



Broughton Community School PTFA

Minutes & Actions

Date: 2nd February 2026

Attendees: Mr Reed, Monica, Sue, Katherine, Matt, Amy

Apologies: Mrs Fletcher, Mrs Hewitt, Mr Meads, Carys, Abby

1. Funding

• Outstanding Funding from Last Year:

Carys asked that it be noted we are still waiting to pay for several items previously agreed for PTFA funding:

Maths kits

House point tubes

Infant gym equipment

Book corners

Therapeutic classroom upgrade

• Teacher Donations:

This initiative has now closed for this year. Not all teachers spent their allocation.

Each classroom was allocated £100 to spend on items for their class.

2. Upcoming fund raising

Mother's Day

- Deadline this Thursday for children to complete their artwork.
- Concern raised that some classes have not yet completed the templates.
- The school office sent a reminder to all classes on Friday.
- Action: Mr Reed to mention this in the teacher debrief.
- A crib sheet has been sent to circulate to all staff, outlining requirements and deadlines.

Quiz Night

- Only three teams booked so far.
- Action: Mr Reed to encourage staff participation.
- Members encouraged to help spread the word.
- This is the first year using The Works for food, and it is hoped this will be a successful partnership.

World Book Day

- Mr Simmonds confirmed that no financial assistance is required from the PTFA for Juniors.
- Mr Reed suggested it would be nice to host a Tea Party again for Infants.
- It was noted that last year's event was challenging due to a lack of volunteers.
- Any Infant event would require additional support.
- Action: Speak with Mrs Hewitt to explore what might work

BroughtonFest – 4th July 2026

- Katherine to explore available grants (e.g. William Harding Trust, local council grants) to support entertainment, attractions or facilities (e.g. toilets).
- Sue has contacted several bands: Chris Boyes (previous performer) happy to attend as the penultimate act and Into the South interested, awaiting confirmation of availability
- Suggestion to use a DJ to fill gaps between acts (suggestions: Buddy or Brandon).
- **Additional acts welcome if members have suggestions.**
- Choir and PQA to have performance slots if wanted
- **Event time agreed: 3:00pm – 7:00pm.**
- Action: Mr Reed to source climbing frame, bouncy castle, stage and possible exotic animals.
- Early planning encouraged to avoid missing out on bookings.



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- Sue has been contacted by a magician offering roaming close-up magic (for a fee). Decision needed on whether to proceed

3. Bus Refurbishment

Four volunteers have registered interest in helping with the project.

- Need to acknowledge and communicate with them so they feel supported and valued.
- Action: Mr Reed to speak with Mr Meads.
- Matt asked about the overall plan/design for the bus.
- Mr Reed confirmed the bus will be fully gutted and that advice has been taken from another school that has completed a similar project.
- Katherine reiterated that there is budget available for paid support if needed, and the project should not be limited to volunteers only.
- One volunteer may be able to apply for a workplace grant to support costs.
- Matt asked about power supply.
- An electrician is already in place to connect the bus to the existing outdoor power supply (used for BroughtonFest), with health and safety considerations such as fire alarms

4. Finances

- Bank account being changed from Treasurer Account → Charity Account.
- Aim to limit cash payments as we will now be charged to pay money in/ take money out
- Metro bank has been suggested by the Area PTFA Group. Although having to make an appointment to pay in money/ withdraw money each time could be time consuming.
- Suggestion around having a safe in school
School insurance would cover this.

5. Volunteers

- Need for better recognition and communication with volunteers.
- Feedback from Winter Warmer indicated that follow-up communication could be improved.
- Action: Explore use of a platform or system to manage and support volunteers.

6. Other Fund Raising

- Easter Event: Egg Hunt / Wonka theme – 26th or 27th March.
A poll will be posted in the PTFA volunteers' group to determine preference.
- Break the Rules Day: May 2026.
- Coin Wars: May 2026.
- Theatre Group Event: July – may not take place this year as it coincides with the Year 6 leavers' event.
- Laser Show: October 2026.

Sue to speak with the Area PTFA for advice; meeting suggested for late February.

Date of Next Meeting

19th March 2025