

PFA Committee Meeting Minutes Recorded by ZLC

11th September 2025

1. Apologies & actions from Minutes from last meeting – apologies from Sarah Cooper
 - a. Passive Income Mtg – see notes in section 3
 - b. Danehurst – still in discussions. We are looking for cash donations rather than signs as that is of the most value to us as a charity. We discussed the effectiveness of the estate agent board type advertising and agreed banners work best and from indications of costs from Danehurst would work out cheaper so LJ will put idea to SW who is currently on holiday. Ideas of how they could support – sponsorship of banners at £20. **LJ in talks with Sue Warnock.**
 - c. AGM Minutes – Approval – all happy with the minutes from the AGM 2024-2025 compiled by LJ. **To be shared on the school website with a signposting included in the weekly bulletin of where the minutes are for open access to all the school body.** Will be uploaded once financial aspects are completed. However the full end of year accounts will follow as per AGM minutes when last accounts etc are available.
 - d. AGM actions – Election of Trustees: Trustees elected for 2025-2026 – Lia Jenkins, Zoe Coles, Alice Jankovec, Katie Noke, Bini Thornton. Discussed that as part of the constitution a staff trustee is needed – **discussion potentially for Mrs Peckham or Mrs Hobbs LJ & ZC to action asking them?**

2. Finance Report - AJ
 - a. Bank Account Balance - £12,254.41 in account. £13,030.07 account and cash combined.
 - b. Adding & Removing Names account – **needs sorting soon – before Christmas. LJ can do during recovery? Remove inactive members. Mandates need updating – include trustees (as noted above) and officers holding post (Chair, Treasurer & Secretary). LJ to check if BT wants including.**
 - c. Depositing cash at Bank – insured to keep up to a £1000 out of bank account which can be used to make cash only payments i.e. music bands at events. Rest of cash now in bank account. £775.66 at last count currently in AJ safe at home.
 - d. Any expenses due? – **yellow tub submission need sorting and outstanding expenses due to CH – ice creams etc. Will submit paper copies of receipts to yellow tub and electronic to list.**
 - e. End of year accounts & submission – see point 1 section c. Layard theatre outstanding for both PFA (bar account) and main school. Ipad invoice still outstanding too – **LJ and AJ chasing with main office.** Need to wait for this until we can close and submit end of year accounts. Submit to Charities Commission: deadline end of June 2026 but we would like to **get this done sooner rather than later.** Process straight forward on website. SumUp set up query for committee members. **ZC to be set up by AJ.** Problems from CH using her SumUp account due to internet connection. **LJ to explore getting access to ‘smart network’ for all committee members rather than guest network. KN and SC to send email (personal) and password to AJ for SumUp set up. ZC to**

notify SC to action this. Resulting in all committee members with SumUp access and use for events.

3. Passive Income – KN

- a. Easy Fundraising – website offering commission incentives for purchases made through their website. **Graphics need to be made and circulated to encourage parents to engage with this.** Download app on phone and allow permissions for app to link to website purchases with varying percentages or can be done via the Easy Fundraising website to avoid tracking. PFA logo and blurb already uploaded by KN – **push ready for Christmas purchases. LJ happy to support KN during recovery to progress this. AJ and KN need to connect to allow funds to clear into bank account.**
- b. Knowlton Grant – **KN needs to complete this.** Money available through a grant – it is a community benefit fund. **Needs bulking out to meet terms and conditions.** £15,000 asked for in relation to building of 4th classroom. Need to have a ‘community use’ to allow grant as per t&c’s – DL happy to extend monthly breakfast church to children in ‘Knowlton’ catchment in order to cover this requirement. Also add a community hire once a year to help fulfil this requirement (member of PFA needed at this event for opening up/closing down and safeguarding).
- c. Xmas Cards – using school Christmas card project. Teachers are onboard for getting designs in school time. **KN to collect in and then will go out to parents to order.** 15-20% commission hoped for. **17th Nov to be collected in – 19th Nov deadline. Tea towels currently being explored by LJ.**
- d. Recycling Schemes – next month. No further news. **KN to call round in next month - September/October.** Clothes bank -governors and DL happy to house it under crocus tree in car park. All approved.

4. This Years remaining Events

Date	Event	Notes
12 th September	Back to School BBQ	3pm – 6pm
24 th – 29 th September Before & After School	Schoolastic Book Sale	<ul style="list-style-type: none"> - Before & After School Sales - Provide float & card machine (card machine training) – AJ to facilitate. - 2x volunteers per session – shared on WhatsApp group. Few filled but more needs covering. PFA to network and recruit. - Details of specific books not needed – just amounts and at what price for accounts – maybe a stock list we can put a tally chart by might be useful? AJ to talk to DL regarding this.
1 st October 6pm	Prospective Parent Open Evening	Refreshments – KE will attend and do a talk regarding the PFA. Will speak to DL regarding slide on board. Need someone in kitchen doing teas and coffees 6pm (roughly 1hr). No charge (just donations) Tea, coffee, squash, biscuits and free from (in shed) – CH and JR to support this.

		Use schools milk etc and put mugs in dishwasher (DL to unload next day). Promote public events to prospective parents i.e. xmas fayre
24 th October	Autumn Festival & Pumpkin Carving Comp	
14 th November	Children In Need – needs a volunteer to lay out cakes that have been baked and donated: arrive before gate queue. JR to do this.	<ul style="list-style-type: none"> - Mufti & Kids Bake Sale - Cakes baked and PFA lay out for sale
21 st November	Movie Night – Garfield movie chosen by SC son. Event plan and risk assessment done. Movie night crew to budget and discuss food. Tickets to go on shop by LJ and AJ	Subject to licence
End Nov (TBC)	PFA Xmas Decs with New Foxes – new blanks in shed on shelf (CH is aware) – 2nd/3rd week Nov someone to hand over to Mrs Walker to decorate with pupils ready for tree. LJ will arrange tree from Stewarts (LJ also to ask regarding raffle donations. ZC to collect when needed) – someone needs to see tree in, put in stand and put lights on – LJ to keep us posted. AJ mentioned moping up ‘new joiners’ – LJ confirmed there is enough stock.	<ul style="list-style-type: none"> - Decorate decoration blanks - 2x volunteers
(TBC) – 28 th Nov confirmed	Bottle Mufti for Xmas Fair	Someone needed to collect these in and label with raffle number
6 th December	Christmas Fair	To be explored more next meeting
TBC December	Nursery Nativity	Refreshments
19 th December	School Xmas Tree Removal	Take off decs, Hoover, drag out tree
23 rd January	School Disco	Location & DJ to agree & book
13 th February	LOVE Fest – Valentines & Shrove Tuesday	<ul style="list-style-type: none"> - Both fall in holidays - Mufti – collect food donations for bank - Serve pancakes

		- Pancake races
6 th March	World Book Day Book Sale & Shed Refreshments	
March	Barn Dance?	
27 th March 2.30pm – after school	Easter Celebration	- Nursery & Foxes Bonnet Parade - Easter Crafts - Last Day of Term Refreshments - Bunny Hunt
1 st May	Maypole Event	Cream Teas
20 th May	Sports Day & Summer Social	- Refreshments during sports day - Bouncy castle & just BBQ for social
10 th June	Reserve Sports Day & Summer Social	-
TBC June	New Starter Open Evening	- Refreshments
TBC June	Bottle Mufti	-
27 th June	Summer Fair	-
15 th & 16 th July TBC	School Production	- Bar Provision
July TBC	New Starter Transition Afternoons	- Refreshments & Uniform
July TBC	Nursery Graduation	- Refreshments
WINTER	HOT CHOC BAR	- Seasonally Themed
SUMMER	FROZEN FRIDAYS	- Seasonally Themed

5.

Back to School BBQ

- a. Final arrangements – all volunteers sorted. AJ getting there with budget collation. Allergy requirements: LJ has made burger. KN to shop in Morrisons and SC to also support with shopping elsewhere. Other food bar and events logistics discussed. All happy and hoping for good weather – wet weather plan discussed.

Schoolastic Book Sale – see event table above for details discussed

- a. Volunteers
- b. Sales Record
- c. Card Machine & Cash Float

Open Evening - see event table above for details discussed

- a. Kat for talk
- b. Kitchen servers

Autumn Festival – event plan done in draft. Risk assessment done. ZC to lead this year.

- a. Pumpkin Comp launch – certs & prizes: LJ and KE have discussed a plan. **Needs launching early. 3rd October to launch competition.** LJ to support from recovery with any paperwork. All space needed at school booked out. DL would prefer no bar such fits with our plans anyway.

- b. Festival Band – **will be formulated**
- c. Event Plan – **plan in draft. Progress to start after back to school BBQ**

Movie Night

- a. Start prep – choose movie: Garfield. **SC to talk to Autumn (?) regarding borrowing of stick/log in.** DL to help with equipment set up.
- b. LJ Event Plan – **done by LJ (will check if it is on One Drive.** Risk assessment done).
- c. LJ Graphic & Facebook Event
- d. **Food Choices, Cost & Set Up on SumUP to be discussed and organised by event leads?**

Xmas

- b. Sponsor
- c. Raffle tickets – **KE to look at request letter** and check it is up to date. **ZC to support with requests and collection of prize donations.** Need to get this going **as soon as possible** to combat overcrowding of requests on businesses. **Start circulating requests to businesses now.** Reach out to **parents also for requests** in their workplace/contacts/connections. Launch this at the **end of Autumn term 1 to be sent out on the Monday 3rd Nov of half term by office.** **Formulate a graphic with this request** to be launched on **social media before this (roughly mid-October)** as a gentle launch to support full email launch on the 3rd Nov.

Physical raffle tickets now made and proofs submitted onto Stubs tickets. Takes about 14 days to come. 3000 ordered last year. **Too many left over – when do we send them out? Was this the issue as to why we had many unsold? Can we address costings? To be discussed in next meeting.**

- d. Stalls – request for attendees sent out and numerous replies coming in. Forms and insurance documents gradually being returned. **Forms need checking for table requirements and checking public liability documents are up to date. Checking food/cosmetic stall adherence to legislation. Admin to do on this as it comes in. Can be worked on over the following weeks.**
Space needed in school booked by LJ
- e. Book Father Christmas – **LJ looking into this with DL and staff to fit with nursery demands on Santas attendance.**
Event plans formulated by LJ and **will share onto One Drive and a Christmas leaders WhatsApp group will be set up** initially consisting of committee to get the ball rolling. Will **recruit from volunteers following** this and **LJ will make a volunteers schedule** so people are clear on what role they can play.
Christmas fayre ideally needs to be organised before half term.

6. Wish Lists next year –

- a. Administration – Cottage request on how much money they have left to spend. Waiting on previous order invoices. £100 standard a term. AJ asked for accurate spend invoices from cottage.

b. Banking cash – no spend

7. Governors link – Sue Warnock: currently away so will be off grid for a month.

8. AOB

- Village Voices – public events – annual PFA report?
Have asked for our events – **need to publish our ‘public’ events i.e. Christmas, Barn Dance and Summer Fayre. Maybe May Dance? Ask DL.** Also include **Open Evening for prospective parents** – too late this year but one to remember for next year. Also **add for requests to community for support before and at events** – particularly aimed at our grandparent community. Great way to build connections and get volunteer power.
- LJ’s absence plan – AJ keeper of keys (ZC as stand-by). **Use of gates to be explained by LJ before absence.** DL happy – LJ will be available online as needed. Paperwork will continue to be covered by LJ for safeguarding/legislation/compliance needs. **KN and JR to cover chair ship role during LJ absence.**
- Party Pack – KE: relaunched on socials. Reuseable packs available. LJ has scheduled this on socials to go out monthly as a reminder. **Committee to promote and remind as and when party invitations come in as a way of promotion. Share this with class reps also – potentially pin this post to the top of the group.**
- ZC suggested the setting up of a **WhatsApp group just for class reps** so that promotion /info graphics can be stored here to filter out the graphics from the volunteers group – aiding access and clarity and avoid the clogging of the volunteer group. Committee in agreement – **group to include class reps and committee.** AJ suggested coverage of 2 people per class in ‘Promo’ WhatsApp group. LJ suggested committee and class reps should cover this.
- LJ noted that standard practise is for ‘event groups’ WhatsApp’s to be the place for general organisations of events to take place rather than the main PFA committee group and that this should settle down now into the subsequent events following the Back to School BBQ.
- ZC requested that **all committee members have access to One Drive** in order that all can access the event plans for each event, can stay informed of what needs doing and update accordingly. This will aid fluidity of planning and reduce excessive communications and discussions about specific logistical details. **JR, CH, SC all need access to One Drive. LE can now be taken off One Drive** access now previous minutes have been sorted and this will allow others to access and keep in the loop.

- **Lottery return documents need completing.** How much we've sold and how much we've made. **KE has a spreadsheet from Christmas. ZC, LJ and AJ to do this. Question as to whether last years one has been done – this needs looking at to establish deadline.**
- No other business from any of the committee. **Minutes to be circulated at least within 2 weeks of the meeting being held. To be shared on committee group** until all have access to One Drive and then to be uploaded to website.
- Reminder from LJ to **keep children out of the PFA shed** due to health and safety and insurance. Also please **keep children out of Christmas shed** to retain the magic/health and safety. LJ also asked us to **keep the children away from 'sales'** in shed due to insurance.

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