

# Friends Meeting - 14.10.2025. 7:15pm

**Attendees: Lauren Zawadzki, Danielle Carr, Natalie Love, Michelle Dixon, Hayley Pinnington, Hayley Wattam, Hannah Woodhead**

## Quick recap

The PTA committee discussed financial updates and event planning, including a disco event in November and various Christmas activities for the school. They reviewed funding requests for school improvements and playground maintenance, deciding to create a fund for future repairs while waiting for updated quotes. The group also explored plans for an outdoor fenced play area and discussed the need to add new parents to their communication group, with the next meeting date to be determined after Christmas.

## Next steps

- Lauren to create a poll to determine volunteer availability for the disco on 27th November 2025
- Lauren to confirm the DJ booking for the disco
- Friends committee to look for cheap selection boxes for Christmas gifts
- Hayley to ask Sue about the Santa performer from Sunbeams
- Danielle to message Kate about her relative potentially playing Santa
- Lauren to ask Richard French about his availability to play Santa
- Michelle to ask at work about potential Santa performers
- Lauren to investigate what material the artwork for the blue wall will be printed on
- Lauren to follow up with EdSpace for a re-quote on the outdoor shelter
- Courtney to add reception parents to the WhatsApp group
- Friends to gather (ask for) donations of cups from coffee shops!

- Lauren to liaise with the school to create an Amazon wishlist for items
- Lauren to inform the school about the £500 playground equipment slush fund approval
- Lauren to communicate with the school about the approval of the outdoor shelter project

## Summary

Lauren welcomed everyone to the meeting.

## Financial Updates and Project Grants

The committee discussed their financial updates, with Danielle reporting a closing balance of £17,569.47 as of August 14th, including reporting on successful events like a movie night (£1,140) and Easter raffle (£2,020 cash) + transfer amounts. Lauren explained they had a quieter summer period and spent around £1,200 on special activities for the children, including a visit from Steel and a contribution to the playground mural project. The committee also secured a £3,500 grant for the allotment project, and Lauren mentioned plans for one children-focused event before Christmas despite their intention for a quieter year.

## Disco Event Planning Discussion

Lauren discussed organising a disco event for November 27th, noting that it would be more feasible than a movie night due to hall booking constraints. She mentioned the cost of hiring a DJ for approx. £250 and proposed selling glow sticks, avoiding sweet cones due to the time-consuming preparation.

## Christmas Event Planning Discussion

Lauren shared the dates for upcoming Christmas events, including the nativity performances and carol service. They discussed serving tea, coffee, and drinks at these events, with Danielle suggesting setting up a mulled wine station to speed up service. Nat raised concerns about health and safety with the mulled wine station idea. The group agreed they might need more servers and to collect more cups for the events. Lauren also addressed the issue of not receiving the expected 25% commission on Christmas cards, settling for a 20% commission after contacting the provider, and shared feedback on the designs created by students.

## Bags2School Discussion

Lauren mentioned the Bags to School event had been delayed due to lack of collectors in their area.

## Christmas Gift and Santa Planning

The group discussed Christmas gift selection boxes, noting their increasing prices and the challenge of finding suitable items for all ages. They considered purchasing gifts before prices rise further. The conversation then shifted to finding someone to play Santa, with Michelle mentioning the person from Sunbeams last year. Hayley agreed to ask Sue about a previous Santa performer. The group debated whether to pay for a professional Santa or choose someone within their group. Hayley confirming a potential candidate but raising concerns about the child's ability to recognise Santa!

## Playground Projects and Playground Maintenance Funding Decisions

Lauren mentioned a larger list of requests, including a £650 artwork project for the school's blue wall, which the group seemed supportive of. Lauren was uncertain about the printing method and agreed to check.

The group discussed playground maintenance funding, with Lauren explaining that a company had offered to fix warranty-related issues but proposed an expensive maintenance contract due to travel and mileage. The Friends group agreed to create a £500 fund for future repairs rather than signing the contract, as the school's annual inspections would continue through LCC. Nat raised concerns about the constitution and budget implications, while Danielle confirmed previous discussions about maintenance responsibilities. The group also reviewed other funding requests, including artwork, playground equipment, Christmas gifts, and an outdoor shelter costing approximately £10,000, with Lauren noting they had £17,000 in the bank.

## Outdoor Play Area Expansion Plan

Lauren discussed plans to create an outdoor play area with a fence in front of Year 1 and Year 2 classrooms, allowing children more freedom for outdoor play. The area would include a sandpit and other outdoor activities, providing space for continuous provision and allowing some children to be outside while others work indoors. Michelle and Danielle asked about the playground space remaining after the fence is installed. Hayley asked about costs for the outdoor learning space, to which Lauren replied that quotes for fencing are being sought directly by the school.

## PTA School Improvement Funding Plan

The PTA discussed funding for various school improvements, including artwork, playground equipment, and an outdoor shelter, with a total estimated cost of £10-11,000. They agreed to start with an Amazon wishlist, artwork and a slush fund of £500 for the first year, while waiting

for updated quotes for the outdoor playground project - but provided an agreement in principle.

## AOB

The committee also addressed the need to add new reception parents to their WhatsApp group and decided to hold off on setting a date for the next meeting until after Christmas, when they will reassess progress on their projects.