Coxheath Primary School
2026/27 PTFA[1] Meeting Minutes

Meeting date: 6 October 2026

Name	Role	Attendance	
		08-09-2026	06-10-2026
Katherine Tunnicliffe (KT)	Chair/ Trustee	P	P
Nicola Nies (NN)	Vice Chair	P	P
Laura Jenkinson (LJ)	Treasurer/ Trustee	P	P
Jade Shepperd (JS)	Grants Coordinator	A	A
Kate Baldock (KB)	Secretary/ Trustee	P	P
Giacomo Mazza (GM)	Headteacher	P	A
Sam Butler (SB)	Trustee	P	P
Sineade Andrews (SA)	Trustee	P	P
Sarah Woolley (SW)	Trustee	P	P
Joe Watts (JW)	Trustee	P	A
Sally Lang (SL)	School Representative	P	P
Hayley Hill (HH)	Member	P	P
Lucy Small (LS)	Member	A	A
Lizzie Marks (LM)	Member	P	A
Lydia Burton (LB)	Member	P	P
Natalie Burgess (NB)	Member	P	P
Jess Stokes (JSS)	Member	P	A

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 in advance of the meeting from JS, LS, LM and JSS, who were unable to attend due to other commitments.

1 Parent, Teacher, and Friends Association

2. Open Actions

- Not discussed.

3. Event Planning

- KT provided an overview and status update of upcoming events, with the main discussion focusing on planning for the Christmas Fair.
  - **15 October 2026:** Non-Uniform Day
    - Volunteers are required to collect chocolate and monetary donations from classrooms on Non-Uniform Day.
    - No further action required at this stage.
  - **20 November 2026:** Christmas Fair & Raffle
    - **Raffle**
      - LM to organise the raffle, which will be drawn at the Christmas fair.
      - Raffle tickets to be sent home with children and sold at the school gates.
      - **Action (2026-10-06-1):** All PTFA members to collect prize donations, with LM coordinating donations.
      - The date for sending raffle tickets home is to be confirmed. It was discussed that this should take place soon after half-term, when return to school on 2 November.
    - **Christmas Fair**
      - KT confirmed that external vendors have been organised for the Christmas fair.
      - Vendors will not be permitted to drive onto the school premises *(excluding reindeers)* but may enter the car park to unload their equipment and stock. They will then need to park off-site.
      - KT confirmed that both halls will be used for stalls, with a mix of external vendors and internal stalls in each hall.
      - KB suggested a snake-style, one-way flow through the halls to improve organisation. Pram parking will also be explored.
      - The Santa's Grotto experience and reindeer will be located on the playground.
      - Santa's Grotto tickets to be sold in advance to manage visitor flow, with a walk-through experience including the reindeer rather than a meet-and-greet.
      - All agreed that Santa's Grotto tickets will be priced at £12 per child and sold via Arbor.
      - Age-appropriate presents to be purchased for children. Options discussed included selection boxes, books and other suitable items.
      - The majority of internal stalls will operate on a one-token basis, with further details, including the number of goes per token still to be confirmed.
      - Tokens will be sold in advance to reduce cash handling on the day of the Christmas Fair.
      - The following stalls are were discussed:
        - Face painting [SL] – *external*
        - Sweet treats/cones
        - Hot chocolate cones
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        - Chocolate tombola *(donations from non-uniform day on 15 October)*
        - Teddy tombola

- School uniform stall
- Fresh fruit pots [SA]
- Name the snowman [KT to source]
- Guess the weight of the Christmas cake [JS to supply]
- £5 in a cracker
- Reindeer food *(could also be given to children alongside their present as part of the Santa's Grotto experience)*
- Decorate a biscuit
- Advent calendar game
- Ho Ho Ho Snowman throw
- The Grinch greet; LJ suggested having the Grinch greet children at the school gates in the morning to encourage parents to attend the Christmas Fair. All agreed this was a great idea.
- **Action (2026-10-06-2)**: KT to allocate stalls to PTFA members.
- With members approval, KT and LJ to begin purchasing stock for the stalls. **All agreed.**

5. Communication

- KT thanked LB for the excellent advertising and posters. KT requested that LB create a poster requesting prize donations for the Christmas raffle, to be shared in class WhatsApp groups. **[Complete]**

6. Finances

- Not discussed.

7. Any Other Business

- KT advised that she will attend a staff meeting to seek additional teacher support for the Christmas Fair and that SW attended the Parent Council to promote volunteering at PTFA events.
- NN suggested requesting parental support through class WhatsApp groups via Parent Council representatives. It was agreed to assess the level of teacher support before proceeding with this approach.
- **Action (2026-10-06-3)**: All PTFA members to source donations of Christmas decorations to decorate the halls, as the school decorations will not yet be up. Decorations are also required for the inflatable Christmas Grotto that comes with the reindeer.

8. Next Meeting

- To be agreed via WhatsApp.