Meeting Notes

16th October 2026

Attendees

Amy McLaughlin (AMc), Amy Maloney (AM), Rebecca Johnson (RJ)

Agenda

Last Meeting Follow-up

1. Bingo Night – Church Hall Enquiry

New Business

1. Disco Plan
2. AGM
3. Previous spends
4. Upcoming events
5. New booking system for events
6. The Trees

Notes

- **Bingo Night**
    - Enquiry with church for use of hall in February 2027

- **Disco Plan**

- Awaiting Shuffles Entertainment Invoice
- Snacks and Drinks to be purchased
- Volunteers – call for volunteers sent in chats, we need 8 (minimum) per disco event
- Do we need to review pricing,
- Tokens? Try to be cash free

- **AGM**
  - Note taker required to ensure accurate meeting notes
  - Items required;
    - Review of last AGM notes and confirmation they are correct (Matters arising if applicable)
    - Chair Review
    - Treasurer Review
    - Election of Officers of the Committee
    - Key Dates
    - Any other Business

- **Previous spends**
  - Happy Newspaper – pending information from Mrs Keith regarding renewal
  - Christmas Gifts – School confirmed they'd rather funds were spent on tech

- **Upcoming Events**
  - Disco – Thursday 12th November
  - AGM – Thursday 19th November
  - Pantomime – Friday 11th December – during school day
  - Great Athletes Visit – 2nd February – school to run event, not a PTFA Fundraiser but AMc confirmed available to help on the day

- YES! Day – Friday 5th February – last day of term
- Junior Park Run Takeover – Sunday 11th April
- Spring Disco – Thursday 29th April
- 2027 Fundraiser – May (whole month)
- Family Fun Day – 18th June
- Bounceathon – July – date TBC

- **Event Booking System**
  - Do we need a new way to book disco tickets and gather allergen information for our risk assessment?
  - ZEFFY?

- **Woodland Trust Tree Allocation**
  - The trees will be arriving next month, we need a plan from school ASAP