

Attendees

Mark Huxham	Cassy Freeman	Simon Underdown	Natasha Vanstone
Donna Roughton	Luci Barber	Vivienne Fry	
Alexandra Nica	Clare Walsh	Angafa-a George	

Meeting Minutes

Roller Disco Event Debrief and Lessons Learned: Cassy, Donna, Simon Underdown, and the team discussed the outcomes of the recent roller disco event, highlighting positive feedback, profit made, and the need for improved injury documentation and compliance processes for future events.

Event Feedback and Profit: Cassy reported that the roller disco event received positive feedback from both parents and students, and the event generated a profit exceeding £500, with the potential for increased profit in future events due to a promised discount from the roller disco provider.

Injury Documentation and Compliance: Donna and Cassy acknowledged a lack of clarity regarding the process for documenting injuries, which caused some difficulties post-event. Donna suggested that future organisers meet with Nikki Barnett to review the school's trip documentation process to ensure compliance and clarity.

Training and Access to EVOLVE Platform: Simon Underdown recommended that the PTFA trip organiser should complete the trust's trip training to ensure proper procedures are followed. Cassy requested access to the EVOLVE platform to manage late ticket additions, but Donna clarified that late additions still require approval from Simon or Leon, necessitating a deadline.

Future Event Planning Adjustments: The team agreed to check compliance regulations regarding access to the EVOLVE platform and to maintain a clear deadline for participant additions, even if the process is streamlined in the future.

Planning for Christmas Cinema Trip: Clare, Luci, Natasha, Cassy, and Simon Underdown coordinated plans for a Christmas cinema outing, discussing venue options, ticket pricing, volunteer requirements, and logistics to ensure a successful and safe event.

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Venue Selection and Pricing: Clare explained that the arts cinema offered a favourable rate of £180 for hiring the venue and film licence, with a capacity for 101 attendees. The team decided this was a cost-effective option compared to other venues.

Volunteer and Supervision Ratios: Luci and Donna confirmed that a 1:20 volunteer-to-student ratio would allow up to 100 students to attend, and there were enough volunteers available to meet this requirement.

Ticket Pricing and Inclusions: Natasha suggested a ticket price of £6, excluding snacks and drinks unless ticket sales were high, to ensure profitability and avoid unnecessary expenditure. The team agreed on this approach.

Logistics and Student Welfare: Simon Underdown raised the issue of students not having lunch before the event due to the half-day schedule. The group agreed to consider a 2:00 or 2:30 pm start to allow students time to eat before attending the cinema.

Training and Compliance for Volunteers: Simon Underdown and Donna outlined the need for volunteers to complete online trip training, which takes about an hour. Luci agreed to coordinate the list of volunteers for training, and Simon and Donna would confirm the process and deadlines.

Action Items and Next Steps: Cassy agreed to replicate the payment and tracking process used for the roller disco, while Clare would confirm the start time with the cinema and handle payment logistics. The team aimed to finalise advertising and ticket sales by the end of the week.

Adrenaline Trampoline Event Proposal: Cassy, Luci, Simon Underdown, and Natasha discussed the possibility of organising an event at Adrenaline trampoline park, focusing on cost, safety procedures, and alignment with feedback from previous events.

Event Proposal and Costing: Cassy presented Adrenaline as a popular and affordable option, with the venue able to accommodate 120 children for £350, and an optional food package for an additional £5 per person.

Safety and Risk Assessment: Simon Underdown emphasised the importance of conducting a thorough health risk assessment and ensuring that all safety processes are followed, including checking the adequacy of safety equipment and procedures for injuries.

Protective Equipment Concerns: Natasha raised concerns about the availability and use of protective equipment at previous events, suggesting that making wrist protectors

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mandatory could have prevented injuries. Simon agreed that ensuring sufficient safety equipment is available and informing parents is essential.

Timing and Scheduling: Luci proposed scheduling the Adrenaline event for February, after the Christmas period, to allow adequate time for planning and risk assessment, and to demonstrate responsiveness to parent and student feedback.

Camp Event and Raffle Planning: Luci, Donna, Natasha, and the team reviewed preparations for the upcoming camp event, including volunteer coverage, refreshments, and the viability of holding a raffle based on donations received.

Volunteer and Refreshment Arrangements: Luci confirmed that there were enough volunteers for the camp event, and Donna detailed plans for providing hot chocolate, tea, coffee, milk, and mince pies, with the kitchen staff preparing the hot chocolate.

Raffle Donations and Decision Deadline: Donna reported limited raffle donations so far, prompting Natasha to suggest setting a deadline to decide whether to proceed with the raffle. The team agreed to review donations and ticket sales by 5th December before making a final decision.

Stock Checks and Supplies: Natasha and Clare discussed the need to check supplies of tea, coffee, and cups in the cupboard, with Clare volunteering to do so if possible, and Donna confirming that disposable cups would be used.

Head Student Team Involvement: Simon Underdown announced the appointment of the new head student team, who would be hosting the camp event, providing an opportunity for PTFA members to meet and collaborate with them.

Second-Hand Uniform Shop Support: Donna, Simon Underdown, Luci, Clare, and Natasha discussed arrangements for the upcoming second-hand uniform shop, including volunteer support, payment methods, and opportunities to check event supplies.

Volunteer Coordination and DBS Requirements: Donna explained that Rachel, the data manager, would supervise the uniform shop, so PTFA volunteers do not need DBS checks for this session. Payment can be made in cash or via arbour if necessary.

Opportunity for Supply Checks: Simon Underdown suggested that volunteers supporting the uniform shop could use the opportunity to check supplies of tea and coffee for the camp event.

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Volunteer Recruitment: Natasha recommended advertising the volunteer opportunity in the PTFA WhatsApp group to ensure adequate support, and Luci and Clare agreed to check their availability.

Thorpe Park Trip Interest and Feasibility: Clare, Donna, and Simon Underdown revisited the idea of a Thorpe Park trip for year 12 and 13 students, discussing how to gauge interest, potential timing, pricing, and the need for staff supervision.

Interest Survey and Timing Options: Clare and Donna agreed to survey year 12 and 13 students during assemblies to assess interest in a Thorpe Park trip, considering both May and October as possible dates, with awareness of year 13 exam schedules.

Pricing and Staff Supervision: The estimated cost per student was set at £70–£75, and Simon Underdown noted that a member of school staff would be required to accompany the trip due to the distance involved.

Next Steps and Communication: Donna will coordinate with the sixth form team to gather interest, and the team will be transparent with students about the early planning stage and the possibility that the trip may not proceed if logistical requirements cannot be met.

Simon Underdown expressed heartfelt thanks to PTFA for their creativity, resourcefulness, and enthusiasm in supporting school activities. He highlighted that beyond fundraising, the real value lies in parents' involvement in fun initiatives for students, such as school events and trips. Simon and Donna deeply appreciate the commitment and positive energy shown by the group. While raising money is helpful, the main reward is having such engaged and supportive parents who care about the school and its children.

Actions

Roller Disco Event Compliance: Arrange a meeting with Nikki Barnett to review the school's process for trip documentation and compliance for future events before future events. (PTFA)

Trip Training for PTFA Volunteers: Confirm which PTFA members will complete the trust online trip training and provide their names to Simon Underdown (PHS). (Luci)

Cinema Event Organisation: Confirm with the arts cinema whether a 2:00pm start is possible for the Christmas movie event and communicate the agreed time to the team. (Clare)

Cinema Event Promotion: Create and distribute a poster and communications for the Christmas cinema event, including ticket sales information. (Luci, Clare)

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Cinema Event Ticket Booking: Replicate the payment and tracking process used for the roller disco for the event. (Cassy)

Cinema Event Payment: Coordinate with Laura regarding payment for the cinema venue and submit the receipt to Cassy for reimbursement. (Clare)

Cinema Event Volunteers: Request school staff volunteers for the event. (Simon)

Camp Event Supplies: Check the stock of tea, coffee, and cups in the cupboard and report any items that need replenishing for the camp event. (Clare)

Camp Event Raffle and Mince Pies: Update the team on the number of mince pies and raffle prizes received by 5th December to decide whether to proceed with the raffle and if additional mince pies are needed. (Donna)

Uniform Shop Support: Put out a request in the PTFA WhatsApp group to find volunteers to support the second-hand uniform shop on 2nd and 9th December. (Natasha)