



Broughton Community School PTFA AGM Minutes & Actions

Date: Tuesday 1st October 2024

Financial Update

- Carys - Accounts are being prepared for audit and figures will be shared once available. We are delighted though to say we had a very profitable year.
- Junior account – will be closed by the end of the academic year – **Louise**
- Auditor in place to support.

Members Appointed for Academic Year 24/25

President	Charlie Reed
Chair	Monica Taylor
Vice Chair	Dawn Charlton
Treasurer	Carys Jones
Authorised signature on account	Gina Hewitt
Secretary	Sue Rapley

New Roles for Academic Year 24/25

Raffle Manager	Sarah Stone
Event Shopper (food/drinks/supplies)	Shelly Kingham
Mufti Day coordinator: (collections/labeling for raffles if required)	
Infants	Katherine Courtney
Juniors	Emma Bishop
Funding researcher	Tasha Fahey
External Stall Coordinator for events	Vacant
Marketing Manager (noticeboards/banners/posters) would work with the secretary	Vacant (Dawn happy to support)

Handovers will be arranged offline and required email and drive accesses to be granted.

Dates for the diary

- **Mufti Days** both schools: 8th November (Sweets & Chocolate) / 22nd November (Bottles).
- **Christmas Discos** – proposed date 19th December (Shelly to check Brandon (DJ) is available).
1.30pm-2pm DJ set up
2pm-3pm Reception (pre order & pay for a sweet bag for a £1).
3.10pm-4.30pm Yrs 1 & 2 (pre order & pay for a sweet bag for a £1).
5.45pm-7.45pm Juniors (run tuck shop). Afterschool club can move into classroom from 5pm.
- **New Year break the rules day** – Jan date tbc.

Winter Warmer

- Friday 29th November 5pm-8pm – Infants School.
- Fairground rides booked – locate on Infants playground
- Buddy Ash confirmed (will arrive around 4.30pm).
- Stall Holders – approx. 20 could fit into the hall. Be aware of stall holder offerings to minimize duplication of products. Form to be reviewed so more information is captured.
- Forest School illuminations – Jen will check if we can have the lighting. Do classes want to get involved in displays? Plan to be made and shared - **Jen**
- Mistletoe at the entrance (and red noses)?



- Need a Santa – ask Aubrey - **Jason**
- 2 x Elf's – Mrs Harris + 1 - **Gina to check.**
- Santa suit to be purchased - **Shelly.**
- Use Hippo class for Santa queue to take pressure off corridor. Colouring sheets to be available to entertain children while they wait. (no arts and crafts room this year).
- Louise will coordinate Elf's Playroom - **Louise**
- Bottle Hoopla to have its own class (possibly do one inside and one outside).
- Sweet tombola in a classroom.
- Chocolate tombola in the hall dependent on stall holder numbers.
- Raffle in the hall.
- Refreshments, tuck shop and bar – outside under the canopy.
- Library access from 9am to set up Santa Grotto (volunteers needed).
- Hall access from 3.30pm, stall holders arrive to set up 4pm-5pm.
- Sweet selection boxes required for Santa – explore donation opportunities / monitor prices - **Shelly.**
- Wishing tree stall next to raffle– Teachers to make a wish list for amazon and people can opt to buy items there and then. Can use School's Amazon account.
- BBQ & refreshments – outside under the canopy.
- Snowman trail? To be discussed.

Outdoor library update

- Bus is moving next week into position.
- Lizzy Rackham is putting together a plan and will ask for volunteers/trades to help with refurbishment.

Christmas Cards (Digi Graphics)

- Collecting completed Christmas Card templates from School on 14th October and delivering to printers - **Shelly**

Fundraising ideas

- QR code in children's reading records and noticeboards.
- Investigate if can have on the newsletter – links to be checked - **Laura**

WhatsApp Group

- New group formed for 24/25 for all ideas and communications.

Signage for PTFA funded items

- Can we look into getting some plaques made - **Monica**

Next meeting

- Tuesday 12th November – 7.30pm - The Plough (everyone welcome)