

PTFA meeting 16 June 2026

Attended: Mr Reed, Mr Meads, Mrs Hewitt, Mrs Eden-Fry, Monica, Carys, Katherine, Cara, Gemma Cope

Apologies: Mrs Fletcher, Sue, Amy.

Minutes and actions:

Y6 leavers:

- Leavers gifts – School to buy/ PTFA to pay
- Cinema and swimming trips, no coach required (walking), no PTFA contribution required.
- PTFA sponsored event, Friday 17th July, 6-8pm. Ms Bannocks co-ordinating, with Y6 parent volunteers. DJ booked (Brandon). Bouncy castle booked (JM).

Actions: Y6 parent volunteers (2/3) required (RB/class reps to ask)
Decide BBQ or pizza (not both) – Food choice letter to be sent this week by (RB)
Decide whether to hire ice-cream van or buy ice-creams from supermarket
Buy food (PTFA)

Y2 leavers:

- Leavers gifts – School to buy/ PTFA to pay
- Party - Wednesday 15th July (in school time)

Actions: Y2 parent volunteers required (x2) – ask class reps to ask
Purchase bubble wands (x60) – PTFA

New starters:

- 29/6, 30/6, 1/7 new starter tours
- Stall with PTFA info, sign up, BF poster, 2nd hand uniform sale (limited to smaller sizes)

Actions: At least 3 PTFA volunteers required (1 per day) (PTFA)
Print fliers (PTFA)
Sort 2nd hand uniform selection and donation box (PTFA)

Bus Update:

- Bus has been stripped
- External mural options received working with parent
- JM in contact with parent volunteers, available once plans agreed – bus mechanic to help with door electrics, internal fit out, soft fixtures...
- View similar bus project at Wallace Fields, Infant School, Epsom

Actions: JM to contact Carrie Milburn and Chris Bates (Y5) to project manage/design.
MT forwarded JM contact details.

Colour run:

- Overall profit £3.5-4K
- Including sponsorship, still coming in, almost £1800
- Proposal to alternate colour run and BroughtonFest in future
- A lot of work for PTFA/teachers and a lot to ask of parents/carers in a short timeframe
- 2027 "Colour Fest"
- Paint – a lot of paint can have half as much, good sized individual sachets, would use again
- Manage participation online next time, no pay forms or cash (Arbor now bedded in)
- Simplify entry forms to make waiver clear

BroughtonFest:

- Stalls – assigned per year group – **need volunteers**
- Church group have volunteered to run the sweet tombola for the whole event
- Y6 Crockery smash
- Y5 Raffle
- Y4 Festival goodies
- Y3 Bottle hoopla
- Y2&1 Pocket money stalls – Hook a duck, pick a lolly, etc
- Reception Craft
- External stalls – 20+ expressions of interest, 14 paid
- Bouncy castle/fairground rides – no volunteers needed Wayne to run. PTFA to get percentage of the takings
- Pony rides and face painting external stalls
- Stage/toilets/hay bales in hand (JM)
- New gazebos ordered (Due to arrive 19th June)
- 3 kegs of beer from Chiltern Brewery (JM)
- Ice cream van booked - Tubsys - PTFA to get percentage of the takings
- Donations – Dayla to donate drinks, Tesco rolls and soft drinks
- 2 tablets (CR)
- Raffle 50+ prizes, run 2 raffles, one online before the event and one on the day
- No more vouchers required, hamper items still welcome
- Visitors – Bucks Bear (4-5pm) and Police confirmed
- Requests submitted to fire brigade and deputy mayor (GH)
- Suggestions: VIP area, with reserved seating and tables, pizza included, bottle of fizz, space for 3 couples/pairs (6 people), reserved by silent auction, top 3 bids win

Actions: More volunteers required, add reminders through the parent forum/class reps
 Paper sign up sheets on classroom windows
 Paper sign up sheets in the staff room
 Advertise online raffle and VIP area auction

AOB:

Summary of spending:

- PTFA tax year end 31st August
- Invoices required by before the end of term (GH to approve)
- Ideas/requests for colour run money spend asap

Requested Item	Ordered/Bought
Bike racks	Bought
Infant school indoor climbing frame	Bought
Sports Equipment (horse, crash mats, etc)	
Play equipment (scooters, go carts)	Bought
Reading books	Bought
Refurbishment of book corners	
Infant house colour token tubes	
Drum kit (including donations from music evening and ice-lolly sales)	

Request for information about previous PTFA spending:

- Table tennis tables
- Y3 therapeutic classroom soft furnishings
- Y6 therapeutic classroom soft furnishings
- Shed for forest school
- Music equipment - Glockenspiels
- Rucksacks for emergency/school trip medical bags

PTFA/School communications:

- PTFA to attend end of year all staff meeting – remind staff of PTFA request system
- Each class has £100 available as “petty cash” to buy items for projects/classroom enhancement; more expensive items need formal request and approval

Actions: School to notify PTFA of date of next staff meeting (Update: to be held in September)

School to provide invoices for items already bought

Future events:

- No end of term festival (this was previously run when BF was cancelled to use up leftover supplies)

Next meeting/AGM:

- 23rd September (TBC), 7pm, infant school