The Oaks Infant School

Parent Teacher and Friends Association

Enriching and enhancing our children's time at The Oaks

Meeting Notes – 10th October 2025

Committee members attending: Emma Maggs, Kelly Jenkins, Joanna Newman, EllieMae Cooper and Helen Rudd

Other PTA members: Jenny Wynn, Laura Mulligan, Hannah Tang, Emma Austen and Lola Pool

Topic	Notes	Actions
1) Welcome and introductions	• EM welcomed everyone and thanked for attending. • EM introduced herself as Chair, everyone signed meeting register. EM confirmed that everyone's name could be included within the published minutes.	
2) Apologies for absence	• Coraile Brincat	
3) Update since the AGM	• KJ and EC have been added to the charity commission, they are both now officially trustees to the charity. Parentkind have also been updated with all trustee details. • Accounts have been signed off as accurate by LPA Accounting. EM thanked LP for her help. • Minutes from the AGM were verified as correct by the committee and have been uploaded to the school website for the members to view.	• EM & KJ to submit accounts to Charity Commission, well ahead of the June deadline.
4) Schools fundraising goal	• JW proposed fundraising projects for Committee to consider: ○ Replacing artificial grass surface in the year R playground. ○ Supplying resources for the year 2 Forest school, allowing this to continue without the need to request payment from parents. ○ 4 additional visualisers for year 1 classrooms, required for constant use throughout the school year	• JW to confirm approximate costs for all projects. • Committee to agree which projects to fund raise for and facilitate.
5) Outline of costs to be approved and budgeted for by committee	• Funds in bank as of today - £4198.22 • Operational costs for the charity outlined: Parentkind membership (which includes insurance) £162, Lottery Licence £20, Film Licence £123. • Confirmed the activities the committee have agreed to continue to fund for the 2025/2026 school year, in line with previous years: ○ Christmas gifts £380 ○ Easter treats £150. ○ Leavers T-Shirts for Year 2 £600 ○ Transition Resource Packs £200 ○ Termly Provision Payments £1650 ○ School Trip contribution £900	• EM & JN to create document for parents to highlight fund raising goals for the year.

	○ Year Group Workshops £1500 ○ Pantomime £760 ○ Summer Treat Workshop - £900 ○ End of term ice cream van - £500 ○ Sports day lollies - £90 • **Totalling £7935 (this is the minimum we need to fundraise)** • JN mentioned that would be useful to communicate these things to the school community, to raise their awareness and hopefully gain their continued support.	
6) Fundraising Events for term 1 and 2	• Comfy and Cosy dress down day – 16/10/25 • Illustrated fancy dress trail at King Georges park has been organised • Design your own Christmas Card have been sent out with the children and are to be returned Thursday 16th October. Change the company to be used for this, as the products are much more reasonably priced for parents who choose to purchase. • Letters from Santa – personalised letter and reindeer food £2.50 per child. Volunteers will be needed to help with this and deadlines for volunteers to deliver letters by to be communicated. • Night Before Christmas Wednesday 17th December	• Advertise Santa letters • Advertise NBC
7) Christmas Activities	• Visit from Santa 12th December – Set up on the 11th will require volunteers. Room will be available from 1:30pm. • Committee have pre-approved a gift from Santa.	• PTFA to order Christmas Gifts for Santa to gift • JW to confirm exact numbers and any alternatives required.
8) Other fundraising initiatives	• School Lottery reminders needed. • Christmas jumper donations - Second hand Christmas jumper sale. Also to include nativity and role play costumes and all Christmas clothing. School Eco-councillors to help with this. JW noted Eco Council lead only in Monday-Wednesday. • Second Hand Uniform sale. For end of every term. Volunteers will be requested to assist with the sales. • Parent who previously claimed Match funding for the charity has now left the school, need to see if any other parents are able to assist with this valuable source of income. • Tesco's stronger start grant application	• EM/JN to download current lottery posters from MySchool lottery to share with the school community. • JW to confirm date for sale of costumes and Christmas jumpers • EM/JN to create poster for Christmas clothing donations and sale. • Look for different grants available and apply. • HR to prepare Match funding plea

		• JW to consider potential project for the Tesco's funding scheme.
9) AOB	• HT offered a hanging rail for uniform/Christmas costumes, will drop to the school • JW suggested that when help for preparing for events is required ask the wider community if necessary. Also will have a positive impact for the succession planning for the PTFA getting more people involved where possible.	

Meeting minutes approved as correct by all attending committee members 10th October 2025

The next meeting will be:
Friday 30th January 2026 – 9am
Please come along, have a chat, give us your ideas… Everybody is welcome.