



PTA Meeting Minutes – 30 Sept 2026

- 1. Welcome and introductions

Attendees	DH, BP, SC, LR, JH
Apologies	RP, RB, JCM, JW, MC, HK, LH

- 2. PTA constitution
 - ⇒ Agreed by vote – signed & witnessed. To be uploaded to PTA section of school website.
 - ⇒ Money management
 - PTA bank account – BP & LR provided signatures
 - PTA bank account – balance - £2,329.29 as of 23.09.26
 - Other school funds – DH to check how this is to be managed but PTA account is separate and all funds raised by PTA will be kept separately in this account, for which BP & LR are now signatories.
 - First formal AGM to be arranged for September 2027. All those in roles will remain in roles until then, unless any resignations are received. Re-elections/elections will then take place annually at the AGM.
- 3. Roles and responsibilities
 - ⇒ Year Group representatives to be updated now school has gone into another academic year. SC to update for website & write dojo post.
- 4. Review of past events – £2,088.91 raised from formation of PTA to end of summer term 2026
 - ⇒ Easter Bingo - £824.35
 - ⇒ Break the Rules Day - £307.68
 - ⇒ Summer Term End of Year Raffle - £672.20
 - ⇒ Uniform sale, Church music concert & Sports Day drinks - £284.71
 - ⇒ MacMillan cake sale – all funds raised donated to charity - £327. Everyone's efforts appreciated, thank you.
- 5. Fundraising wish list – all items voted and agreed upon
 - ⇒ £100 to each year group (£800 total) for them to spend on items for classroom/children as they see fit. Requested DH obtains photos of the items bought so we can account to parents/carers.
 - ⇒ £600 to cover the cost of the coaches for KS2 to go to Christmas Panto. This has always been subsidised by school funds and it was agreed this should continue to keep cost down for parents.

- ⇒ New books for Y5/6 - £ to be confirmed by DH
- ⇒ Y6 leavers hoodies - “goodbye” gift from PTA rather than Y6 parents funding this themselves
- ⇒ Myro to paint Reception wall - £300 approx. for materials only. Myro is otherwise kindly volunteering her time and artistry. PTA/Parents to help clean/prepare space for Myro. BP to ask Myro for dates in the Spring/summer.
- ⇒ Long term fundraising – new iPads & charging trolley (ideally for all year groups eventually but to start with a trolley for 15 iPads). Ideally have a visual record of funds raised for children/parents/carers to see.
- ⇒ Long term fundraising – new books/texts for every class. PTA to look into charities/alternative ways to source this. JW had looked into this – BP to consider.
- ⇒ Y2 - new classroom chairs (approx. £800-£1,000) to be paid for using school budget rather than PTA raised funds

5.1 Tesco grant – up to £1,500 available

- ⇒ SC to draft application for new food technology equipment for every year group

• 6. Sports Kit

- ⇒ Photograph to be taken 06.10.2026 @ 2:30pm at school
- ⇒ students, staff & sponsor present. We do have consent from parents for photograph on Class Dojo, Instagram & Bury Times.
- ⇒ RP to take photographs
- ⇒ Article written by SC (approved by DH) but needs approval sponsor, Mike.
- ⇒ Dojo, Social media (photo will be of the back of the children so no faces shown) & bury times push
- ⇒ BP to purchase thank you flowers for sponsor & DH will arrange for children to do a thank you card.

• 7. Future events

- ⇒ 7.1 Autumn Trail
 - Print & laminate clues – can be done with school resources but PTA to organise
 - Print Maps
 - Distribute maps – to be given out to every child on Friday 16th October 2026 - agreed
 - Social media & Dojo push
 - Scarecrows – school to make two, church to make one.
 - Volunteers to put clues up around the village
 - Sort prize bundles
- ⇒ 7.2 Christmas Fayre
 - Meeting with BP, SC & DH on 01/10/26 after which report back with action plan
 - Liaise with Lindsay from Church.
 - PTA specific stall - Mulled Wine/Baileys hot choc – agreed. Need temporary license.
 - PTA assistance for setting up on Friday, running & tidy on the day. We will try to organize this in “shifts”

- 50% of Funds raised will go to PTA account (other 50% goes to Church).

⇒ 7.3 Christmas event off school premises

- Prestwich Church Institute have reached out and offered us their event space (up to 100 people with fully licensed bar) for **free**.
- JH, HK to lead on this event.
- BP to reply to Church Institute for more information

- 8. Marketing of PTA

⇒ MC to prepare an Instagram reel/posters setting out what the PTA is, why it exists & how it functions

⇒ Use constitution for role/remit of PTA

- 9. Any other business

⇒ BP raised idea of a Guinness World Record Attempt by the children. To liaise with PTAs from other local schools to see if we can organise this. Musical Bumps/musical statues. RP knows some local actors/celebs who may be able to assist. We'd push for local media coverage. Children would be sponsored to take part. Ambitious but will research it more to hopefully plan for about a year's time.

- 10. Agreed action points following meeting

1. DH to scan & upload signed constitution to PTA page of school website
2. DH to update school website PTA page with new year group representatives now we've entered a new academic year
3. SC to prepare dojo post with new year group representatives now we've entered a new academic year
4. BP to liaise with MC re: date & ideas for painting reception wall with new mural
5. BP to liaise with JW re: new books – charities etc
6. SC to liaise with Mrs Jones with view to drafting application for Tesco Grant for food tech equipment.
7. BP to purchase "thank you" flowers for sponsor
8. DH to arrange "thank you" card for sponsor from the children
9. SC to seek sponsors approval for Bury Times article
10. BP to organise arrangements for Autumn Trail once MC has finished artwork
11. BP, SC to meet DH re: Christmas Fayre & report back
12. JH/HK to organize alcohol licence for sale of mulled wine at Christmas Fayre & makers market
13. JH & HK to organise Christmas event (off school premises)
14. MC to prepare art work for dojo/Instagram re: PTA role/remit
15. BP to liaise with other PTAs & research re; Guinness World Record attempt
16. DH to research and provide cost estimate for 15 x Ipads and trolley.
17. DH to audit how many new texts are needed to provide books for every class for new reading scheme and provide cost estimate.

18. DH to check what funds from events like 'Break the Rules Day" have been used for previously and share with PTA to ensure that, if PTA is receiving all monies, this does not result in any funding gaps.

- 11. Date and time of next meeting

⇒ **Wednesday 13th January 2027 at 5pm**