



Broughton Community School PTFA Minutes & Actions

Date: 21st October 2025

1. Funding

• School House Points Tubes:

Agreed to fund. Funding Form - Return to old format, as google forms was proving difficult adding hyper links

• Teacher Donations:

Reminder for all staff. Each classroom has been given £100 to spend on items for their class. Aim to wrap this up as soon as possible.

• Wishing Wall / Bike & Scooter Storage:

Discussion held and agreed that the *Wishing Wall* this year will focus on donations towards bike and scooter storage rather than classroom items.

- Fundraising to be linked with the Winter Warmer event.
- Donations to go directly towards the new storage solution.
- Promote the connection with the school's Travel Plan / Living Streets initiatives.

2. Engagement & Communication

• Christmas Cards:

- *Feedback from Panda Class:* was noted - **Action: Monica** to contact the print company to confirm if there is still time for Panda Class to redo their cards. *Feedback from print company:* Regrettably there was not enough time.

• Communication:

- More needs to be done in juniors as the PTFA covers both schools – need to make sure all teachers and staff are involved as much as possible
- *Suggestion from Mrs Hewitt:* Introduce **crib sheets or clear instructions** to be emailed to all relevant staff whenever a PTFA-led activity is taking place within the school, to ensure clarity and consistency.

• Newsletter Rotation:

- Check how the newsletter rotation system is working; gather feedback via the Parent Forum.

• Feedback Form:

- Sent via Arbor – **16 responses** received so far, providing suggestions on what parents would like the PTFA to deliver, preferred meeting locations, and other ideas.

• Winter Warmer Helpers:

- Good level of response so far, but more engagement needed from **all staff and parents/ carers**.
- **Action:** Send reminder asking for help; **Laura** to forward to all staff

3. Winter Warmer Event

• Santa's Grotto:

- Infant School to take part in a classroom activity to decorate a tree for Santa's Grotto – *Agreed*.
- *Sue to create a crib sheet.*

• Lighting:

- *Forest School* – Moonlite Productions have kindly agreed to loan lighting again this year.

• BBQ:

- Matt has volunteered to cook the food

• Santa / Elves:

- Still need Santa and Elves – Trying governors

• Scouts:

- *Sue* to contact Scouts to see if they can assist.

• Escape Room – "Save Christmas" (Cara):

- All agreed this would be a great addition to the Winter Warmer for older children.
- Four mini-games to release locks, 10-minute sessions, two running simultaneously.



- To be held in *The Arc*.
- **Marshmallow Toasting:**
 - In the Forest School area – check if a fire pit can be used.
- **Forest School Decorations:**
 - *Sue* has sourced **135 paper lanterns** for decoration.
 - Suggestion to ask Junior School to help decorate them, along with pinecones or other natural items.
 - Create a mood board of ideas and send to the school for involvement.
- **Compere:**
 - Ask *Mr Reed*.
- **Toilets:**
 - Confirm if school facilities can be used.
- **Clear Down:**
 - Volunteers can come in early Saturday morning to help clear down
- **Teacher Volunteers:**
 - Assign specific stalls to teachers to ensure balanced coverage.
- **Raffle:**
 - Now licensed — consider selling tickets ahead of the event. *Sue and Monica* to source.
- **Event Map:**
 - Two A4 maps agreed.
- **Advertising Banners:**
 - Two approved for under £100.
- **Food & Drink:**
 - Pizzas (£8–£10) – *Jason* to order.
 - Veggie/plant-based options (Tesco plant burgers, Halloumi).
 - Check if current equipment can cook veggie burgers.
 - Costco cards to be sorted.
- **TENS Licence:**
 - *Monica* to apply.
- **Volunteers:**
 - Another recruitment push needed – Volunteers are welcome to bring their children as long as they are supervised.

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
- Lloyds suggested contacting about charity status to manage fees.
- Old account now closed.

5. Fundraising Ideas

- **Buy-a-Book Promotion:** Consider launching for World Book Day.
- **Books Fund:** Discuss making this an ongoing annual fund.
- **Sponsored Scoot:** Plan upcoming event.
- **Laser Show:** Research options – *Sue* to speak to Aston Clinton following their successful event (£10k raised).

6. Upcoming Events

- **School Discos:** 18th December
- **Colour Run:** April 2026
- **Broughton Fest:** 4th July 2026
- **Bus Project:**
 - Plans are in Works. Mr Meda and Mrs Rackham will organise a timeframe to begin. Likely to be next spring due to the weather. Hopefully have things in place and easy to go for then. Carys to liaise

Date of Next Meeting

- TBC