

Attendees

Luci Barber	Cassy Freeman	Simon Underdown	Laura Fox
Angafa-a George	Austen Ferguson		

Meeting Minutes

- **PTFA Finance Update and Fund Allocation:** Laura Fox provided a detailed financial update, reporting a PTFA account balance of £5,581.64 and discussed income sources and expenditure, with Luci, Cassy, and Simon Underdown agreeing to ring-fence funds for the outdoor shelter project and additional seating, while also confirming the handling of school fund transfers.
 - **Current Account Status:** Laura Fox reported the PTFA account holds £5,581.64, with £733 income this year from sources including a £500 Waitrose donation, £125 lottery, and £26 easy funding. Expenditure was limited to insurance and bank charges.
 - **School Fund Account:** Laura Fox explained the school fund account contains £1,377, with £873 transferred from the Thinking School Trust via Arbour, and clarified the process for returning most of these funds while keeping a small balance to maintain the account.
 - **Income Sources Review:** Laura Fox shared that last year's most profitable events were 11 plus certificates (£550), Sports Day (£300+), roller disco (£327), and Elf Cinema (£150), noting some ambiguity in the split between uniform and sweets income.
 - **Fund Allocation Decisions:** Luci and Simon Underdown led a discussion on ring-fencing approximately £5,000 for the outdoor shelter project, with Simon explaining delays due to contractor issues and the plan to use car parking fee income for additional seating, aiming to enhance outdoor spaces for students.
 - **School Fund Transfer Handling:** Cassy asked whether to return transferred school funds to Simon Underdown, who confirmed the PTFA should retain the funds for now to facilitate ring-fencing for the shelter project, with Laura Fox agreeing to this arrangement.

- **11 Plus Certificates Planning:** Cassy confirmed willingness to organise the 11 plus certificates with support from Liz Hore, requesting Simon Underdown to chase Shelley Joynes for key dates and contacts, while the group agreed to repeat the successful initiative this year.
 - **Organisation and Materials:** Cassy volunteered to organise the 11 plus certificates, with Liz Hore assisting and requiring materials to be ordered and expensed as usual, pending confirmation of process dates.
 - **Process and Contacts:** Cassy requested Simon Underdown to confirm who is handling the paperwork and to provide key dates for parent notifications, order form readiness, and certificate collection, noting previous contacts have left and seeking clarity on current responsibilities.
 - **Follow-Up Actions:** Simon Underdown agreed to contact Shelley immediately and asked Cassy to follow up by email if no response is received before Easter, ensuring Cassy is copied in on any updates.
 - **Target Recipients:** Simon Underdown confirmed knowledge of incoming students for September, ensuring the certificates will be prepared for the correct cohort.
- **Upcoming Events: Open Evenings, 11 Plus Practise Days, and Sports Day:** Luci, Cassy, and Simon Underdown coordinated PTFA support for open evenings, 11 plus practise days, and Sports Day, agreeing to liaise with Stephanie for event dates and to repeat successful activities such as tuck shop sales and the bubble tea stand, with plans to expand refreshments for staff.
 - **Open Evenings Support:** Luci and Cassy confirmed PTFA attendance at upcoming open evenings to encourage new parent involvement, with Simon Underdown requesting liaison with Stephanie for event scheduling.
 - **11 Plus Practise Days Planning:** The group agreed to support 11 plus practise days with tuck shop sales and exam invigilation, with Simon Underdown promising to obtain and share event dates via Catherine Rogers to the PTFA mailbox.
 - **Sports Day Activities:** Luci proposed repeating the bubble tea stand for Sports Day, discussing the possibility of adding tea and coffee for staff, with Simon Underdown endorsing the PTFA's involvement and highlighting the positive impact on students.

- **Volunteer Coordination:** Plans were made to call for volunteers after Easter to ensure adequate support for these events, allowing participants to plan ahead and book time in their diaries.
- **Adrenaline Trampoline Park Event Proposal:** Luci and Cassy discussed organising an exclusive event at Adrenaline trampoline park for years 7–9, with Simon Underdown supporting the idea contingent on thorough risk assessment, first aid provision, and clear parental consent procedures.
 - **Event Feasibility and Value:** Cassy reported favourable costings and ease of organisation for the Adrenaline event, with Luci noting the need for risk assessments and first aid cover, and Simon Underdown emphasising student safety and informed parental consent.
 - **Parental Consent and Communication:** Simon Underdown advised including a clear explanation of activities in the parent letter, alongside the venue's web link and waiver requirement, to ensure parents understand and consent to their child's participation.
 - **Target Year Groups:** After market research, Cassy and Luci agreed the event should target years 7–9, as younger students are more likely to participate, with Simon Underdown and Austen concurring.
 - **Next Steps:** Cassy agreed to review event details and propose dates, with Luci offering organisational support, aiming for a weekday evening around May half term.
- **Outdoor Shelter and Seating Project Updates:** Simon Underdown updated the group on delays to the outdoor shelter project due to contractor issues, with Luci and Cassy agreeing to continue fundraising and ring-fence PTFA funds, while exploring additional seating purchases from car parking fee income.
 - **Contractor and Planning Challenges:** Simon Underdown explained that the original contractor withdrew, and new quotes were double the initial price, causing delays despite planning approval, with ongoing efforts to secure a reasonable quote.
 - **Fundraising Strategy:** The group agreed to ring-fence PTFA funds for the shelter, with Simon Underdown suggesting that publicising the fundraising goal to parents could help reach the required amount.

PHSG PTFA

🏠 **Location:** Teams
📅 **Date:** 30/03/2026
🕒 **Time:** 19:00

- **Additional Seating Plans:** Simon Underdown proposed using car parking fee income for extra seating, allowing PTFA funds to focus on the shelter, and described plans for future shelters to further enhance outdoor spaces.
- **Student Benefits:** Simon Underdown highlighted that younger students use outdoor seating more, and the planned shelters and furniture would improve their experience, with future expansion possible if fundraising exceeds targets.
- **Uniform Shop and Memorabilia Sales:** Simon Underdown acknowledged the success of the uniform shop managed by Rachel Wills and discussed new memorabilia sales, with Laura Fox explaining the process for setting up a card reader for in-school payments.
 - **Uniform Shop Management:** Simon Underdown praised Rachel Wills' management of the uniform shop, noting increased student involvement and the PTFA's supportive role.
 - **Memorabilia Sales Process:** Simon Underdown announced the sale of anniversary mugs and pin badges, asking about the feasibility of a card reader for payments, with Laura Fox detailing setup requirements and confirming the practicality of purchasing a new device.
- **Thorpe Park Trip for Sixth Form:** Luci, Laura Fox, and Cassy discussed the proposed Thorpe Park trip for year 12 and sixth formers, agreeing to revisit plans with Clare and consider scheduling for October half term to avoid exam clashes.
 - **Trip Planning and Timing:** The group agreed to consult Clare, who leads the initiative, and suggested October half term as an optimal time for the trip, allowing students to attend when the park is less crowded.
- **Next Meeting Scheduling:** Luci, Simon Underdown, Laura Fox, and Cassy coordinated the next meeting date, settling on Monday 18th May at 6:00pm, with Laura Fox agreeing to send a financial update if unable to attend, and Cassy confirming invitations to Stephanie and Donna.
 - **Date and Time Agreement:** After reviewing availability, the group agreed on 18th May at 6:00pm for the next meeting, accommodating holiday schedules and ensuring all key participants are invited.

Actions

- **11 Plus Certificates Process:** Confirm with Shelley Joins (or relevant staff member) the dates and process for 11 plus certificates, including when parents are informed, order forms are ready, and collection dates, and ensure Cassy receives a reply before Easter; if not, Cassy to follow up with Simon Underdown (PHS). (Simon Underdown (PHS), Cassy)
- **Open Evenings Coordination:** Liaise with Stephanie to confirm dates and timings for upcoming open evenings and communicate details to the PTFA for planning attendance and support. (Luci)
- **11 Plus Practise Days Scheduling:** Request Catherine Rogers to send confirmed dates for 11 plus practise days and real exams to the PTFA mailbox for distribution to relevant members. (Simon Underdown (PHS)) – COMPLETED
 - *The Practice 11+ examination will take place on Saturday 4th July 2026.*
 - *The Real 11+ examinations will take place on Saturday 12th and Saturday 19th September 2026.*
- **Sports Day Support Planning:** Put out a call for general support for Sports Day after Easter, allowing people to plan and book in their diaries for July. (Cassy)
- **Adrenaline Event Organisation:** Review previous details and costings for the Adrenaline trampoline park event, propose suggested dates (potentially May half term or weekday evening), and clarify targeted year groups (likely years 7–9), then coordinate with Luci for organisation. (Cassy, Luci)
- **Outdoor Shelter Fund Allocation:** Ring fence approximately £5,000 of PTFA funds towards the outdoor shelter project and coordinate with school to monitor progress and fundraising needs. (Luci, Laura)