

Finchale Primary School

Meeting of Parent Teacher Association (PTA)

18 January 2026 (in person and online)

1. Welcome and Introductions

Claire Moore (CM) noted who was present in the room.

Claire Moore (CHAIR) (CM) Ron Trickett (RT) Sarah Whitehouse (SW)
Charlotte Jarvis (CJ) Louise Goodyear (LG) Miss Ward – Headteacher (NW)
Mrs Nower (Teacher Chair) – VN.

Emma Simson (ES) and Kev Wills (KW) present online.

2. Apologies – none

3. Minutes from last meeting

- Agreed
- To be uploaded onto School website

4. Spooky Disco update

DJ went well. Feedback generally good. Consider purchasing more ear defenders.

5. Christmas Fair Update – RT.

Tweaked how the event was organised. Event is too big to run with one year. Should be PTA led but run with the relevant parents. Year 6 Parents were keen to get involved but wanted to be guided on how to do it and what to do.

It worked well with the PTA leads liaising with the school etc. Parents were happy to think of ideas for stalls etc. This can then feed into future plans for the events. Recognition received from the Committee to the year 6 parents who were involved.

CJ. Sand went well. She has done some research and there are other bottles available and for lower cost. They can be adapted for other events at different times of the year.

RT asked if there is one place where all information can be stored. KW confirmed that there is a One Drive but there has been an issue with access in

the past with Google Docs so we should look at what other options are available.

Julianne has also assisted greatly, so thanks were passed to her from the Committee.

This was the first parent led event. There are learnings from it but having the information readily at hand will aide and guide parents.

KW – there are some leanings. The larger events need $\frac{3}{4}$ PTA reps and some old hands and then the rest from the relevant year group.

ES suggested that the spreadsheet be updated to reflect the larger events with more volunteers and the smaller events be led by the PTA member and the year group.

£30 additional contribution from the external stall holder in addition to the £20 already given. Some parents donated things such as cups and jelly cat toy.

6. Christmas VIP

LG – lead. Most of it organised by LG and CM. It went well and was a lovely event for the children.

7. Pop Up Shop

Went well. Children really enjoyed choosing from the items. Also parents having access to the stall during school events, when they wouldn't normally be able to attend. The takings were £309.25, with expense of £60.27 with a profit of £248.00. The funds have been paid into the bank. KW will check the bank in respect of this.

8. Next event – Spring Disco

RT regarding spring disco. Lead from the PTA. This will be year 3. RT is not sure that he can take this on at this moment in time. CM happy to help with assistance from Year 3 parents. Presently the DJ isn't booked in but will need to be booked if year 3 are happy to step into it and move it forward. Claie doesn't want to step in and do it on her own but is happy to support.

Message to go out to year 3 parents for support. Ron and Sarah.

Hot Dogs, can they be provided by Tesco for the disco.

9. Fundraising Ideas

- Children enjoyed the sand at the fair
- CJ suggested craft events at certain points of the year
- Look into the Cookie Fairy a bit more
- Movie nights and yard sale

- Raffle – bonus ball. CJ asked if we have a gambling licence. KW confirmed that we have a small lottery licence.
- Lego keyrings and Christmas card sales went well. CJ asked if the Christmas cards can be done sooner e.g. from October half term.
- Miss Ward thanks the PTA for all of the fundraising undertaken.

10. Spend Ideas

- Yr 6 hoodies to be arranged. Looking at suppliers and costs. Aim to be handed out the Friday of SATs week.
- Consider fixing the trim trail – Miss Ward to look further into this option.

11. Meeting Dates

TBC

12. AOB

CJ – mentioned schemes for visitors to come into school to carry out work e.g. painting/repairs. Would need to complete risk assessments.

13. Next meeting

TBC.