

## PTA Meeting Minutes

Date: 12 November 2025 (Online)

Time Closed: 20:10

Apologies: Jamie, Sue, Nikki, Laura

Attendees: Helen, Sharon, Vicki, Nic, Justine, Claire, Lucy

### 1. Celebrations & Updates

1. Successful Non-Uniform Day (Bottle Donations) – well received.
2. Action: Sharon to order additional bottle covers.
3. Next Non-Uniform Day: Monday 1st December – Toiletries & gifts.
4. Current Balance: £5,715.20
5. Halloween Disco: Raised £101.96 (no further receipts expected).
6. Fox Class Funding: Approved and in process.
7. Funding Request (Emily Rapson – Mannequin items): Approved (Proposed: Justine, Seconded: Nic).
8. Weston Conservative Club: January celebration assembly to showcase funds raised.
9. New Member: Carly Bell.
10. Action: Helen to add to PTA WhatsApp group.

### 2. Fundraising Ideas

1. John suggested Co-op Local Causes and Tesco coin bins.
2. Action: Review after New Year.

### 3. Christmas Fayre Planning

1. Toy Donations: Action: Sharon to email reminder – cut-off date 26th December.

2. Storage: Working well in school.
3. Helpers: Action: Helen to create WhatsApp poll for time slots/logistics.
4. Refreshments: Haven selling hot coffee only. PTA to sell cold drinks only (next to BBQ).  
Action: Maintain support for Haven—no hot drinks due to logistics/electrics.
5. Food & Donations: Lucy – BBQ sausages; Sharon – purchase gluten-free options & tray;  
Sue – BBQ rolls and 200 selection boxes (inc. free-from).
6. Auction: Action: Sharon to set up. Prizes include Muffled, paintballing, and Frisbee golf.
7. Baking & Treats: Mince pies – Sharon's dad; Gingerbread – Justine & Nic.
8. Wrapping & Ticketing: Claire volunteered; more helpers needed. Action: Sharon to offer drop-offs/lifts if needed.
9. Decorations & Facilities: Action: Sharon to bring extra wrapping and backdrops for grotto;  
Fayre banner to be put up (Sharon); W6 leaflet delivery – Sharon to print; W6 to deliver next week.
10. Donation Letters: Action: Sharon to provide Justine & Nic with template for January sale/event requests.

#### 4. Next Steps

1. Ongoing coordination via WhatsApp – no date set for next meeting.
2. Appreciation extended to all for continued support.