

Attendees

Luci Barber (LB)	Alexandra Nica (AN)	Simon Underdown (SU)	Laura Fox (LF)
Natasha Vanstone (NV)			

Meeting Minutes

Meeting notes:

- **Planning and Organisation of Upcoming School Events:** Luci, Donna Roughton (PHS), Natasha, Laura, and other team members coordinated plans for several upcoming events, including the Open Evening, 11+ Practice Day, Sports Day, and the Summer Concert, confirming volunteer roles, logistics, and communications.
 - **Open Evening Arrangements:** Luci confirmed that Lauren, Tash, and Claire would be present to help at the Open Evening, with Donna Roughton (PHS) assigning them to Room 1 for meet and greet duties. Natasha proposed running a mini tuck shop, which Donna approved, and Natasha agreed to organise, confirming she likely had the card machine needed for transactions. The event is scheduled to start at 4:30pm and run until just after 6pm.
 - **11+ Practice Day Volunteer Coordination:** Luci and Donna Roughton (PHS) discussed volunteer numbers for the 11+ Practice Day, confirming five volunteers, with Natasha focusing on the tuck shop and others on invigilation. Luci agreed to send Donna the final list of names, and Donna clarified an 8am start time, with Simon Underdown (PHS) providing estimated finish times. Natasha requested her name be kept off the invigilation list to avoid confusion.
 - **Sports Day Planning:** Luci confirmed six volunteers for Sports Day and discussed logistics with Donna Roughton (PHS), including communication to parents about payment options and encouraging students to bring their own mugs for bubble tea. The team agreed to provide complimentary drinks for staff and discussed the possibility of the ice cream van attending. Set-up will begin from 9am, with events running from 10am to approximately 2pm.
 - **Summer Concert Preparations:** Luci noted five volunteers for the Summer Concert and discussed with Donna Roughton (PHS) the inclusion of scones, cream, and jam in

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the ticket price to simplify transactions. Donna will issue reminders for scone donations and update the team on quantities before the event. The venue will be confirmed closer to the date, depending on weather conditions.

- **Review of Funding Requests and Financial Updates:** Luci, Simon Underdown (PHS), Laura, and Natasha reviewed recent and pending funding requests, including approval for the Sparx Reward, ongoing discussions about sixth form funding, and updates on the outdoor shelter project.
 - **Sparx Reward Funding Approval:** Luci confirmed with Cassie that funding for the Sparx Reward for Key Stage 3 students had been approved and processed, with no other new requests received at the time.
 - **Sixth Form Funding Request:** Natasha and Laura reported that Dr. Dodrell was preparing a revised funding request for the sixth form, focusing on improvements to the common room to benefit all students. The team agreed to review and vote on the request once submitted, with Luci noting that broader benefit projects are more likely to receive support.
 - **Outdoor Shelter Project Feasibility:** Simon Underdown (PHS) updated the group on the outdoor shelter project, explaining that quotes had risen to around £30,000 due to planning requirements and wind loading concerns. The group discussed alternative options such as seating pods and temporary shelters but concluded these were either impractical or posed safety and funding challenges.
- **Discussion of Indoor Space Availability During Wet Weather:** Natasha, Simon Underdown (PHS), Donna Roughton (PHS), and Luci discussed the feasibility of allowing students to stay indoors during wet weather, reviewing available supervised spaces and staffing requirements.
 - **Supervised Indoor Spaces:** Simon Underdown (PHS) and Donna Roughton (PHS) outlined the various supervised spaces available during break and lunch, including the main hall, Newman Hall, library, computer rooms, AO1, and the sixth form study centre. They confirmed that these spaces can accommodate the student body during inclement weather, though some students prefer to be outside.
 - **Staffing and Supervision Challenges:** Simon Underdown (PHS) explained that only supervised spaces can be used due to safeguarding requirements, and that opening additional classrooms would require more staff, which is not feasible given budget

constraints. The main hall can seat about 200 students, with other spaces accommodating additional numbers.

- **Student Preferences and Communication:** Donna Roughton (PHS) clarified that while there is sufficient indoor space, some students choose not to use it because it is supervised. Natasha noted that parents may not be aware of the available options, having only heard that classrooms are off-limits.
- **Exploration of Alternative Funding Sources:** Alexandra, Luci, Donna Roughton (PHS), and Simon Underdown (PHS) discussed the possibility of applying for National Lottery and other external funding sources to support projects like the outdoor shelter, acknowledging eligibility challenges for grammar schools.
 - **National Lottery Funding Suggestion:** Alexandra suggested applying for National Lottery funding for youth projects. Donna Roughton (PHS) noted that the PTFA, as a charity, might have better eligibility than the school itself, and Luci agreed to investigate this option further.
 - **Eligibility Barriers for Grants:** Donna Roughton (PHS) explained that many grant opportunities are unavailable to grammar schools or those with lower proportions of pupil premium students, but the team will continue to monitor for suitable funding opportunities.
- **Volunteer Recruitment and Parent Engagement:** Donna Roughton (PHS) and Luci reported on the outcomes of recent efforts to recruit parent volunteers for school activities, noting both direct responses and offers of specialist support.
 - **Volunteer Recruitment Outcomes:** Donna Roughton (PHS) received 10–15 responses from parents interested in volunteering, with some deterred by the required DBS checks and safeguarding training. Stephanie, Simon Underdown (PHS)'s PA, is managing the onboarding process.
 - **Specialist Parent Contributions:** Some parents offered specialist skills, such as careers advice or first aid training, rather than general volunteering. These offers are being coordinated for potential future involvement.

Follow-up tasks:

- **Volunteer List for 11 Plus Practice Day:** Send the names of volunteers for the 11 Plus Practice Day to Donna Roughton (PHS) after the meeting. (Luci) - COMPLETE

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- **Sixth Form Funding Request Submission:** Submit the new sixth form funding request for the common room overhaul for PTFA consideration. (Charlie Doddrell)
- **National Lottery Funding Application:** Investigate and consider applying for National Lottery funding for the outdoor shelter project. (Luci)
- **Sixth Form Funding Request Voting:** Put the forthcoming sixth form funding request to a vote on the WhatsApp group once received. (Luci)