



PTA meeting - 28th January 2026
MINUTES

Date: Wednesday, 28th January 2026

Location: Telford Infant School Hall

Time: 6pm-7pm

1. Attendance & Apologies

Present:

- **Co-Chairs:** Laura Mitchell & Natalie Wilshire
- **Secretary:** Caroline Leavers (Arrived during meeting)
- **School Leadership:** Lou Roberts (Headteacher), Jo Green (Assistant Headteacher)
- **Staff/Parents:** Sara Russell, Ange Hitchings, Alice Foster, Kate O'Dwyer, Rachel Pope, Katie Taylor, Niamh Johnson, Denise Pugsley, Lynsey Steinhaus.

Apologies:

- Phil Leavers (Treasurer), Cara Sarker, Laurie Barton.

2. Financial Update (Sept – Dec 2025)

The PTA has had an incredibly strong start to the school year. Phil (Treasurer) provided a breakdown of the totals raised during the Autumn term.

Event / Initiative	Net Profit
Christmas Fair (Incl. boards & sponsorship)	£4,965
Wreath Making Night	£1,145
Christmas Raffle	£1,023
Multi-Event Donations	£2,100
Stikins & Easy Fundraising	£281
Other (Bake sales, Jumper sales, etc.)	£204
GRAND TOTAL RAISED	£9,718

Expenditure Highlights:

- **£8,000** has already been transferred to the school from last year's funds.
- **Zactiv (Gladiator "Steel"):** A deposit of £152 has been paid for an appearance in April 2027. The event will focus on physical education, hydration, and nutrition.

3. Review of Recent Events

- **Wreath Making:** A standout success. 50 attendees raised over £1,000 in one night.
 - **Learning:** Maybe there's enough interest to do two nights?; Bar takings were strong - prosecco by the bottle more popular than by the glass!

- **Christmas Fair:** Massive effort but highly successful.
 - **Learning:** Tombola queues remain the biggest challenge. The "less is more" approach to stalls worked well to keep crowds manageable.
- **Forest School:** Back up and running. The PTA approved a **£250 budget** for Mrs. Smith to refresh fire kits, Billy cans, and IKEA plastic plates/mugs for outdoor cooking.

4. Upcoming Activities & Calendar

February

- **PJ Parties (Feb 11th & 12th):** Logistics are in place; Laurie managing.
- **Valentine's Bake Sale (Feb 13th):** Theme confirmed for the Friday before half-term.

March/April

- **World Book Day (Pre-loved Sale):** A new initiative to collect and sell used costumes to promote sustainability and save parents money.
- **"Superwoman" Mother's Day Room (March 13th):** * *Plan:* A flower stall. Children pick a viola, an IKEA pot (50p), and a sticker.
 - **Pricing:** Agreed to raise the price to **£4.00** per gift to ensure a profit of ~£750.
- **Quiz Night (March 20th):** Currently has 50 entries. Helen Cuthill to act as Quizmaster. Fish and chips/veggie burger catering confirmed.
- **Easter Treat:** PTA usually purchases a small Easter treat for children to take home on the last day of term before the Easter holidays. This year it was agreed we would incorporate the SMARTIES challenge (vegan option also available) so that there's potential to fundraise too. Natalie Willshire to lead.

May – July

- **Bounce for Books (May 1st):** The "big hitter" for the library and a much-loved event. Goal is to beat previous high-raising years.
- **"Superman" Father's Day Room (June 19th):** Ideas discussed include white T-shirts with art or small money plants/cacti.

5. New Business & Long-term Projects

The 2026 Challenge:

A proposal to have each child raise **£20.26** through various personal challenges (e.g., 26 goals, reading 26 books).

- *Decision:* Potentially defer or tie into the 2027 "PE Focus" year to avoid "donation fatigue" alongside Bounce for Books.

Community "Helping Hands" Day:

A Saturday morning event (9:00 AM – 12:00 PM) for parents to help "spruce up" the grounds.

- **Tasks:** Building mud kitchens, weeding the front beds, and reviving the blue fence (which is peeling).
- **Incentive:** The PTA will provide bacon/veggie rolls and coffee.
- **Childcare:** Entertainment/games will be set up in the hall so parents can work.

Lego Raffle:

Laura can access a **50% discount** on Lego sets. The team discussed holding a high-ticket Lego raffle (e.g., Harry Potter or adult-focused sets) later in the year instead of the usual Summer Raffle.

The Circus:

An idea for a professional "school-friendly" circus to visit.

- **Pros:** High profit (£2-3k), weather-proof.
- **Cons:** High upfront cost (£3k) and complex logistics (trailers on site, toilet access). To be reviewed as a potential alternative to the Summer Fair.

6. Admin & AOB

- **Website Migration:** The current "zero waste" WooCommerce platform is closing. Phil is investigating a new domain and updated email security.
- **Email Glitch:** Phil apologised for the automated "Order Completed" emails sent out during a database cleanup. No money was taken; it was purely a system error.
- **OPAL Audit:** Reminder for parents to fill out the Opal survey/forms by March.