The Oaks Infant School

Parent Teacher and Friends Association

Enriching and enhancing our children's time at The Oaks

Meeting Minutes - 30th January 2026

Committee members attending: Emma Maggs, Joanna Newman, Kelly Jenkins, Ellie-Mae Cooper, Helen Rudd and Coralie Brincat
Other PTA members: Karen O'Connor, Nadine Jones, Jessica Shonk, Sylva Cerdew, Robyn Cesory

Topic	Notes	Actions
1) Welcome and introductions	• Emma welcomed everyone and thanked for attending • Everyone confirmed that names could be published in the minutes • No apologies	
2) Update since the last meeting	• Minutes from the last meeting checked and verified by the committee and published on school website • Accounts EM & KJ have submitted the Charity return to the Charity Commission.	
3) Review of Terms 1 & 2 to date	• Comfy and Cosy dress down day - £143 • Illustrated Fancy Dress trail at King Georges raised £165 - thanks to Gemma Jewiss for illustrating the trail and to King George's Café for facilitating and providing prizes for participants. • Class Fundraising Christmas cards raised £138, although the commission payment has not yet been received. • Letters from Santa put together at school by the PTFA committee raised £380 – thanks to Sittingbourne pet shop for donating the Reindeer food. A parent flagged if volunteers delivering the letters was a data protection issue – this year only committee members delivered, we didn't ask for help from the wider community. • Night Before Christmas once again a huge success raising £817 • Christmas clothing and second hand uniform sale, in conjunction with the Eco-reps team raised £40 • My school lottery continuing to go well, this year to date has generated £465. SC and RC commented that they did not know about this. How the lottery worked was explained by JN and EM. • Santa's Grotto – Children absolutely loved this – EM thanked everyone who helped with this. RLP Accounting kindly donated £365 to cover the whole cost of the medals given out by Santa. KO said the children loved the medals and wore them with pride.	• Feed back from Christmas Card Art work indicated that it wasn't clear what was required – add a leaflet next time? • Next year if Santa letters are offered consider flagging about volunteers delivering letters at the time of bookings, and by signing up the parents are agreeing to this. Possible option to select collect letters from School office. • EM to contact Class Fundraising regarding commission payment. • EM to look at further promotion of the School lottery

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4) Accounting	• This year to date £2,148 has been raised • Total in the bank today £4,250	
5) Funding/Spending	• The Christmas Panto was funded by the PTFA and have agreed to fund the 2026 Christmas Panto. • Mrs Chapman has asked if we are able to provide any donation towards the Science workshop for the whole school in March – total cost of £1,103. Committee have agreed to fund this. HR has contacted companies on the Kent Science Park for sponsorship and EM emailed local counsellor & large local businesses to gain support to fund this activity. • Only 1 class provision claim has been made so far	• KO to speak to staff to ensure provision funds are utilised for the current academic year. • EM & HR to follow up with Science workshop donations
6) Fundraising Events for Terms 3 and 4	• Wear something you Love – 13.2.26 – Poster to be included in the school newsletter. • World Book Day – Second hand book sale/ book swap to work with the school librarians – 6th March • Sponsored event idea discussed – Mrs Wynn previously suggested a Ballastic event, timed around World Cup. Sponsorship event important to allow Gift Aid to be claimed on other donation only events, such as dress down day donations. Further thought required on this. • Mother's Day – workshop 12th March various options discussed, all present voted in favour of Daffodils with a personalised keepsake bookmark, as extremely popular with the children and parents when previously organised. • Easter bunny - 2nd April - volunteer has come forward for this role. • Easter trail at King George's Park for the duration of the Easter holiday (3/4 to 19/4) will once again be sponsored by King Georges Café. Decision made to re-use previous Easter trail. • Film nights to go ahead - KS1 Wednesday 21st April and EYFS Thursday 23rd April – Advertise 31.03.26. JN mentioned whether the cup drinks used at Minterne may be a better more cost effective option than the Fruit Shoot drinks. Decided that the bottled drinks are perhaps easier and less likely to spill than the cups with straws. • Break the Rules Day – Friday 8th May, same day as Minterne. • Father's Day – will need to be advertised 21.05.25 – ideas discussed and gift options discussed all present agreed on a fridge magnet.	• JW/LL to work with Librarians to set up used book collection and sale. • EM/JN to look at previous trail to decide which to proceed with. • JN/EM to apply to council for permission to hold trail at the park, completing all necessary event paperwork. • KO to book the hall for Mother's day prep AM of 12th March. • EM to contact regarding donations for film night drinks & snacks • EM to look at the coordination of the virtual duck race

	• Virtual duck race was discussed, as a fun fundraising whole school activity, with each class being allocated a themed class duck, which they can then bring in donations to sponsor the duck in an end of term virtual duck race. Rather than awarding one class with a prize, it was agreed that due to the age of the children at the school, all children will be given the opportunity to wear their own clothes on the last day of term (21/5), when they will watch the 'Duck Race' as a whole school. JS confirmed that the Friends of Minterne are also looking to organise this event for the children at the junior school too.	
7) Grants/funding applications	• Will apply to the Rotary Club again, requesting help to fund Summer Workshop for the children.	
8) AOB	• Leavers t-shirts – name and size details to be supplied by end of April • KO confirmed that this year's Summer Fun workshop could be Splats Circus Skills, as it has been three years since we previously welcomed them into the school. Dates suggested 16th and 17th July for a two day whole school workshop. • EM put forward the idea of a school calendar designed by each class – to start designs at the end of Sept in school for ordering Oct/Nov time ready to give out in December. KO confirmed the school would be able to help facilitate this. • KO asked whether the PTFA would be happy to fund a workshop/trip for the Ladybird children, as currently they do not benefit from an activity like this, whereas the rest of the school do. An approximate cost of £500 was mentioned, the committee all voted in favour of this. • KO mentioned that the fake grass surfaces in the year R playground need to be replaced, quotes received so far are between £14,000 and £18,000. Asked whether there would be any grants the PTFA could look at or ask for School Community support for this project. SC and RC mentioned that they had contacts that might be able to help with this. • EM asked KO whether there was any progress on the support that Keir had previously mentioned that they would provide to the school. No progress has been made and not heard from Keir.	• EM to liaise with JB regarding t-shirts • JN to contact Splats regarding workshops • KO to provide costs for Ladybirds workshop. • EM to see whether contact can be re-established with Keir to push forward with the projects previously discussed. • Colour Run logistics to be discussed at a later date, nearer to time of the event. • Meeting to be coordinated with the FOM to discuss Circus and how best to organise the event. • HR to liaise with KO/EM regarding the potential for Southern Housing volunteer days.

	• JS mentioned that Friends of Minterne were looking to coordinate a Colour Run in 2026/2027 school year and asked if the PTFA would like to collaborate with this event. Everyone agreed this would be a great idea and event for the combined communities. • JS and NJ stated that the FOM have booked for the circus to return to Minterne in the next academic year (22/10/2026), asked whether the PTFA would like to collaborate with them on this too. Tickets being sold to the two schools, before being opened to the wider community. HR mentioned need to consider how this is organised due to the legal implications of moving funds between the two charities. • HR mentioned that Southern Housing have volunteer days that staff have to complete each year and that they could potentially support the school. • EM closed the meeting and thanked everyone for attending	

Meeting minutes approved as correct by all attending committee members: 3.2.2026

The next meeting will be Friday 15th May @ 9am

Please come along, have a chat, give us your ideas… Everybody is welcome.