

PTA Meeting

Agenda

Date: 12th September 2025 at 2pm

Location: Bridge & Patrixbourne School

Chair: Charlie Turrell (CT)

Attendees: James Tibbles (JT), Louise Malkin (LM), Estella Last (EL), Amy Shuai (AS)

Apologies: Michael Taylor (MT), Morny Starling (MS)

Item	Description
1	Welcome
2	Meetings for the year <ul style="list-style-type: none">• Every 1st friday of month
3	Voluntary Fund <ul style="list-style-type: none">• Letter to be sent out by JT/MS asap• Separate link for voluntary fund on wonderful• Letter to be sent, whatsapp follow up 1 week later, final call email/message 2 weeks after that
4	AGM 25/9 <ul style="list-style-type: none">• Constitution<ul style="list-style-type: none">- All to read again, to be approved at AGM- LM to resend to team• Calendar of events<ul style="list-style-type: none">- AGM - Thursday 25th September- Fireworks - Saturday 8th November- Christmas crafts - Friday 12th December- Quiz - Friday 27th March- Dare to be different - Friday 22nd May- Fete - 4th (preference) or 11th July (back up)- Bake sales with second hand uniform - Friday 17th October 3pm, Friday 30th Jan 3pm (with hot choc), Friday 8th May 3pm• Accounts<ul style="list-style-type: none">- AS ran through previously circulated accounts- Independent reviewed arranged• Voting in<ul style="list-style-type: none">- Estella cannot attend so will vote in absentia- Amy will officially stand, and- Discussed person in training role for each of the roles- Or co-ordinator social media, uniform, bake sales,- Anything from specific role to a vice position- Spotlight in every newsletter on what we do for each role and what we are looking for

	<ul style="list-style-type: none"> - Once elected team to sign agreement re wifi and general conduct and obtain DBS
5	Class Reps <ul style="list-style-type: none"> • Arranged for all but one class • Organise rep meeting - CT • Encourage reps to attend AGM - LM
6	Fireworks <ul style="list-style-type: none"> • Ambulance - booked, confirmed, paid • Building the guy - after school club? - JT to ask Chelsea Hugget • JT to speak to McKeever to let know about fireworks • Teacher volunteers - JT has already asked • 2 x sign for glow toys to be made by kids - after school club? - JT to ask Chelsea Hugget • Invoice for radios - booked, confirmed, paid • Access to car park for volunteers • Fire Extinguishers to borrow from school • First aid kit on site • Next fireworks meeting Mon 6th October 7:30 • CT to update volunteer link so LM can add to next PTFA newsletter
7	Christmas crafts <ul style="list-style-type: none"> • Felt tip pens required? - Yes • Need to arrange parent volunteers for younger year groups
8	AOB Minibus <ul style="list-style-type: none"> • Indicative quotes only at moment • 25-30,000 for buying minibus Other funding <ul style="list-style-type: none"> • Allocated OPAL funding has been spent • Hold off on spending until decision is made about minibus Sponsored events? <ul style="list-style-type: none"> • Discussed possibility of yearly sponsored event? - share if appropriate with a charity • Maybe colour run
	Date of Next Meeting: Friday 3rd October 3pm at school