



MEETING DETAILS

Meeting: PTA Meeting with Mrs Langton	23 September 2026
Chair / Lead: Jacs Batchelor, Fran Reddy, Sarah Bankes, Joanna Langton	2:30pm
Attendees: <u>Location:</u> St Peter's CEP School	

FINANCIALS

STATUS	AGREED ACTION
Agreed action	Fiona Greenaway to be removed from bank account
Agreed action	Tom Chinery to remain as treasurer and on bank account
Agreed action	Francesca Reddy to be added to PTA bank account – full access
Agreed action	Jacqueline Batchelor to be added to PTA bank account – full access



MEETING WITH MRS LANGTON — 23 SEPTEMBER 2026

Attendees: Fran Reddy, Jacs Batchelor, Mrs Langton, Mrs Banks • Time: 1:30pm–2:30pm

Governance, Administration & Communications

- No additional paperwork is currently required.
- Public Liability Insurance: The PTA is covered for events. Mrs Banks (Sarah) will double-check the level/amount of cover and confirm the details.
- PTA Website & Charity Requirements: The PTA section of the school website is currently out of date. As the PTA is a charity, meeting minutes and relevant governance information need to be kept up to date and published.
- Previous PTA Records: Fiona, as the outgoing Chair, holds previous PTA minutes and records. These need to be obtained so the website can be brought fully up to date.
- Website Updates: Once the required information has been collated, updates should be sent to Kim for uploading.
- Older announcements/signage around the school gates should be reviewed and removed where no longer relevant.
- School Noticeboard: Explore whether the PTA could fund relocating the existing noticeboard to a more visible position or installing a dedicated PTA noticeboard by the side entrance gate.
- PTA access to the school Wi-Fi to be explored.
- Confirm whether the school/PTA already has the necessary music licence for events. The school already has a TV licence.

Photography, Website & Social Media

- The current PTA section of the school website includes galleries containing photographs of children.
- These galleries should be moved into the Parent Portal, in line with the school's image-use policy, rather than remaining on the public-facing PTA pages.
- A dedicated PTA Instagram account can feature consenting adults, but photographs of children should remain within the Parent Portal.
- Comments and interactions on the PTA Instagram account should be restricted.
- The PTA should not communicate or interact directly with children through Instagram or any other PTA social media account.
- The PTA Instagram account should be set up using the school PTA email address, rather than a personal email account.
- A new PTA logo has already been developed in line with the school's refreshed branding. Mrs Langton approved the new logo.

Parent Engagement & Class Representatives

- Use polls to encourage parents to contribute ideas, suggestions and feedback.
- Review the current class representative structure: the Class Rep and Mrs Langton Rep are currently two separate roles.
- Mrs Langton suggested that these could become one combined role.
- A simple job description should be created explaining the role from both the school and PTA perspective.
- The representative could act as a liaison between parents, the PTA and the school.
- The current structure feels unnecessarily complicated, so the aim should be to simplify it.
- Potentially use class reps to coordinate initiatives such as Amazon wish lists for individual classes.
- Continue encouraging parent volunteers, including reading volunteers in the afternoons where appropriate and DBS checked.

Mars Class New Parents' Coffee Morning

- Friday 25th September, after morning drop-off.
- Fran and Jacs to attend and introduce themselves and the PTA to new parents.

Fundraising & Event Ideas — Autumn / Halloween

- Rather than holding a specifically Halloween-themed event, consider an inclusive "Light Up Autumn" event.

Penny Wars

- Classes compete to collect the most pennies.
- Potential prize for the winning class could be an own-clothes day and/or house points.

School Disco

- A school disco was discussed.
- Mrs Langton noted that the Silent Disco has generally been more popular than the traditional disco.
- A Silent Disco is also more inclusive for children who find the noise and sensory environment of a conventional disco difficult.
- Consider prioritising the Silent Disco format for future events.

Christmas — Wreath Making

- Base ticket price: £45.
- Check whether Classlist allows parents to voluntarily increase the amount they pay above the base ticket price.
- This would allow those who are happy and able to pay more to do so, while keeping the standard ticket price at £45.
- For example, some parents may choose to pay £60, £75 or more for the workshop, increasing the overall fundraising return without raising the minimum ticket price for everyone.

Christmas — Christmas Fayre

- Proposed date: Sunday 6th December, around lunchtime.
- Avoid scheduling events on Friday 11th December, as this is the teachers' night out.
- Potential entertainment: Rock Choir; Ballet performance.
- Use the Christmas Fayre as a useful test for ideas and arrangements that could then be developed further for the Summer Fayre.



- Potential use of the outdoor classroom as a Christmas grotto, with photographs offered for a charge.
- Explore whether Christmas trees could be donated.
- Mulled wine could potentially be sold, subject to any required licensing.

Christmas — Christmas Hat Run

- Potentially incorporate into Christmas Jumper Day.
- Children supply and wear their own Christmas or festive hat.
- Every child who takes part receives a medal.
- Run as a class competition.
- Potential prizes for the winning class could include: Extra Golden Time; Class/house points; A Christmas film and popcorn session.



Spring / Easter — Easter Egg Hunt

- Proposed for March.
- Ask families to donate Easter eggs through a class competition.
- The class donating the most eggs could win an own-clothes day or additional Golden Time.
- Consider adding a Sponsored Bunny Bounce, inspired by St John's.
- Booker card may be useful for sourcing Easter-related supplies.

Second-Hand Clothing Fundraiser

- Explore the fundraising model used by St George's, where families donate unwanted clothing and the school receives a proportion of the proceeds.
- Check with clothing recycling companies whether they will accept branded uniform if the school logo/branding is removed.
- If they will, organise a parent session at school to remove labels/logos from donated uniform before collection.
- This could potentially be turned into an informal volunteer evening with wine and nibbles.

Break the Rules Day

- Children can choose up to five designated rules to break.
- Charge £1 per rule.
- Maximum contribution would therefore be £5 per child.
- Rules would need to be agreed with the school in advance and remain appropriate and manageable.

Summer — Summer Fayre

- Continue with the Summer Fayre.
- Potential additions include: Bake Off-style tent; External stalls and local businesses.
- Charge external stallholders a set pitch fee, for example £40 per stall.
- Additional performances and activities based on what works well at the Christmas Fayre.

Summer — Summer Ball

- Potential casino theme.
- Use fake chips for games, which could potentially be exchanged or entered to win prizes.
- Include a silent auction as part of the event.
- Check whether any additional licences or permissions would be required.

Summer — Car Boot Sale

- Hold a summer car boot sale open to the whole local community, not only school families.
- Suggested pricing: £10 per selling car; 50p entry per visitor.
- School building could remain locked, with hired PortaLoos provided outside.

Summer — Sports Day

- An external coffee van currently attends Sports Day and the school/PTA receives approximately 10% of the profit.
- Explore whether the PTA could instead run refreshments directly and retain the full profit.
- Potential offer could include coffee/hot drinks, frozen pastries or similar easy-to-serve food, and other simple refreshments.
- Consider logistics, volunteers, equipment and food safety requirements.

Separate Summer / September Event — Drone or Light Show

- Investigate the feasibility of holding a drone or light show as a standalone event, rather than as part of the Summer Fayre.
- Possible timing: summer term or September next year.
- Explore costs, permissions, licensing, suitable suppliers, capacity and ticketing, and whether it could be opened to the wider community.

Other Fundraising Ideas

- Easyfundraising: Check whether an Easyfundraising account already exists for the PTA. If not, set one up using the school PTA email account. Produce simple instructions for parents.
- JustGiving: Set up a general PTA JustGiving link for donations.
- Parent Lottery: Explore whether the PTA can legally and practically operate a parent lottery. Discuss with the Governors and check any relevant licensing requirements.
- Workplace Giving: Explore workplace giving options such as Give As You Earn (GAYE) and similar schemes.
- Fuggles Beer Tasting: Reach out to Fuggles to explore whether they would be interested in hosting or supporting a PTA beer tasting event.



Sponsored Activities — Mini Marathon

- Mini Marathon event already organised for the 9th.
- No parent spectators are currently planned.
- Potential distances: 2K and 5K.
- Money raised through the Mini Marathon will go directly to the PTA this year.

PTA Funding & School Projects

- Approximately £8,360 has been transferred over.

Reflection / Sensory Garden

- Develop a reflection/sensory garden using sensory planting.
- Vicky to follow up with Dandara regarding potential support.
- Ideally complete the project before the end of the school year.
- Take photographs throughout the project to show the progress.
- Use these images on the PTA Instagram account to demonstrate clearly how PTA fundraising is being invested back into the school and pupils.

Sensory Room

- Develop a dedicated sensory room.
- The current PPA room is being gutted and work is expected to take place over the next few weeks.
- Potential items include sensory lighting and other appropriate equipment.

Outdoor Classroom

- Investigate PTA funding for Perspex for the outdoor classroom.
- Improving the space could allow it to be used more effectively throughout the year, including for activities such as the Christmas grotto.

Hardship & Enrichment Support

- Discuss establishing or contributing to a hardship fund to help families with the cost of swimming, enrichment activities and residential trips.

PTA Contributions

- Pupil Premium currently covers approximately 50% of some trip costs. Families contribute what they can afford and the school subsidises the remaining amount where possible.
- Potential PTA contributions discussed: £10 per child towards enrichment, approximately £2,100 in total.
- Contribution towards swimming for Years 2, 3, 4 and 5.
- Approximately £1,000 towards Arts Week.
- Approximately £1,000 towards coach transport to the O2.
- A pay-what-you-can approach could potentially be used for selected PTA events, allowing core costs to be covered while making activities as accessible as possible.

Year 6 — Year 6 Soirée

- PTA support required.
- Event for Year 6 children and their parents.
- To take place inside the school hall.
- School will provide the food.
- PTA to run the bar.
- Currently no dedicated budget.



ACTIONS / NEXT STEPS

OWNER / LEAD	ACTION
Mrs Banks	Confirm the amount/level of Public Liability Insurance cover.
Fran/Jacs	Obtain access to the school PTA email account.
Fran/Jacs	Use the PTA email account to set up the PTA Instagram account.
Fran/Jacs	Ensure comments/interactions are appropriately restricted on Instagram and that the PTA does not interact directly with children through the account.
Fran/Jacs	Check whether an Easyfundraising account already exists and, if required, set one up using the PTA email.
Fiona	Provide outstanding previous PTA meeting minutes, records and relevant documents.
PTA	Bring the PTA section of the website up to date once previous minutes and documents have been received.
PTA/Kim	Move public PTA website galleries containing children into the Parent Portal.
Fran/Jacs	Attend the Mars Class coffee morning on Friday 25th September after drop-off.
PTA	Explore relocating the existing school noticeboard or funding a dedicated PTA board by the side entrance.
PTA	Check Classlist functionality for optional additional payments above the £45 wreath-making base price.
PTA	Progress plans for the Christmas Fayre on Sunday 6th December around lunchtime.
PTA	Avoid scheduling events on Friday 11th December due to the teachers' night out.
PTA	Consider the Silent Disco as the preferred format for future school discos.
PTA	Contact Fuggles regarding a possible beer tasting fundraiser.
PTA	Check whether clothing recycling companies will accept branded uniform with logos removed.
PTA	Investigate the feasibility of running Sports Day refreshments directly rather than using the external coffee van.
PTA	Investigate potential external stallholders for the Summer Fayre and agree a pitch fee.
PTA	Explore the feasibility of a standalone drone/light show in summer or September next year.
PTA	Check relevant music, alcohol, lottery and event licensing requirements.
Vicky	Follow up with Dandara regarding the reflection/sensory garden.
PTA	Photograph the reflection/sensory garden project as it progresses for PTA communications and Instagram.
PTA	Arrange another PTA planning meeting in January to map out the remainder of the academic year.

FINANCIALS — AGREED ACTION RECORD

Agreed action	Fiona Greenaway to be removed from bank account
Agreed action	Tom Chinery to remain as treasurer and on bank account
Agreed action	Francesca Reddy to be added to PTA bank account – full access
Agreed action	Jacqueline Batchelor to be added to PTA bank account – full access