PTFA meeting 7 October 2026

Attended: Mrs Hewitt (GH), Mrs Fletcher (LF), Monica (MT), Katherine (KC), Cara (CW), Gemma (GC), Sam.

Apologies: Mr Reed (CR), Mr Meads (JM), Sue (SR), Carys (CJ), Natalie (NC), Amy (AB), Abby.

Minutes and actions:

1. Christmas Cards

Update on Christmas cards, teachers have been working with their class to get these completed. Deadline for this is Thursday the 22nd Oct. MT to return them to supplier on Friday 23rd Oct.

2. After School Craft club & After school care.

The committee asked if parents could run a craft club alongside the usual after school clubs

LF to discuss with SLT requirements for parent run clubs; GH could possibly assist.

LF confirmed if after school need any resources it comes out of the school budget so the committee have agreed to extend the class £100 to the after school care as well. LF to reiterate the money is not for electronics and for sharable resources.

3. School Disco

17 December 2026 – Date and times agreed

Reception 2-3pm (free; tuck bag option)

Y1 & Y2 3:10-4:15pm (tuck bag option)

Y3-Y6 5:15-7pm (tuck shop)

Brandon (Previous DJ) - booked

Staff and parent volunteers required

4. Winter Warmer

Friday 27th November 2026 – 5.30pm–8.00pm

Planning for Winter Warmer in full swing.

Food – BBQ and pizza. JM/CR to run pizza stall; ask JM to source ingredients. BBQ – 3 “chefs” required (1 volunteer already, Sam’s husband Aidan).

Drink – hot drinks, soft drinks, mulled wine, Dayla donations; maybe some lager/beer if left over stock. No beer kegs; no new alcohol purchases. TENS licence to be purchased.

Forest school – Assess if pallet Christmas trees and signposts can be used from last year. Ask school to create decorations for FS. May need old CDs for decorations (parent request). Use festoon lights instead of lights previously used (heavy).

Forest school marshmallows – new FS teacher may not be able to help at WW, but maybe able to help set up (on her usual day) and decorate.

Grotto – Ask infant classes to decorate trees for the grotto. KC/CW to check current grotto Christmas trees and stock for lucky dip, bean bags. May need lights for grotto trees (parent request).

PTFA stalls – sweet tombola (parent donations mufti 23rd October); bottle hoopla (parent donations mufti 27th November; no prep or storage required); hook a bauble (alternative to hook a duck; CW); sprout/ball lucky dip; Christmas "tree" lucky dip (cups decorated and in tree formation, choose a cup; GH); tin can alley (CW); Rudolph bean bag throw (need to look for bean bags before WW); lolly lucky dip (need volunteer to paint lolly sticks); Name the Teddy (need Teddy); map Where's Santa (check if still have map); 2nd hand uniform in Hippos (honesty box in Santa queue).

Choir – Mrs B is happy for choir to perform. JM has suggested an outdoor performance (weather dependant). Mrs B has asked for some handheld lights; these can be reused in school after WW (committee agreed to buy).

Raffle – online and on the day if sufficient prizes. Ask CR for tablet.

Face painting – Mrs Batts and Mrs Low, Natalie to loan professional kit. NC to consider training some Y6 girls to help.

Advertising – parent tours early November – one free parent ticket per family (need approx. 50).

LF to check the school safe insured cash amount.

<u>WW Activities:</u>

Raffle – sourcing prizes	Sue/Jessica	Requests being sent
Drinks – Dayla	Sue	Request has been sent
Food/drink donations Supermarket donations	GC	Letters printed Visiting stores w/c 5 Oct
External stall holders	Sue	All previous stall holders contacted. Enquiries from new stall holders being managed via mailbox.
Advertising – Estate Agents	Sue	Michael Anthony contacted Update: 10 boards agreed
Advertising - Facebook	Sue	Adverts for stall holders on PTFA page and local Aylesbury group pages
Amusements	JM	Already booked

Snow machine	JM/SR	School have a snow machine, and "snow" ???
Forest school lighting	???	Festoon lights available. Check transformer (110V)

8. Upcoming Fundraising Events

Date	**Event**
23 October 2026	Sweet Tombola Mufti
5 November 2026	Break the Rules Date changed from Fri 16 Oct to Thurs 5 Nov (better for Y3 swimmers)
November 2026	New starter school tours (opportunity for advertising work of PTFA)
20 November 2026 (Not PTFA)	Children in Need
27 November 2026	Bottle Hoopla Mufti
27 November 2026	Winter Warmer
17 December 2026	Christmas Discos
Estimated Date	**Potential Event Ideas**
Spring 2027	Silent Disco
Spring 2027	Quiz (adults only)
Spring 2027	Mother's day craft/shopping event
Spring 2027	Bingo (max £8 to participate, gambling law)
Spring 2027	Silent auction
Summer 2027	Colour Run
Spring 2027	Laser show

11. Pre-Loved Uniform and Lost Property

CW/MT reviewed Uniform in Infant cupboards. Old tatty items and old branded items removed from cupboards. CW investigating “selling” new items with old branding.

Infant lost property sorted by LF and suitable items washed. Junior lost property, JM separated branded items. Committee to collect. CW/KC/SR offered to wash if needed.

12. Any Other Business

13. Actions Agreed

Action	Status	Responsible	Update
On-going			
Finance: Investigate payment options, including Square, SumUp and Arbor costs	In progress	CW/CJ/school office (LH)	LH looking at options for PTFA using Arbor CW looking at alternative banking options
Bus: Circulate project quotes	In progress	CR / School	
Bus: Explore Tesco, HS2, local businesses and tradespeople for support	In progress	Committee	GC contact to quote for bus flooring
Bus: Investigate Wickes support/materials for bus painting	To do	JM /Committee	Need list of required materials before applying for Wickes funding
WW: Investigate snow machine	To do	Committee	Does school have a snow machine?
WW: Ask Forest School teacher if they would be happy to support toasting marshmallows at WW	In progress	CR/LF	LF: Unlikely FST would stay/come in for WW. Could help to create decorations with children for FS
WW: Investigate festoon lighting/transformer	In progress	Committee	GC to ask her contact
WW: Organise Santa and elves / Ask Mrs Bateman's daughters about helping as elves	In progress	GH	Elf volunteers agreed Outfits required GH to ask Santa

PL Uniform: Go through Junior School lost property	In progress	NC/CW	Infant lost property sorted by LF and suitable items washed. Junior lost property, JM separated branded items. Committee to collect. CW/KC/SR offered to wash if needed.
PL Uniform: Sort Pre-Loved Uniform in infant cupboards	In progress	CW/MT	Uniform in Infant cupboards reviewed. Old tatty items and old branded items removed from cupboards. CW investigating "selling" new items with old branding.
Admin: Collect personal/contact details required for Charity Commission for new committee members	In progress	MT	
Events: Investigate Silent Disco costs	In progress	NC	Costs found; kids disco followed by adults disco suggested To be discussed after WW
Cards: Improve communication around Christmas/Mother's Day cards	On-going	Committee	
BF/CR: Check gazebo cover within stallholder arrangements/T&Cs	To do	Committee	Not required for WW Investigate for outdoor events
New			
WW: Christmas trees for grotto (tree per class in infants)	In progress	Committee School	KC/CW check condition of trees 16 Oct KC/CW take trees out of shed 20 Nov. Classes decorate w/c 23 Nov
WW: Ask teachers where they get their pom-pom prizes from	In progress	Committee/ School	KC to ask KEF
Events: After school craft club	In progress	LF	School to review arrangements and requirements (DBS, etc)
Disco: Ask for parent & parent volunteers	To do	School / Committee	Via staff meeting and class reps

Completed			
Events: Send poll to wider PTFA to gauge interest in future events for further planning	Complete	CW	Poll sent for Christmas craft (no votes); Bingo night (7 votes); Christmas shopping event (7 votes)
Admin: Add all committee members to PTFA Committee WhatsApp group	Complete	MT	
WW: Arrange Winter Warmer planning meeting	Complete	MT	Meeting held
Disco: Email LF agree school disco dates	Complete	MT	School disco agreed for Thursday 17 Dec
Disco: Book DJ for school disco	Complete	MT	Brandon booked