

## Redbourn Primary School PTA Committee Meeting

**Tuesday, 15th July 2025 – 7:30 pm**

**Attendees:** Sophie Stockdale (SS), Marie McGrath (MM), Catherine Newley (CN), Maz Lopez (ML), Holly Spelzini (HS)

**Apologies:** Charlotte Smith (CS)

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### 1. Welcome

The meeting began with a warm welcome to all attendees.

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### 2. Vote on New Members

Maz Lopez nominated Holly Spelzini as Secretary, and Sophie Stockdale seconded the nomination. Holly was welcomed into the role.

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### 3. Financial Update

The PTA has had a strong year and is on track to finish the academic year with a profit of £16k. Some of the successful fundraising initiatives include:

- **Half-Term Coin Challenges:** The Fund Raisin, February's Get Active challenge, and April's Scavenger Hunt. Feedback from the Parent Focus Group (PFG) was overwhelmingly positive.
- **Gift Aid Registration:** The PTA is now registered for Gift Aid, which will support the Thrive Fund. MM has been working with the Governors to assist with the launch.
- **Redbourn Parish Council Grant:** The PTA has donated a previous £1k grant towards the purchase of a new gazebo. Additionally, £2,360.67 was spent on a new PA system, which will be put to good use.
- **Banking Updates:** MM will bank any remaining cash at the end of the term. CN will keep £40 aside for nearly new uniform sales at the start of next term.
- **Signatory Updates:** MM has processed the change of signatories for the Co-op banking account. CN and SS will follow.
- **Parent Lottery:** A total of £120.17 is expected from the Parent Lottery on 22nd July.
- **Year 6 Leavers Party:** The PTA has already donated £190 towards the Year 6 Leavers Party. The total budget for the event is £600, therefore additional expenses are expected.
- **Disco Fundraising:** School discos continue to be a popular fundraising event, and it would be ideal to host three discos next school year.
- **Workplace Donations to Thrive Fund:** Some workplaces match donations to the Thrive Fund. MM can provide proof of donation as needed.
- **Marketing Expenditure:** MM will send ML the expenditure details for marketing purposes.

**Acknowledgements:** A big thank you to MM and CN for their excellent work managing the finances this past year!

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#### 4. Review of Last Year's Events – What Went Well

Several events were discussed, with plans to build on these successes for the coming year:

- **Nearly New Uniform Sale:**
    - **Action:** SS to follow up with Emma Carion to discuss plans for the next nearly new uniform sale.
  - **Bags2School:** The PTA has switched from Bags2School to **The Little Recyclers** for uniform donations.
    - **Action:** SS to contact The Little Recyclers for a September 2025 collection.
  - **Bingo Night (September 2025):** Different venues were discussed. Awaiting contact from The Pudding Stop as a potential venue. The Cricket Club could also be an option if they have a gazebo.
    - **Action:** CN to confirm if the Cricket Club is available; SS will reach out to The Pudding Stop and The Cricketers.
  - **Raisin Challenge (October Half-Term):** This was a profitable challenge and will be repeated next year.
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#### 5. Event Planning for 2025-2026

Several exciting events are planned for the next school year:

- **Summer 2025 Holiday Challenge:** A “Chalk the Walk” competition, where participants submit chalk artwork for a chance to win prizes, deadline to submit by 8<sup>th</sup> September.
- **Wonka Bar:** A golden ticket-style event idea was discussed.
- **House Colour Day (October 2025):** A non-uniform day to promote the value of teamwork and introduce house colours to new students.
  - **Action:** SS to liaise with EF regarding event details.
- **Raisin Challenge (October 2025):** The Raisin challenge will be repeated, with MM ordering raisins.
- **Krispy Kreme Sale (24th October 2025):** The PTA will host a Krispy Kreme sale.
- **Wine Tasting Event:** The committee is considering reaching out to Wine Sisters for a November event.
  - **Action:** SS to contact Wine Sisters for more details.
- **Paint & Sip/Ink & Drink Night:** An idea for a community event at the village hall.

- **School Discos:** Discos remain popular fundraisers, and the committee would like to host three during the 2025-2026 school year. Additionally, a silent disco could be an option for older students.
  - **Action:** Confirm the November school disco date and MM to explore silent disco options.
- **Wreath Making (1st December):** The PTA will host a wreath-making event.
- **Christmas Winter Fayre (December 2025):** This event will be renamed and scaled up, including sweetie cones, music, a Christmas Jumper Sale, chocolate and bottle tombola, a raffle, and games.
  - **Action:** Proposed date for the Christmas Winter Fayre: 9th December, 3:30-5:30 pm.
- **Christmas Gift Shop:** New lead needed for this event.
- **Tea Towels:** Inquire if anyone would like to lead this event.
- **Cricketers Quiz:** The committee hopes to host another quiz in January 2026. Needs more promotion.
  - **Action:** SS to contact The Cricketers for a possible quiz date.
- **Krispy Kreme Sale (February 2026):** A repeat of the Krispy Kreme sale.
- **Get Active Challenge:** A non-food-based challenge for the upcoming year.
- **World Book Day Costume Sale (February/March 2026):** To coincide with World Book Day (5th March 2026).
  - **Action:** See if CS will lead the costume sale again.
- **Horse Race Night (March 2026):** A possible event at Redbourn Golf Club.
- **March Disco Date TBC**
- **Mother's Day Flowers:** This event will be repeated due to its popularity.
- **Easter Egg Hunt:** A repeat of this event, with a search for a sponsor.
- **Scavenger hunt:** CN happy to lead scavenger hunt again this coming year.
- **Crazy Hair Day:** This popular event will be held after SATs.
- **Lolly Sales:** Year 2 hopefully to take responsibility for this fundraiser. MM will continue preparing lollies for school storage.
- **Sock Sale:** The sock sale wasn't as popular and may need adjustments on timing so it is not overlooked by other events.
- **Summer Ball:** New leads are required, and the committee recommends including an auction.
- **Sports Day Refreshments:** This event is very popular, and iced coffee and pastries were well-received.
- A good learning from this year is a week break is needed between Sports Day and Summer Fayre and donations to be brought in on a separate day from Sports Day.

- **Summer Fayre 2026:** Preferences include disco music, children's entertainment, face painting, and cakes in an air-conditioned classroom.
    - **Action:** New leads are required for the Christmas Shop, Tea Towels, School Discos, and Summer Ball.
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## 6. WhatsApp Community Group

The committee discussed the possibility of launching a WhatsApp broadcast channel but decided against it due to various factors. We will continue using year group WhatsApp groups and class reps to forward messages.

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## 7. Allergy Awareness and Accessibility

The PTA continues to implement allergy awareness at all events. Positive feedback has been received, but it was noted that snacks like Fruit Pastilles and Pom Bears were not well-received at Year 5 and 6 discos.

- **Action:** Research alternative allergy-friendly snack options and encourage feedback from parents with children who have allergies.
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## 8. Any Other Business

- **Positive Feedback:** There has been a lot of positive feedback from the PFG regarding the PTA's efforts. MM will continue as the PTA PFG liaison.
- **Document Storage:** The PTA plans to move all administrative documents to Google Drive for better organization.
  - **Action:** ML to organize the migration, and MM will provide further information.
- **Transition Manuals:** Plans to create handover manuals for smoother transitions when committee members step down.
- **Noticeboard:** The noticeboard by the Alps Room is in poor condition and needs to be removed.
- **PA System Training:** It would be helpful if more adults were trained to use the PA system for events such as Sports Day.

**Meeting adjourned** at 10:00 pm.