval from Mr Reed and SLT.

Update (23/03/2026):

- Proposal approved by Mr Reed and SLT



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Year 6 Leavers' Event – 16th July 2026

- PTFA will provide funding but will not organise the event.
- **Proposal:** Year 6 parents to lead, with Miss Bannocks overseeing.

Easter Event

Cara kindly put some ideas together for an Easter Event and a poll was sent to two classes.

- Poll showed low interest
- Other Options Discussed – Easter Mufti Day or a school time Easter Egg Hunt. Easter Egg Hunt would be too much to manage, and there are already quite a few mufti days planned

Considerations:

- Time constraints (Parents Evening, Year 1 trip).
- Participation fairness if paid event.
- Other Suggestions:
 - Class-based or group-based hunt
 - Golden egg prizes
 - Use PE or Forest School time
- Decision: Too short notice for a large event.
- Action: Cara to organise a scavenger hunt instead to run over Easter.

Additional Idea

Sponsored Teacher Event (launch in April).

4. BroughtonFest Planning

General

- Inflatables to be controlled via wristbands.
- Improve entry control to prevent unpaid access.
- The school building to remain locked during the event.

Equipment & Setup

- Proposal to invest in better gazebos.
- Action: Research suppliers (e.g., House of Tents). Sue to send an email to Mr Reed and Carys to get their agreement to invest in better gazebos

Entertainment

- Louisa to be contacted to ask if Radly can support us regarding PA/entertainment (Radley unavailable).
- **Acts confirmed:**
- Choir
- Interhouse winners
- Into the South (fee to be confirmed)
- Chris Boyes
- Suggestion: Use a DJ to fill gaps and manage announcements. Need to source one

Stalls & Operations

- 16 stalls confirmed so far
- Enquiry from a charity "Mini Beasts" if they can attend and promote what they do - Agreed
- Monica and Sue to manage shopping.
- Stock check required before Colour Run.

Volunteers

- Use Google Forms for sign-up.
- Ensure clear communication confirming volunteer roles

External Contacts

- Gina to contact Fire and Police.
- Bucks Radio listing confirmed.
- Bucks Bear invited.
- Transformer Man – pending

Other

- Corporate donations: Amy to approach supermarkets (including Waitrose).
- 12 advertising boards secured (Michael Anthony Boards).
- Request for families to display boards locally
- Dayla have confirmed they will support the event with a donation of drinks



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Broughtonfest Feedback 2025

Improvements Needed:

- Clearer raffle ticket announcements
- Better access control
- Some complaints about entry fee for the event

Safety Issues:

- School left open
- Outdoor tap left running

Stock Issues:

- Out-of-date drinks
- Missing expiry labels

Activities:

- More options needed for younger children
- Replace tropical fruit stall

Operations:

- Too many people on the bar
- Poor-quality bouncy castle (last-minute booking)

Positives:

- Card and cash payments worked well

5. Funding and Grants

Wickes Grant (£100)

- Amy/ Matt looking into a possible application.
- Requirement: Must specify exact items.
- Action: Speak to Jason about suitable use.

Council Grant

- Monica shared via Area PTFA group about what they have used this grant for
- No responses received.

Community Event Fund

- Requires representative attendance at meeting.
- Decision needed on funding use (e.g., Zorb balls, entertainment).
- Must benefit the wider community.
- Query: Can it be used for Colour Run?

6. Future Events

Mufti Days scheduled:

- End of half term – Break the Rules Day
- 24th April- Colour hampers mufti
- 22nd May - Something Sweet
- 5th June – Colour run mufti
- 26th June – Bottles Mufti

Bingo Night

- Suggested by Amy.
- Proposed timing: September/October.
- **Action:** Amy to investigate format, requirements, and report back.

Ice Cream Friday's

- Can these be reinstated this year? Maybe ask Year 6 to help.

7. Other

- Please can Governors be sent the PTFA newsletters

Date of Next Meeting

30th April 2026 – 7:00pm The Plough