

PTA Meeting Minutes

Friends of the Howard PTFA

29th September 2026

Location: Elford Village Hall

Meeting Called to Order by: Emily Wisher

In Attendance: Emily, Rachael, Naomi, Roz, Sarah, Pam, Jemimah, Julianne, Lauren, Fran, Dee, Hannah, Kristy, Cherilyn, Louise, Alex

MINUTES & EVENTS

Disco – 6th November

- Emily and Lizzie to lead.
- Silent Disco was decided upon, costs to be researched. We still have the playlists. Ensure that correct amp cables are ordered to work with our phones.
- Staggered start for Early years and option to stay when older siblings have their session.
- Class 2 breakout/calm room.
- Class 1 refreshments.
- WhatsApp subgroup to be set up next week after poll for volunteers goes out.
- Rach to apply for TENs with Julianne and Jemimah.
- £5.00 ticket price again.

Stir Up Sunday – 29th November

- £10 ticket price was agreed upon.
- Two sessions if popular (10 spaces per session).
- Tea and coffee refreshments.
- Establish volunteers and people to lead the actual activity. Naomi is a yes to volunteer.

Christmas Craft Day – 4th December

- Roz to set up WhatsApp group after the October Half term.
- Establish volunteers from the school community to help with activity ideas and preparations.
- 6/8 different activities this year with a mix of indoor and outdoor. Lauren is a yes to volunteer.

Christmas Fayre – 11th December

- Jemimah and Cherilyn to run. Dee to manage refreshments.
- Rach to book village hall – booked from 2–6.30pm.
- Poll to get volunteers.
- Post to go out for 2nd hand toys for a preloved toy stall – Dee to sort.
- Depending on nativity the backdrop could be used for Santa. Santa is confirmed.

Raffle 2026

- Rach to organise.
- Plea to go out via school for prizes. Alex said he will ask at Catton Hall as his offices are there.
- Template email to be shared on the PTA WhatsApp group for sending out to local businesses.
- To be drawn at the last assembly as the kids love it!

FUNDRAISING

Approved & Proposed Projects

- **Dishwasher:** Yes
- **Parent Poll:** All other fundraising to be decided by a parent poll after the AGM. Parents will be asked to vote which items to fundraise for this year and what to make a priority:
 - Chickens in new extended forest school area.
 - Trim Trail – replace existing on school field. Suggested by Louise to have a more natural play area.
 - Yes to irrigation systems.
 - Sound System.
 - Muddyfaces wildlife cameras.

ANY OTHER BUSINESS (AOB)

- Christmas social either a brunch/dinner or both.
- Set date for Christmas Fayre organising – Dee to do.
- Set up WhatsApp subgroup for Disco – Emily.
- Easy fundraising poster to go back out to capture new parents and existing.
- Event posters for the term – pin on the PTA groups. Sarah to create poster for AW26 events. Also to go on the notice board in school along with Easyfundraising information.
- Some kind of memorial artwork for the school turning 170 years, either a commemorative clock or mural.
- AGM – Louise to bring cheese, put on poster to entice people coming.
- Louise has a megaphone we can use for events like colour run.