

Tanworth in Arden C of E Primary School and Nursery PTA Meeting

8th September 2025 | 19:00.



Attendees (13):

Georgina, Sarah, Gemma, Cat, Sue, Miss Baird, Hannah R, Hannah K, Dan, Dani, James, Jemma, Matt.

Meeting Minutes and Actions.

Meeting held at The Bell at 19:00.

Brief introduction for all attendees and a run-down of the current fundraising goals and expected outlays which have been ear-marked from the current £8k PTA bank balance:-

Currently requested by school

- Funding for the **completion of the Art & DT Room** which has been started over the summer holiday, reusing existing fittings and furniture where possible. Still to be quoted and paid for include the **flooring, stools and shelving**. Mrs Bamford is planning to get quotes for these for review. Sarah offered to speak to Amtico regarding possible offcuts of flooring which may be used.
- **Outdoor classroom** – the next major target for fundraising.
- **Forest School Fencing** – this is urgently in need of repair because Forest School is currently out of bounds due to H&S of the fencing. Fencing has been looked at, material requirements assessed and waiting to hear back from E H Smith & Earlswood Garden Centre re donation/ discount of the required materials. Materials without discount expected to be in the region of £200-£300. Intention is to put out to the school community for help with both materials and labour once a date is confirmed for work to start. 4 volunteers have currently offered to help. Repairs will have to be done either after school or weekends due to safeguarding so hoping to get a date booked in ASAP.
- To consider the **Lease of new laptops** as some of the existing ones are too old to run the required filtering and monitoring updates and Windows 11. Dan said he would ask at work regarding the laptops they no longer need as they are frequently being changed/ upgraded and would likely be more than sufficient for the schools needs and would of course be fully wiped prior to leaving the company.
- **Sheds** – more outdoor storage required in general.
- **Book subscription** – PTA paid for the first year last year with the intention of reviewing whether it was a success and whether it would be funded by the school or PTA moving forward. Need to discuss both with Mrs Bamford. Cost last year was £1758 which included 350 new fiction books and 3 topic boxes per year for R-Yr6.
- Lots of **books** require sorting and also **barcoding** in order to be used – volunteers would be very welcome. Discuss with Mrs Bamford when this could be done and then send out volunteer request accordingly.

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Miss Baird relayed that **Mrs Bamford felt** it was too soon to put on another **sponsored event** and this **should be limited to 1 per year**. Mrs Bamford also sent the suggestion of possibly a **parents Quiz night in the Hall** to encourage socialising of parents and also hopefully stimulate their involvement in the PTA moving forward. General feeling was that sponsored events are one of the largest fundraisers for the PTA with minimal outlay and volunteer requirement. Feedback to the PTA has been positive that children have enjoyed all previous sponsored events and a minimum sponsorship amount has not been required so all children have been included if they wished to join in. Further discussion with Mrs Bamford is needed to understand our options.

Cat suggested a table be produced based on previous events to include total raised, cost to put on, time to arrange, number of volunteers required etc, which could then be used to aid discussion with Mrs Bamford regarding future events and fundraising.

Sue raised the desperate need for new **Commercial Fridges/ Freezers for the school kitchen** and the H&S risks if food could not be stored adequately. Unfortunately under the Parentkind Constitution the PTA is bound by, the PTA are unable to fund fixtures or fittings and these **MUST** be obtained through the MAT Trust. It was pointed out that the MAT Trust currently have a very healthy bank balance and surely food safety (as well as the roof of the school around the 'Reception' / staff car park area etc) should be a priority. Either a parent-led **petition to the MAT** or the possibility of **crowdfunding** for the new fridges/ freezers (costs thought to be in the region of £2000), to be discussed with Mrs Bamford.

Suggestions for events that the PTA could/ would like to run this year:

- **Cupcake Decorating Workshop** – ideally last Monday of September – TBC with Mrs Bamford.
- **Spooky/ Fancy Hair Day in October** – avoiding anything too 'Halloween' related – suggested £2.50 donation. Some resistance to the price but discussion followed that without raising money there is nothing to spend and if this is voluntary/ suggested then those that can't afford it don't have to. Cat mentioned her previous PTA had an anonymous 'hardship fund' that could be used for any families experiencing financial difficulties who needed support with funding for PTA events for their children – to be discussed with Mrs Bamford re logistics/ feasibility at TIA. 'Money can't buy' style prize for the spookiest/ most inventive etc boy and girl in each class e.g. 10 mins extra OPAL time or similar
- **Christmas Shop** – December
- **Christmas Raffle** – Sarah asked that this not be left entirely to her this year and that all parents be asked to try and drum up raffle prizes from local shops/ businesses they come into contact with.
- **Christmas Wreath Workshop** – has been highlighted as a very popular suggestion. Pinks florist have been contacted but not come back to us. Suggestion that Isla's mum

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(Year 1) could be contacted as she makes lovely dried flower arrangements and wreaths etc so may be interested in leading a class.

- Santa visit and selection box to possibly be replaced by **'Uplifted' puppets and a foil-wrapped chocolate reindeer** which would reduce the need for wrapping. Hannah to speak to Wendy regarding Uplifted.
- **'Sip and Paint' Evening** in the Hall
- **Parents Quiz/ Quingo Evening** in the Hall
- **Christmas Market** – If we can tie in with the Church and the Christmas Lights switch on this would be the 28th November or the Church would look to do it alone on the 29th. This was a hugely popular event last year with a great community feel however both the PTA and Church struggled with very few volunteers so without more confirmed assistance it was agreed the PTA involvement could not go ahead. Plan to request volunteer sign up via 'Volunteer Sign Up' website or similar to meet a minimum level – if the minimum requirement of volunteers is not met then the PTA run part of the event won't happen.
- If the Christmas Market can't be managed then **possibly a smaller 'Christmas Fair'** could be run in school/ the hall. Possibly ask children to run stalls if they have outside skills/ ask classes to man or plan a stall each with parental help as well. Could this be combined with the current 'Young Entrepreneurs' stalls? Human Fruit Machine stall for either event sounds popular.
- **Treat Thursday** (in preference to a Friday due to parents rushing off and football practice etc)
- **'Coffee and Chat' drop in after school drop-off**, similar to the baby group run on a Thursday in the Church. Possibly to avoid safeguarding issues look to run this on a different day but maybe once a month e.g. first Friday of the month etc to encourage socialising and community building for parents. To discuss with Hannah and Chris.
- **Nativity Play Refreshments** – this is often popular with volunteers but has previously not raised much. Consider a 'suggested donation' list and the use of the card machine as well as cash payments.
- Combined charity **'soak the firefighters' event** next May - date TBC. Members of WFRS are planning a charity walk taking in all the response points in the County and trying to include schools and community groups along the way. Suggested that the children could pay to throw wet sponges/ water balloons at the firefighters as they walked down the school driveway/ playground and funds be split between the Firefighters Charity and PTA.
- **Ask the children what THEY would like** to see/ do e.g. ask for feedback from the School Council – speak to Mrs Bamford about how we can do this.

Additional sources of Fundraising and Volunteer recruitment suggestions

- Jemma suggested that we could get in touch with **Highways** regarding their **'volunteer days'** as they have previously volunteered at a School's Forest School offering, so may

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will be useful for future larger tasks. Gemma to contact Jemma for more info/ contact details.

- Dan said that the company he works for also have a **volunteering day in May** which involves 30-40 volunteers for the day – perhaps a revamp of the peace garden, help with the outdoor classroom or forest school? Gemma to contact Dan for more info/ contact details.
- **Match funding/ charitable grants** frequently offered by larger companies e.g. National Grid for their employees. Try to find an up-to-date list of companies that typically offer this to publish in the newsletter/ PTA page of the website to ask parents if any of them work for these companies and may be willing to put the PTA forward.
- **'Amazon Wishlists'** for each class so parents know what is actually needed/ wanted and can either purchase directly off the wishlist or can donate if they are rehoming something suitable. Uncertainly regarding whether these could/ would count as 'donations in excess of £25' and would therefore need to be declared in some way – to discuss with Mrs Bamford.
- Miss Baird suggested using the **noticeboard outside Year1/ Year 2 for PTA notices** as this is quite central and could be seen by a lot of parents at drop off/ pick up.

Urgent To Do List:

- 1) Appointment to be made with Mrs Bamford following the meeting to discuss the above where necessary and to get some dates for events confirmed.
- 2) Forest School fencing material quotes to chase up and date to be arranged to request volunteer assistance.

Next meeting date - TBC.