



# Broughton Community School PTFA AGM Minutes & Actions

**Date:** Tuesday 23rd September 2025

Welcome to all, those present:

No Apologies

**PTFA Committee**

Charlie Reed - Head Teacher

Laura Fletcher - Deputy Head

Gina Hewitt - Year 2 Kingfisher Teacher and authorised signatory

Jason Meads - Site Manager

Monica Taylor - previous years Chair

Carys Jones - previous years Treasurer

Sue Rapley - previous years Secretary

Katherine Courtney - previous years Vice Chair & Mufti Day Coordinator

Lee Courtney - previous years PTFA Volunteer

Abbie - Year 5 Parent - previous year PTFA Volunteer

Amy Burford - Year 2 Parent

Paddy - Reception Parent

Matt - Reception Parent

Courtney - Reception Parent

Cara - Year 1 Parent

Sam - Reception Parent

Gemma - Reception Parent

Aurora - Year 3 and Reception Parent

**Financial Update:**

Raised £15,500 last year

Money given to the school £8,000

Have promised £12,660 so far this year

<b>Members Appointed for Academic Year 25/26</b>	
<b>President</b>	Charlie Reed
<b>Chair</b>	Monica Taylor
<b>Vice Chair</b>	Katherine Courtney
<b>Treasurer</b>	Carys Jones
<b>Authorised signature on account</b>	Gina Hewitt
<b>Secretary</b>	Sue Rapley
<b>New Roles for Academic Year 25/26</b>	
<b>Raffle Manager</b>	Sarah Stone
<b>Event Shopper</b> (food/drinks/supplies)	
<b>Mufti Day coordinator:</b> (collections/labeling for raffles if required)	
<b>Infants</b>	Katherine Courtney
<b>Juniors</b>	Emma Bishop
<b>Funding researchers</b>	
<b>External Stall Coordinator for events</b>	
<b>Marketing Manager</b> (noticeboards/banners/posters) would work with the secretary	



It was agreed that two of the newest PTFA Volunteers who would be able to help mainly with things in and around the school would need a DBS check to be allowed into the school premises without one of the PTFA committee.

#### Dates for the diary

- **Break the Rules: Friday 26th September** 50p per break - Cash collected on arrival into classrooms
- **Mufti Days** both schools: 24<sup>th</sup> October (Bring a Bottle) / 14<sup>th</sup> November (Something Sweet).
- **Suggested Halloween Colouring Competition** - Pumpkin Prize for one child per class and Book token for overall winner from Infants and Junior - £1 entrance for competition
- **Christmas Discos** – proposed date 18<sup>th</sup> December (Brandon (DJ) booked).  
2.30pm-3pm DJ set up  
2pm-3pm Reception (pre order & pay for a sweet bag).  
3.10pm-4.30pm Yrs 1 & 2 (pre order & pay for a sweet bag).  
5.45pm-7.45pm Juniors (run tuck shop). Afterschool club can moved into classroom from 5pm.

#### Winter Warmer

- Friday 28<sup>th</sup> November 5pm-8pm – Infants School.
- Fairground rides booked – locate on Infants playground
- Buddy Ash TBC - **Gina to check.**
- Stall Holders advertising has already gone out. Positive response so far. We can accommodate approx. 20 into the hall. Be aware of stall holder offerings to minimize duplication of products.
- Forest School illuminations – Sue has emailed the company who have loaned us their lighting in the past, awaiting a response. Do classes want to get involved in displays? Mrs Hewitt to email Junior and Infants
- Mistletoe at the entrance - Jason to cut, to be prepared in the library arm of Winter warmer.
- Need a Santa – ask Aubrey - **Jason**
- 2 x Elf's – **Gina to check.**
- Using Hippo class last year for the Santa queue worked well and took pressure off the corridor.
- Suggestion for The Little Shetland company to come and bring ponies - all agreed too expensive and probably not much uptake being outside.
- Bottle Hoopla to have its own class.
- Sweet tombola in a classroom.
- Raffle in the hall.
- Refreshments, tuck shop and BBQ – outside under the canopy. Including Pizza ovens this year following the purchase of the them for BroughtonFest.
- Christmas Trees-each class in Infant School & year 3 to decorate a Christmas Tree for Santa's Grotto
- What other ideas do we have aimed at the older Children from Junior school to be involved - Trail decorations- Mrs Hewitt to send an email to junior school teachers to ask for their involvement
- Sweet selection boxes required for Santa – explore donation opportunities.
- Sue has prepared letters when approaching local supermarkets to ask for donations
- Suggestion to approach George Brown estate agents for advertising boards this year. **Sue has sent an email**
- Wishing tree stall next to raffle– Teachers make a wish list for amazon and people can opt to buy items there and then. Can use School's Amazon account.
- Snowman trail? To be discussed.
- **Raffle Sales** - now we have a gambling license we could explore selling tickets in advance. Need to discuss how this would work
- **Volunteers** Sue has created a form to be sent out asking for Volunteers - set up, running stalls, packing away and any other help such as raffle/ Donations. Mr Meads suggested we ask for volunteers on the Saturday morning following WW to get the school ready for Monday morning **Scouts:** Sue to speak to Ali Keens to see if the Scouts would be willing to help out at our event, if we are lacking volunteers.
- **Bucks Bear or Zoomania mascot:** Do we want them to attend this year - Bucks Bear - Yes Katherine to email.
- **BBQ:** Would anyone like to volunteer to cook the food - Matt & Aurora (husband) possibly
- **Christmas Wrapping:** Mrs Hewitt and Mrs Fletcher happy to wrap
- **School Choir:** Monica to ask Mrs Barlow if they would be happy to perform again

#### Outdoor library update

- Bus has moved and we need to formulate a plan and get help. **Carys to speak to Mrs Rackham**
- Lizzy Rackham is putting together a plan and will ask for volunteers/trades to help with refurbishment.
- **Matt** has offered his services.
- Mr Meads suggested an open forum on a Saturday morning with any volunteers to co-ordinate what needs doing and who can do it



- Seats are going to be stored. Suggestion: could they be advertised on Ebay or Marketplace to get some money to put back into the project

#### **Christmas Cards (Digi Graphics)**

- Templates have all gone out to the Classrooms

**Your School Lottery:** This is now live, 26 tickets purchased so far

#### **Second Hand Uniform**

- From the feed back forms (Courtney) can we have a pop up shop for spare uniform/ dress up clothes
- The problem is that we don't have much second hand uniform with the new school logos on, so last year we raised £10 from the sale of these so it doesn't justify paying out for storage.
- Katherine and Courtney have offered to go through and organise what we do have
- Suggestion - could we have an honesty box where the lost property is stored
- Laura said that we end up with so much unclaimed lost property that it ends up in the recycling bins (where the school does earn a bit of commission)
- Further discussion once we know what we have left

#### **WhatsApp Groups**

- A group formed for 25/26 for all ideas and communications. All encouraged to join.
- All asked to spread the word about what helping/ Volunteering can meet - from a little as suggesting an event or putting up a poster to helping run the events

#### **Other Suggestions/ ideas for further discussions**

- We want to run a colour run in spring and teachers seem keen. Sue to email Mrs Eden-Fry to get their involvement again as they were very keen when we starting discussions before we broke for Summer
- Race Night
- Circus - we have looked into this but it is quite expensive and would need quite a lot of planning in advance to ensure we cover the costs. Another school which Sue and Mrs Hewitt are part of the PTFA group have just had to cancel their booking for the circus as tickets were deemed to be too pricey - £10 per ticket
- Outdoor Theatre - Infant - Mrs Barlow to organise with the PTFA help
- Bake Off - Need to be mindful of allergies - this could be difficult as there are some children with very serious allergies within the school
- Laser Show
- Feedback review of responses for our questionnaire
- **Broughtonfest for June 2026:** Need to start thinking of booking in performers for entertaining. Any referrals welcome

#### **Next meeting**

- Tuesday 21<sup>st</sup> Octoberr – 7.00pm - The Plough (everyone welcome)