

# Coxheath Primary School 2025/26 PTFA<sup>1</sup> Meeting Minutes

Meeting date: 02<sup>nd</sup> October 2025

Name	Role	Attendance	
		11-09-2025 <sup>2</sup>	02-10-2025
Amy Jones (AJ)	Chair/Co Chair	P	A
Katherine Tunnicliffe (KT)	Chair/Co Chair	P	P
Laura Jenkinson (LJ)	Treasurer	P	A
Jade Shepperd (JS)	Grants Coordinator	A	P
Kate Baldock (KB)	Secretary	P	P
Giacomo Mazza (GM)	Headteacher	P	P
Hayley Hill (HH)	Member	P	P
Lucy Small (LS)	Member	P	P
Lizzie Marks (LM)	Member	P	P
Lydia Burton (LB)	Member	P	P
Nicola Nies NN)	Member	P	P
Sam Butler (SB)	Member	P	P
Sineade Andrews (SA)	Member	P	P

- P** Present
- A** Apologies sent
- A** Absent

**Note:** A majority of the members shall constitute a quorum, but in no case shall a quorum be comprised of less than three members (includes Chair, Treasurer, Grants Coordinator and Secretary).

## Minutes

### 1. Meeting Attendance

- Apologies received from AJ and LJ.
- All members provided an introduction to themselves

### 2. Open Actions

- **2025-09-11-2:** remains open however all individuals confirmed they have completed their DBS applications

### 3. Event Planning

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1 Parent, Teacher, and Friends Association

2 PTFA Annual General Meeting (AGM) held 11<sup>th</sup> September 2025. 2025/26 PTFA members agreed, however no formal minutes taken.

- All agreed first event will be a disco; proposed date Friday 21<sup>st</sup> November 2025
  - YR R,1 & 2 (3:30pm – 4:30pm)
  - YR 3 & 4 (3:30pm – 4:30pm)
  - YR 5 & 6 (4:45pm – 6.00pm)
  - £4 ticket (*ticket purchase includes drink, crisps and sweets*)

**Actions:**

**2025-10-02-1:** GM to confirm proposed date, request teacher support and confirm adult/child ratio required in order to obtain required number of parent volunteers

**2025-10-02-2:** Post disco date confirmation, all members to seek parent volunteers via class WhatsApp groups

**2025-10-02-3:** KG to provide costing of drinks, crisps and sweets from Bookers

**2025-10-02-4:** All members to research merchandise (options/cost) for disco (e.g. glow sticks, glitter tattoos)

The following were discussed as future events:

- Christmas clothes sale
- Christmas raffle; HH suggested using **Raffall** to support process
- Wreath making workshop; potentially too late for this year (**2025-10-02-5:** SB to source local contact)
- Krispy Kreme doughnut sale (£7.50 per box of 12); need to consider whether we would only sell per box on pre-order or individually as well (**2025-10-02-6:** to be discussed at the next meeting)
- Second hand uniform sales to be held periodically throughout the year
- Croissant, coffee & fruit juice morning sale; suggested to hold in Spring using area outside school bus
- Easter egg rolling competition
- Colour run
- Sponsored dance or singing event; NN offered to lead event as she has the relevant experience/expertise
- Film night
- Summer Fayre; proposed holding early July 2026 to avoid Y6 leaver events towards the end of the month (**2025-10-02-7:** HH to provide availability for Samba band)
  - Ice cream lady that lives in Workhouse Lane to be used (supported with 2025 Y6 leaver event)

- Ensure new YR parents are made aware of the event during the Meet the Parents events in June/July
- Sponge the teacher

#### 4. Communication

- New PTFA newsletter to be sent each term including details of the PTFA fundraising target to ensure parents have more visibility to their contributions (**2025-10-02-8**: SB to provide initial draft)
- KT advised there is a Coxheath PTFA Facebook page; GM advised Marianne may have approval for the page (**2025-10-02-9**: KT to see if Facebook page can be accessed)
- HH suggested using Parentkind for PTFA support (shared ideas, leaflets etc.) KT confirmed Coxheath have Parentkind membership, however due to expire January 2026 (**2025-10-02-10**: KT to call Parentkind to source further information)

#### 5. Finances

- KT confirmed the PTFA bank account is now active and the current balance is £11,000, however £1,000 will be retained to cover event expenses
- KT advised there is an additional £121 petty cash balance
- Community funding was referenced and the potential for local grants; further research required

#### 6. Any Other Business

- GM advised the top school priorities for PTFA funds were:
  - New laptops or iPads (**2025-10-02-11**: NN to discuss sourcing required resources with external technology contact)
  - Additional teddy bears to support reading challenge, approx. £1,000 (**2025-10-02-12**: KT to obtain stock take from school office)
  - Replacing play equipment on central playground; children will be requested to vote on replacement (seating area, new play equipment)
- PTFA shed has freezer and space to put a fridge; may need a clear out
- PTFA to be included in YR meet the parents events
- PTFA to have a display board at school; suggested a thermometer to visualise funds raised against target

#### 4. Next Meeting

**Registered charity reference:** Coxheath Primary PTFA 1112392

- To be confirmed on WhatsApp group post meeting

## Open Actions

Reference	Description	Owner	Target Date	Status
2025-09-11-2	Email Angela Fullagar (School Office Manager) to find out about DBS checks for committee members; <b>DBS applications sent 18<sup>th</sup> September 2025.</b>	KG	31-10-2025	Open
2025-10-02-1	Confirm proposed date (21 <sup>st</sup> November 2025) for school disco, request teacher support and confirm adult/child ratio required in order to obtain required number of parent volunteers	GM	31-10-2025	Open
2025-10-02-2	Post disco date confirmation, all members to seek parent volunteers via class WhatsApp groups	All	31-10-2025	Open
2025-10-02-3	Provide cost of drinks, crisps and sweets from Bookers for disco	KG	31-10-2025	Open
2025-10-02-4	Research merchandise (options/cost) for disco	All	31-10-2025	Open
2025-10-02-5	Source local contact for wreath making workshop	SB	Next meeting	Open
2025-10-02-6	Add Krispy Kreme doughnut sale as an agenda item for next meeting	KG	Next meeting	Open
2025-10-02-7	Provide Samba band availability for Summer Fayre	HH	Next meeting	Open
2025-10-02-8	Draft initial PTFA newsletter	SB	Next meeting	Open
2025-10-02-9	Review whether Coxheath Facebook page can be used	KT	Next meeting	Open
2025-10-02-10	Call Parentkind to source further information on Coxheath membership	KT	Next meeting	Open
2025-10-02-11	Discuss sourcing required IT resources with external technology contact	NN	Next meeting	Open

<b>2025-10-02-12</b>	Obtain teddy bear stock take from school office	KT	Next meeting	<b>Open</b>
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### **Closed Actions**

<b>Reference</b>	<b>Description</b>	<b>Owner</b>	<b>Target Date</b>	<b>Status</b>
<i>2025-09-11-1</i>	<i>Setup PTFA WhatsApp group and add members from PTFA AGM.</i>	<i>AJ</i>	<i>30-09-2025</i>	<i>Closed</i>