

Broughton Community Schools PTFA

Annual General Meeting – Minutes

Date: Thursday 24th September 2026

Time: 7.00pm

Venue: Broughton Community Schools



Present

Charlie Reed (Head) (CR)

Jason Meads (Site Manager) (JM)

Monica Taylor (Parent) (MT)

Sue Rapley (Parent) (SR)

Carys Jones (Parent)(CJ)

Amy Burford (Parent) (AB)

Katherine Courtney (Parent) (KC)

Lee Courtney (Parent) (LC)

Cara White (Parent) (CW)

Natalie Catchpole (Parent) (NC)

Gemma Copy (Parent) (GC)

Apologies

Gina Hewtt (Year 2 Teacher) (GH)

Laura Fletcher (Deputy Head) (LF)

1. Welcome

MT welcomed everyone to the AGM and thanked everyone for attending.

A particular thank you was given to the school staff and to JM for their continued support of the PTFA throughout the year.

There were no new parents in attendance at the AGM.

2. Financial Update – Carys

CJ provided an update on the PTFA's finances for the year.

The PTFA finished the year with approximately £29,000 in the bank, of which approximately £8,300 is allocated to the school bus project.

The PTFA raised just under £19,500 during the year, including the fundraising activities listed below

Fundraising Income

Fundraising Activity	Amount Raised
BroughtonFest	£6,000
Colour Run	£4,000
School Disco	£1,400

Mother's Day / Christmas Cards	£615
Ice Cream Sales	£650
Quiz Night	£680
Your School Lottery	£521
Music Evening	£131
Easyfundraising	£141
Scavenger Hunt	£190
Mufti Days (including Break the rules	£500
Second-hand Uniform	£15
Pumpkin Event	£40

It was noted that BroughtonFest was the largest fundraising event of the year, raising approximately £6,000, while the Colour Run raised approximately £4,000

The Quiz Night was also particularly successful, with the raffle contributing significantly to the overall total. Tickets were £10.

It was discussed that some of the lower income from Mufti Days may have been due to the move away from cash collections. The committee agreed that the costs associated with using the new payment systems should be investigated.

3. Expenditure and Funding for the School

Approximately £21,000 has been paid to the school during the year.

Funding has included:

- Bike shelters – approximately £4,000–£5,000
- £1,400 towards the school buses
- Classroom resources
- Trikes and Pogo sticks
- Book corners and new books
- New rugs
- Online safety workshop
- House Point tubes
- Drum kits
- Revamping of book corners

CR confirmed that the book corner improvements being discussed are for Years 3 and 4.

The PTFA has also contributed towards upgraded therapeutic classrooms. The Year 4 and Year 5 therapeutic classroom improvements will be funded from elsewhere.

School Bus Project

The bus project is progressing, with decking being installed at the front of the bus and window replacement works due to take place.

Flooring has also been quoted for.

The committee discussed whether additional grant funding could be obtained, including the William Harding Trust.

Other potential sources of support discussed included:

- Tesco
- HS2
- Local building companies
- Local tradespeople
- Other local businesses

NC suggested approaching local building companies who may be willing to provide materials, labour or sponsorship.

GC advised that she knows a carpet fitter and an electrician who may potentially be able to help.

It was agreed that quotes should be circulated so the committee can investigate possible funding and in-kind support.

CR would like to progress the remaining visible improvements to the bus as soon as possible.

Bus Painting

£750 has been allocated towards painting the bus. Mural is being painted free of charge. It was suggested that Wickes could be approached regarding materials.

Play Meadow

The proposed play meadow at the Junior School is expected to cost approximately £12,000. The school has already submitted a bid to the William Harding Trust for this project.

4. Financial Reserves

The committee discussed retaining approximately £4,000–£5,000 as a contingency reserve, meaning there remains funding available for unexpected costs and future projects.

5. Committee Changes and Elections

The current committee members are stepping down from their existing positions.

GH is also stepping down as a counter-signatory. A massive Thank you to GH for her involvement and being the counter-signatory.

It was suggested that LF could take over this role.

The following positions were agreed:

Role	Elected / Agreed
Chair	Monica Taylor
Vice Chair	Gemma Cope
Treasurer	Cara White
Vice Treasurer	Carys Jones
Secretary	Sue Rapley
Vice Secretary	Katherine Courtney
Pre-Loved Uniform	Natalie Catchpole
Ordinary Committee Member	Amy Burford
Grants Officer	<i>To be confirmed</i>

All positions were agreed and the new committee members will be updated with the Charity commission

Signed on behalf of the PTFA Committee

Signature Print Name: **Charlie Reed**

Signature Print Name: **Gina Hewitt**

Signature Print Name: **Monica Taylor**

Signature Print Name: **Carys Jones**

Signature Print Name: **Sue Rapley**

Signature Print Name: **Katherine Courtney**

It was suggested that three people should be authorised as counter-signatories to provide greater flexibility when payments require approval.

The committee will need to provide the required details for the new roles, including name, address and date of birth, to update the relevant records.

6. Lessons Learned from the Previous Year

The committee discussed improvements that could be made to future events and fundraising.
Please see appendix to the minutes attached.

Event Payments

NC suggested introducing ticket options for PTFA stalls at future events, allowing parents to pre-purchase tickets for a set number of games

The committee discussed the need to improve the way payments are taken at events and reduce reliance on cash.

It was noted that:

- SumUp is restricted by the number of machines available.
- Square may be a cheaper alternative.
- The costs associated with different payment systems need to be investigated.
- The cost and administrative implications of using Arbor should be considered.
- Arbor currently charges approximately 1.25%.
- Banking costs have exceeded £100 this year for depositing cash raised by the PTFA.
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The committee agreed that better virtual payment options should be explored.

Mufti Days

It was noted that parents sometimes forget when Mufti Days are taking place.

The committee discussed having a more visible collection point or reminders in the run-up to Mufti Days.

Easyfundraising

The committee discussed whether cashback apps and similar schemes could be promoted as an alternative or additional way of raising funds.

Christmas and Mother's Day Cards

It was agreed that communication with parents and the school regarding card orders could be improved.

The possibility of having a photographer available for future Mother's Day events was also discussed.

7. Christmas / Winter Warmer

Winter Warmer

Friday 27th November 2026 – 5.30pm–8.00pm

Planning for Winter Warmer will continue.

The following were discussed:

- Amusements have already been booked.
- A planning meeting will be arranged.
- A stage outside is being considered for the school choir.
- Investigate the possibility of a snow machine.
- CRto ask the new Forest School teacher about marshmallows.
- Consider using festoon lighting.
- Check the requirements for the 110 transformer.
- Consider a photographer.
- Christmas tree competition.
- Santa and elf arrangements.
- Explore whether more than one Santa is required.
- Ask Mrs Bateman's daughters about helping as elves.
- Ask Aubrey about potential involvement.
- Add all committee members to the PTFA Committee WhatsApp group.

SR suggested we have a planning meeting for Winter Warmer asap. The meeting is proposed for the week commencing 5th October, at 7.30pm. MT will confirm the date.

Christmas Crafts

The committee discussed whether NC and GC could run a Christmas craft activity in school in the build-up to Christmas.

Space and timing were identified as potential challenges.

It was suggested that craft making could potentially form part of the Wonka Bar prizes.

8. Upcoming Fundraising Events

The following events were discussed:

Date	Event
16 October 2026	Break the Rules
23 October 2026	Sweet Tombola Mufti
13 November 2026	Children in Need
27 November 2026	Winter Warmer
27 November 2026	Bottle Hoopla Mufti
December 2026	Christmas Disco – date TBC
Spring 2027	Potential Silent Disco

It was noted that the swimming arrangements have changed, with only one year group currently swimming. As a result, holding Break the Rules on a Friday should work better

9. Future Fundraising Ideas

The committee discussed several potential future fundraising activities.

These included:

- Silent Disco for children and adults in the spring.
- Christmas craft event.
- Laser show.
- Christmas bingo.
- Christmas shopping event.
- Bingo night with stalls.
- Silent auction.

NC will investigate potential prices for a Silent Disco.

It was agreed that potential events could be put to parents through the school WhatsApp groups to gauge interest before committing to arrangements.

Summer Events

The committee discussed giving BroughtonFest a break next summer and making the Colour Run the main summer fundraising event.

For future Colour Runs, the committee would like to investigate:

- A better PA system.
- Selling tickets earlier.
- Improving communication and promotion.

The new gazebos are still in good condition.

It was agreed that the PTFA should check whether stallholders' personal gazebos are covered by the stallholder arrangements and ensure this is reflected in the stallholder Terms & Conditions.

For summer events, stallholders would generally be expected to provide their own set-up.

Stallholders should also be responsible for providing their own Wi-Fi where required.

10. School Disco

Brandon (Previous DJ) will need to be booked for future school discos.

SR/MT will email LF with the proposed dates.

The Christmas disco is being considered for 10th or 11th December, with Christmas dinner taking place on 10th December.

11. Pre-Loved Uniform and Lost Property

NC provided an update regarding the Pre-Loved Uniform.

The Junior School currently has a large amount of lost property, including branded items.

NC will go through the lost property and sort items that could potentially be added to the Pre-Loved Uniform stock.

Potential opportunities to sell the uniform include:

- PTFA events
- Parents' evenings
- Other school events

The committee will consider when and how the items can be made available to parents.

12. Any Other Business

The committee discussed the need to establish what stock is currently required for the Pre-Loved Uniform provision.

It was agreed that better communication and organisation around uniform sales would be beneficial.

13. Actions Agreed

Action	Responsible
Investigate payment options, including Square, SumUp and Arbor costs	Committee
Circulate bus project quotes	CR / School
Explore Tesco, HS2, local businesses and tradespeople for support	Committee
Ask local carpet fitter/electrician about potential support	GC
Investigate Wickes support/materials for bus painting	Committee
Arrange Winter Warmer planning meeting	Monica
Investigate snow machine	Committee
Ask Forest School teacher if they would be happy to support toasting marshmallows at WW	CR
Investigate festoon lighting/transformer	Committee
Organise Santa and elves	Committee
Ask Mrs Bateman's daughters about helping as elves	Committee
Investigate Silent Disco costs	NC
Email Laura with school disco dates	Committee
Check gazebo cover within stallholder arrangements/T&Cs	Committee
Go through Junior School lost property	NC
Sort suitable lost property for Pre-Loved Uniform	NC
Investigate photographer for future Mother's Day	Committee

Improve communication around Christmas/Mother's Day cards	Committee
Add all committee members to PTFA Committee WhatsApp group	Committee
Collect details required for new committee roles	Committee

14. Close

MT thanked everyone for attending and for their continued support of Broughton Community Schools PTFA.

The meeting then closed.

Appendix 1 – Review of the Year's Events 2025/26

Events

- Winter Warmer (Winter term)
- School discos (Winter term)
- Quiz Night (Spring term)
- Music evening (summer term)
- Colour Run (summer term)
- BroughtonFest (summer term)
- Mufti days / Break the Rules days

Activities

- Pumpkin colouring competition
- Christmas cards
- Mothers' Day cards/gifts
- Easter scavenger hunt

Other

- Raffles
 - Ice cream sales
 - Lottery
 - Clothing labels
 - Easy Fundraising
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Events

Winter Warmer (Winter term)

What: Mix of external stall holders (pay per pitch) and PTFA-led activities (e.g. sweet tombola, bottle hoopla, Santa), forest area decorations.

When: Friday evening, end of November.

Pros: Popular with parents and children, already have stall holders interested for this year. Teachers can stay to help.

Cons: Some activities weather dependent. A significant amount of effort is required to turn the school around between 3pm and the start of the event (consider later start this year). Year-on-year decrease in donations of Santa gifts (selection boxes) and BBQ items (buns, sauces, drinks) from local supermarkets increases the spend on the event itself.

School Discos (Winter term)

What: In (reception) and after (infants and juniors) school event. DJ and tuck shop.

When: Last week of winter term.

Pros: Teachers run reception and infant disco. Children love the discos. The tuck shop is popular and generates a good profit.

Cons: Some children became dysregulated. DJ needs to be booked early. Lots of events for parents and school to manage at this time of year.

Quiz Night (Spring term)

What: Adults-only quiz with food (pizza bought in) and a few small games.

When: Friday night in spring term.

Pros: No BBQ, no stalls. A chance for the PTFA volunteers to take part in an event. Pizza option well received this year.

Cons: Smaller number of teams than previous years.

Music Evening (summer term)

What: Music evening to raise funds for music equipment and showcase children's talent.

When: Monday night in April.

Pros: Mrs Barlow organises the event, PTFA just need to provide tea and coffee, snacks.

Colour Run (summer term)

What: Children/family members run through colour clouds on the school grounds.

When: April, Friday after school.

Pros: Very enjoyable event. Amazing amount of sponsorship money. Amazing prizes for online raffle, reasonable participation. First use of online raffle seemed to go well.

Cons: After-school event, less volunteers available to set up during the day. Some of the set-up had to be repeated, as items were moved by the PE team and children at break/lunch.

Event run as cash only (future events can be managed through Arbor); compiling written forms and cash took a lot of PTFA volunteer effort.

As it was the first time we ran this event, some families wanted extra participants and extra colour sachets on the day, which were not available.

The main event went well but side events (on-the-day raffle, mufti day, gunge the teacher) did not attract attention.

On-the-day mufti confused parents who thought they'd already paid; very few parents did pay extra.

Very few people got involved in the on-the-day raffle or paid to gunge the teacher (although keen to see it happen).

BroughtonFest (summer term)

What: Mix of external stall holders (pay per pitch) and PTFA-led activities (e.g. sweet tombola, bottle hoopla).

When: Saturday in July.

Pros: Well attended event, good profits. Good number of volunteers on the day. Jessica (Parent) and Sarah (Parent) did an amazing job getting prizes for the raffles.

Cons: Organisation of volunteers for activities before the event felt like a constant ask. Only key volunteers attended during setup and to tidy up (same and following day). A lot of pressure running BF and the Colour Run in the same term.

Mufti Days / Break the Rules Days

What: Children can come to school in themed/non-themed non-school uniform for a donation to the school. For some days this is money; for others this is a donation to an event (e.g. bottles for the BF bottle hoopla stall).

When: Generally at the end of each half term, although stall donation mufti days may be more frequent.

Pros: Low organising requirements for PTFA; especially for money donations which are now generally handled through Arbor.

Cons: Parents can be unsure what they are donating; some more popular than others. Parents can complain about the frequency of mufti days (all are voluntary).

Activities

Pumpkin Colouring Competition

What: Children colour in a picture of a pumpkin in class/at home and submit to school for the chance to win a pumpkin.

When: October half term.

Pros: Prizes provided by Waddesdon Manor.

Cons: Mixed response from parents and teachers; low number of entries.

Some teachers chose to complete activity in class for all children and let parents decide whether to enter competition. Some printed a colouring sheet per child to be completed at home. Some left it to parents to collect sheet at school office.

Originally advertised as Halloween colouring competition; some families did not want to participate in a Halloween event.

Not many families submitted designs (£1 entry).

Advertising of future activities needs to consider wording (e.g. in this case, would it have been more successful if we'd advertised as an Autumn colouring competition?).

Christmas Cards

What: Children design a Christmas/winter scene in class; parents can choose to purchase cards or gifts with their child's design. PTFA receive commission on sales.

When: Designs created Autumn term; cards/gifts delivered in time for Christmas.

Pros: Children enjoy designing their own cards/gifts.

Cons: Teachers need to find time to complete the activity in class.

This year some parents disappointed with designs (one year group had 2 Christmas card activities running simultaneously — Family (fun scene) and MP (local area scene); the teachers combined the activities with unsatisfactory results for the parents).

Note: Consider whether children of families who don't celebrate Christmas could be encouraged to create a family design (or something special to them) for inclusivity.

Mothers' Day Cards/Gifts

What: Children create a design in class; parents can choose to purchase cards or gifts with their child's design. PTFA receive commission on sales.

When: Designs created Spring term; cards/gifts delivered in time for Mothers' Day.

Pros: Children enjoy designing their own cards/gifts.

Cons: Teachers need to find time to complete the activity in class.

Some parents complained/disappointed children did not produce "free" cards in class (this activity still took place in some classes).

Not as popular as Christmas cards as fewer recipients (can buy 10 cards for Christmas, but only need 1 for Mothers' Day, therefore relatively more expensive, but comparable cost to Moonpig cards).

Easter Scavenger Hunt

What: Families follow a list of clues located near the school to solve a puzzle; participants receive a prize on return to school.

When: Easter holidays.

Pros: A great day out in the Easter holidays.

Cons: Decision making led to a very short promotion window; future events require longer lead times.

Some of the clues went missing (reasons unknown), leading to additional trips out by PTFA to replace clues.

Parents were unsure who to contact out of school time when clues were missing.

Not all families collected their prizes, leading to a surplus of eggs purchased (money wasted); due to timings and the fact eggs may not have been on sale after the event, we had to close entries and buy eggs earlier than alternative prizes.

Other

Raffles

What: Raffle of prizes donated to the school (sales online and on the day). Licence required (annual cost to PTFA).

When: Alongside main events (WW, BF, Colour Run, Quiz).

Pros: A lot of prizes were donated last year; good profits made.

Cons: A lot of volunteer effort required to ask for/collect prizes before the event. Office staff left to deal with unclaimed prizes.

Note: Online raffle can run for a few days; on-the-day raffle with simple raffle book can only run on the day. Printed raffle tickets with draw details required for pre-draw sales.

Ice Cream Sales

What: After-school ice cream sales in summer term; buy boxes from supermarket, sell £1/lolly.

When: Weekly after-school sales (Fridays).

Pros: Very popular; good profits made.

Cons: SumUp machines temperamental; weather dependent; requires volunteers to help, and weekly shopping for the lollies.

Lottery

What: Weekly lottery, guaranteed prize for our school players, opportunity for larger prizes. Commission for PTFA.

When: Regularly advertised in PTFA newsletter, signage on school grounds.

Pros: Once set up, not much admin required (except promotion).

Cons: Not many players; regular weekly prize £5–£15.

Clothing Labels

What: PTFA earn “commission” on purchases made via the app.

When: Regularly advertised in PTFA newsletter, signage on school grounds.

Pros: Once set up, not much admin required (except promotion).

Cons: Not many participants.

Easy Fundraising

What: PTFA earn “commission” on purchases made via the app.

When: Regularly advertised in PTFA newsletter, signage on school grounds.

Pros: Once set up, not much admin required (except promotion).

Cons: Not many users. Parents prefer to use cashback apps for their own benefit.

New ideas required to promote ongoing/background activities, whilst not overloading parents with information and activities not getting missed in the wealth of information.