

# PTA Meeting Minutes

**Meeting:** Christmas Events & Forward Planning

**Date:** 2 December 2025

**Time:** 8:00pm

**Location:** Hybrid (In person & Zoom)

**Chair:** Lydia Dickinson (PTA Chair)

**Minute Taker:** Katie Hyde (Secretary)

## Attendees

**In person:** Dwiny, Lydia Dickinson, Kate H, Katie Hyde, Wenche, Jo

**Via Zoom:** Miss Cross, Nicola, Lisa

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## 1. Christmas Events Planning Meeting

The meeting opened with a detailed discussion of the planned Christmas events, with a particular focus on the Christmas Elf visit.

Katie outlined the full structure of the Elf visit, including arrival times, class rotations, activities, and staff coordination. Due to swimming schedules, it was agreed that some classes would swap time slots to ensure all children could participate without disruption to lessons. The logistics of preparing the Elf props, letters, and treat bags were reviewed, with confirmation that allergy-safe chocolates would be packaged separately to ensure clarity and safety.

Decorations for the outdoor classroom will be completed the evening before the event to minimise disruption on the day. On the morning of the event, PTA volunteers will arrive from 8:00am to put up signage and prepare materials, with all helpers asked to be present by 9:00am. Katie will collect the Elf costume and organise music and equipment.

The group acknowledged that volunteer numbers were currently tight and discussed the importance of clearly communicating expectations and timings when requesting help. It was agreed that an additional call for volunteers would be shared via the PTA community hub and WhatsApp channels.

A change was made to the agreed "treat" and chocolates will be sought from Vicky if at all possible given the tight timeframes.

The discussion then moved to Key Stage 1 performances. The group reviewed plans for refreshments, donation collection, and photo sales. To simplify donations and enable Gift Aid, it was agreed to use a mobile donation app. Donation stations will be clearly signposted, and

messaging to parents will explicitly state that donations are optional, addressing previous concerns about clarity and support our endeavours re: gift aid. Nicola will share this messaging via class WhatsApp groups, and Lydia will ensure staff are aware of the donation process.

The meeting also revisited the challenge of parents identifying PTA members during busy events. Several attendees noted that this had caused confusion in the past, particularly for new parents. The group agreed to explore the use of PTA lanyards or badges to improve visibility and accessibility in the future, but for the immediate event “hello my name is” stickers will be used as these are easily sourced with a short timeframe.

Canva graphics need to be created for both events re: PTA role and expectation. Also agreed to create a Canva for PTAs school performance Top Tips, particularly for new parents.

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## **2. Christmas Carol Service Planning**

The group discussed plans for the Christmas Carol Service scheduled for **18 December, 6:00–7:00pm**, which will be open to the wider school community (not just KS2 as with previous years). This reflects improved event capacity and a keenness to create a christmas community event inclusive of parents and grandparents. This is led by school and supported by the PTA.

It was agreed that the PTA would support with event setup, volunteer coordination, and refreshments. Mulled wine will be provided, subject to Lydia securing a TENS licence. Tea and coffee supplies will be checked in advance, and additional stock ordered if required.

Promotion of the event was discussed in detail. Lydia will create a Canva graphic to be shared with the school, and QR code posters will be displayed around the site to promote the ongoing raffle. The group noted that raffle fundraising was performing strongly and approaching £1,000, and discussed ways to maximise participation during the Carol Service by making entry points highly visible and easy to access.

The calendar listing for the event will be reviewed to ensure the details are clear and consistent across school communications.

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## **3. 2026 Events Planning Discussion**

The meeting moved on to forward planning for 2026 events, with reference to the school calendar to avoid clashes.

The Valentine’s Disco was confirmed for **5 February**, although it was noted that a lead volunteer had not yet been secured. Lydia agreed to follow up with Bex to confirm availability. The group discussed lessons learned from previous discos, including the importance of early planning and clearly defined roles.

The group also revisited communication around donation collection for school performances, agreeing that clearer, more explicit messaging to parents was essential. This would be addressed through class WhatsApp messages and consistent wording across PTA communications.

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#### 4. PTA Event Planning Discussion

The discussion broadened to include other planned PTA events later in the year.

Culture Day, scheduled for **22 May**, was discussed as an opportunity to build on previous successful whole-school activities. Katie agreed to speak with Vicki Hammond to explore whether she would be willing to lead or support the organisation of the day.

The Father's Day Shop on **19 June** was reviewed, with confirmation that approximately five volunteers would be required on the day. A budget of £3 per gift was agreed, based on previous years' experience. This will be priced at £5 as per previous years and paid for via School Gateway.

The summer event, planned for early July, prompted more extensive discussion. Several options were suggested, including a summer fair, an outdoor movie night, or a water-based party. Given the scale of each option and current volunteer capacity, it was agreed not to commit to a format yet and instead gather further ideas and gauge volunteer interest before making a decision. The group again noted the ongoing challenge of securing lead volunteers and the importance of shared ownership.

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#### 5. Summer Events Planning Discussion

The group continued to discuss summer-term activities and fundraising in more detail.

It was agreed that a summer raffle would run alongside other summer events, with donations uploaded as they are received. A children's summer party was discussed as a separate event, with provisional dates around **9–10 July**. Ideas included water games and foam activities, with the understanding that safety, staffing, and weather contingencies would need to be considered. This will be hosted at school within the school day but led by the PTA as a school community event and a way of celebrating the end of the year.

Attention then turned to the sponsored event planned for April. While a pancake-themed fundraiser had been successful in the past, the group discussed whether a different approach might be more engaging, such as allowing children to raise money through creative or class-based challenges. It was agreed to follow up with Trudy to explore options and confirm whether she would be willing to lead this event.

Welly Wanging was the lead option and Trudy has agreed (after the meeting) to be involved behind the scene with kate H running the logistics of the event on the day.

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## 6. School Fundraising Events Planning

The group confirmed plans to run **Penny Wars** in January, with classes collecting coins to raise funds while also being able to “sabotage” other classes by adding silver coins to their class jars. The competitive element was noted as a key factor in previous success.

Plans for **Easter Bingo** before the Easter holidays were also confirmed. This is ran and led by school with no PTA involvement.

Additional fundraising ideas were briefly explored, including a sponsored silence, hot drink sales, and revisiting previous successful activities such as pancake dipping. These ideas will be reviewed further once volunteer availability and calendar pressures are clearer. Further ideas including

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## 7. Actions and Next Steps

*(As previously agreed and recorded)*

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## 8. Future Meeting Dates

The following PTA meetings were agreed:

- **4 February 2026** – Zoom
- **14 April 2026** – In person
- **3 June 2026** – Zoom

Additional **ad hoc meetings** may be scheduled as required in advance of the summer event.

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## 9. Actions and Next Steps

Lisa

- Add eCenter vouchers to raffle/summer event and check expiry dates - complete

- Upload Soap & Glory candle photo for raffle - **complete**
- Send raffle poster to Sarah and share on WhatsApp - **complete**
- Set up summer raffle page and upload donation photos - **complete**

#### **Katie**

- Print and deliver elf letters/scrolls to school office - **complete**
- Sort chocolates with Vicki - **complete**
- Collect elf costume - **complete**
- Arrive at school at 8:00am on event day for setup - **complete**
- Bring speaker and organise music - **complete**
- Borrow clipboards from the school office - **complete**
- Share request for additional volunteers via PTA hub - **complete**
- Run WhatsApp poll for play performance volunteers - **complete**
- Contact Vicki Hammond regarding Culture Day

#### **Kate H**

- Apply for spa voucher funding
- Print and laminate A3 raffle signs - **complete**
- Message Trudy about leading the April sponsored event - **complete**
- Request a volunteer lead for the summer party
- Explore PTA lanyards/badges

#### **Lydia**

- Coordinate allergy-safe chocolates - **complete**
- Decorate outdoor classroom with Dwyne - **complete**
- Check tea and coffee supplies and coordinate with Adam if required -
- Share donation app details with school staff - **complete**
- Apply for TENS licence - **complete**
- Create Canva graphic for Carol Service and send to Sarah - **complete**
- Run Penny Wars in January
- Contact Bex regarding Valentine's Disco - **complete**

#### **Nicola**

- Message class WhatsApp groups explaining donation arrangements for performances - **complete**

#### **Jo**

- Cut smaller raffle flyers at school - **complete**

#### **All helpers (elf event)**

- Attend event day from 9:00am to assist - **complete**

#### **Volunteer required**

- Lead support for the summer party (July – date TBC)