

MINUTES

Collingbourne Church of England Primary School PTA

Date | time Tuesday 7th October 2025 | 7.30pm *Meeting called to order by Harriet Phillips*

In Attendance

Marc Furia (Chairman)
Harriet Phillips (Online)
Lindsay Dunham
Sherry O'F (Treasurer Online)
Fiona Grieg (Online)
Megan Halvorsen
Nicky Hall

Apologies

Mark Eckersley

Approval of minutes

Marc Furia

PTA Governance

Financial Report – Not discussed

Spend Requests:

HP would like to start looking into a Sensory reflection prayer garden, potentially behind the Willow/playpod, could this be a project for the Ford grant? SOF and HP to chat through and discuss for the next round of applications.

Event Reports / feedback

- MF brought up the BBB, discussion was had about the loss on the event and what could have been done differently to stop this happening again in future. The numbers were: 20 tickets sold at 15 pounds a person equalling 300 pounds in ticket sales, a donation of 20 pounds and the raffle made 50 pounds, with the layout on the event being 1000 it was approx a 630 pound loss, SOF to confirm exact numbers.

- HP spoke about us understanding the importance of the lessons learnt from this loss, for example making sure we have a cancellation plan in place and looking at the dates things are booked for to make sure school holidays are a minimum.
- NH discussed the previous successes, which had been organised by VH, for example how food was paid for after the event and numbers/tickets sales were carefully monitored with an exit strategy if needed.
- SOF made the suggestion we could have maybe cancelled the food and just had the music and drinks, MF had investigated this and was informed it was too late by the catering company.
- LD made the point that as it was the summer holidays communication was a big struggle, when suggestions were being made/questions asked there wasn't a large amount of feedback, HP pointed out lots of the members of the committee were having their family holidays and were struggling to follow messages.
- All agreed Signal is not the best way to communicate when a big event is being planned, a sub committee needs to be formed who meet much more often to make sure everything is on track.
- Suggestions for a further event/previous success's were to hold it at the Village Hall, put on a cheap bar and a good raffle.

Upcoming Events

Halloween Disco to be advertised as THE MONSTER MASH

Justin booked MF to confirm

NH and MH to create the poster and start advertising today 8th October 2025

MH to check the PTA shed for squash, if none source more

In need of 100 x disposable cups LD to source

Ticket price agreed at 2 pounds 50 pence

Timings: 5-6 key stage one (not Foxes) 6-7 KS2

Adults session one: CH NH HP LD SOF MF

Adults session two: NH HP KT SOF MF

NH offered to order snake sweets - Further note, Tesco have donated so no need to buy

Facepainting: LD to order and create simple designs, round sponge, black, orange face paint, pumpkin, spider, bat etc

Future Event Planning

Christmas events, HP suggested we need to start thinking about teas and coffees for nativity plans at carol service.

Talk was started about the Elf trail: Music Artists has been decided.

Emma Stone will advertise.

HP to make 50 elves, 25 male 25 female.

FG and NH to create the list

2 pounds and entry and prize is a hamper.

LD and MH creating Tombola table to do at Tesco under the title Collingbourne PTA Fundraiser

Currently securing donations to set this up.

Meeting with JB at Tesco 8th October to touch base about projects.

AOB

LD made the suggestion to get more members on the PTA page to run a competition which will tie in with the Stronger Starts scheme, LD to secure prize (family day at the farm?) proposal to be written up and signed off by HP, MF and FG (fb page)

Next Meeting Monday 10th November 7.30pm
