

Coxheath Primary School 2025/26 PTFA¹ Meeting Minutes

Meeting date: 19 March 2026

Name	Role	Attendance		
		08-01-2026	05-02-2026	19-03-2026
Amy Jones (AJ)	Chair/Co Chair	P	A	A
Katherine Tunncliffe (KT)	Chair/Co Chair	P	P	P
Laura Jenkinson (LJ)	Treasurer	P	A	P
Jade Shepperd (JS)	Grants Coordinator	A	P	A
Kate Baldock (KB)	Secretary	A	P	P
Giacomo Mazza (GM)	Headteacher	A	A	A
Hayley Hill (HH)	Member	P	A	P
Lucy Small (LS)	Member	A	P	P
Lizzie Marks (LM)	Member	P	P	P
Lydia Burton (LB)	Member	P	P	A
Nicola Nies NN)	Member	P	P	P
Sam Butler (SB)	Member	P	A	P
Sineade Andrews (SA)	Member	P	A	P
Sarah Woolley (SW)	Member	NA	NA	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 were received from a number members due to diary conflicts.
- KT welcomed SW to the committee.
- It was noted that, due to other commitments, AJ will step down as Co-Chair. KT requested the committee to vote for NN to take over the role.

1 Parent, Teacher, and Friends Association

- **Members approved the appointment of NN as Co-Chair** (*change to be reflected in attendance table from the next meeting.*)
- **Members also approved SW to become trustee.**

2. Open Actions

- Not actively discussed; KB closed items in minutes, with remaining actions to be carried forward to the next meeting.

3. Event Planning

- Mother's Day event (**13 March**) and second-hand uniform sale (**18 March**) were both successful. Thanks to KT and NN for their organisation and to all volunteers for their support.
- KT provided an overview and status update of upcoming events.
 - **2 April 2026:** Krispy Kreme Doughnut Sale
 - Pre order collection in progress; however, sales volumes are not significant.
 - KB, LS and SW will manage sales at the school gate; on-site between 2:30 – 2:45pm for gate sales.
 - KT has prepared the hygiene boxes.
 - Agreed to procure an additional 10 boxes to sell at the gate; LB and LJ to collect doughnuts.
 - **24 April 2026:** Pyjamas Day
 - Limited action required; LJ to provide money wallets to class teachers to collect donations.
 - **15 May 2026:** School Disco
 - Confirmed times of school disco and volunteers:
 - YR R,1 & 2; 3:30 – 4:30pm (LJ, NN, SW)
 - YR 3 & 4; 3:30 – 4:30pm (KT, KB, SA, SB, JS)
 - YR 5 & 6; 4:45 – 6:00pm (KT, SB, HH)
 - £3 ticket (ticket purchase includes drink)
 - Sweets, crisps and merchandise (temporary tattoos, glasses, friendship bracelets) to be sold at event.
 - Year R: Discussed lost money at last disco and option to increase ticket price with pre-provided items. To avoid confusion, agreed to keep the same approach across all year groups.
 - **Action (2026-03-19-1):** SA and SB to research merchandise options.
 - **19 June 2026:** Father's Day and Others
 - KT confirmed event date does not clash with the Year 6 residential. (**Action 2026-02-05-2 closed**).
 - Agreed that a date will be set for the committee to pack Father's Day items, ensuring responsibility is shared and not solely managed by KT, who covered Mother's Day preparations.
 - **Action (2026-03-19-2):** Date for Father's Day present packing to be confirmed via WhatsApp.
 - **20 June 2026:** Summer Fayre (1:30pm – 4:00pm)
 - Event discussed in detail; see Section 4 of the minutes.
 - **3 July 2026:** *Headteacher for the Day*

- *Not discussed; no action required at present.*

4. Summer Fayre

- KT advised that Page & Wells will provide 15 advertisement boards for the summer fayre, with a donation for each board; 10 addresses have been confirmed to date, with a further 5 required.
- KT provided an update on the current status of the summer fayre preparations following the last meeting.
- **Food vendors:**
 - Ice-cream van [**Confirmed**]; cash & card
 - Maidstone United catering [**Confirmed**]; cash & card
 - Jenny Greek catering [**Confirmed**]; cash & card
- **Performances/Free events:**
 - Samba band [**Confirmed**]
 - Stagecoach performance [**Confirmed**]
 - Emergency Services [**Confirmed**]
- **Stalls**
 - Stalls will operate on a token basis to reduce cash handling. LM suggested using pre-printed sheets with token numbers (e.g. 10,20) that can be stamped instead of raffle tickets. All agreed with the suggestion.
 - The following stalls are **confirmed**:
 - Inflatables
 - Face painting [Sally Lang]
 - Football [Louis C]
 - Water stocks (JS to provide apparatus)
 - Hood a duck (LJ to provide apparatus)
 - Sweet treats
 - Tombola
 - School uniform stall
 - Fresh fruit [SA]
 - Name the teddy [KT sourced]
 - Guess the amount of lego in a jar
 - Bucket of booze
 - Coconut shy
 - Ring toss (*KT enquiring about apparatus being made*)
 - Animal encounter (LJ booked)
 - Bluey & Bingo meet and greet (LJ)
 - **Action (2026-03-19-3):** KT to create a map of stall locations to assign volunteers to each area.

5. Communication

- Not discussed.

6. Finances

- Not discussed; however, going forward and to ensure compliance with regulatory requirements, only Trustees will be responsible for voting on finances and proposed spending.

7. Any Other Business

- Agreed posters for events are useful for class WhatsApp groups.
- A new WhatsApp group will be created for volunteers outside the committee.
- Committee WhatsApp to continue, with only Trustees voting on finances and proposed spending.

8. Next Meeting

- To be agreed via WhatsApp.

Open Actions

Reference	Description	Owner	Target Date	Status
2026-03-19-1	Research merchandise options for school disco.	SA and SB	Next meeting	Open
2026-03-19-2	Date for Father's Day present packing to be confirmed via WhatsApp.	KT or NN	Next meeting	Open
2026-03-19-3	Create a map of stall locations to assign volunteers to each area.	KT	Next meeting	Open
2026-02-05-7	Reach out to music groups linked to the school (Rock Steady and Make Time for Music) to see if they would like to perform at the fayre.	[TBC]	Next meeting	Open
2026-02-05-8	Enquire whether Coxheath Brownies would like to attend the fayre.	KB & LB	Next meeting	Open
2026-02-05-9	Consider arranging an order board to display performance times throughout the day.	[TBC]	Next meeting	Open
2026-02-05-10	Source Bookers sweet costs for comparison to high street prices.	KB	Next meeting	Open
2026-02-05-11	Contact teachers via governance communication to determine if any would like to join the PTFA committee.	KT	Next meeting	Open
2026-01-08-1 (Note: replaced 2025-09-11-2)	Follow up with Angela Fullagar to confirm whether DBS applications are complete; LS application outstanding.	KB	Next meeting	Open
2026-01-08-3	Explore the use of QR codes for payments.	LJ	Next meeting	Open
2026-01-08-4	Schedule a date to empty and organise the shed.	KT	Next meeting	Open

Closed Actions

Reference	Description	Owner	Target Date	Status
<i>2026-02-05-1</i>	<i>Draft an email for Break the Rules day to send to parents detailing what it involves and what is permitted.</i>	<i>AJ</i>	<i>10-02-2026</i>	<i>Closed</i>
<i>2026-02-05-2</i>	<i>Confirm if Year 6 residential is on 19 June.</i>	<i>KT</i>	<i>Next meeting</i>	<i>Closed</i>
<i>2026-02-05-3</i>	<i>Confirm licensing requirements to operate bar and enquire about purchasing alcohol.</i>	<i>JS</i>	<i>Next meeting</i>	<i>Closed</i>
<i>2026-02-05-4</i>	<i>Inform ice-cream vendor of change to event starting time.</i>	<i>KT</i>	<i>Next meeting</i>	<i>Closed</i>
<i>2026-02-05-5</i>	<i>Draft Facebook post to source additional food vendors.</i>	<i>KB</i>	<i>Next meeting</i>	<i>Closed</i>
<i>2026-02-05-6</i>	<i>Contact Coxheath Pre-School regarding BBQ facilities for fayre.</i>	<i>KT</i>	<i>Next meeting</i>	Closed
<i>2026-01-08-2</i>	<i>Identify and share the Facebook link for wider communication of the PTFA newsletter.</i>	<i>AJ</i>	<i>Next meeting</i>	Closed