Friends of Belton Lane – PTA Minutes
Date: 05-10-26
Time: 9am
Venue: Belton Lane Children's Centre

Attendees:

- Becky (Rebecca) Jones (RJ)
- Katie Done (KD)
- Amy Fox (AF)
- Kym Turner (KT)
- Lindsey Gilbert (LG)
- Alberta Addai (AA)
- Ogechi Ifedichimma (OI)
- Damilola Ajibnua (DA)
- Ambika Kumar (AK)

1. **Welcome and Introductions**

It was great to welcome some new faces today, thank you for joining us!

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2. **Election/re-election of PTA committee members**

Currently RJ is the chair, KD the secretary and AF the treasurer. We have shared the responsibilities over the last year and are happy to continue.

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3. **Treasurers Report**

AF has put together the report showing the money raised over the year. We ended the year with £3,000.62 in funds, including the petty cash held in the floats. Total income/turnover for the previous 12 months was £5,103.15, which means we can now apply for charity status. AF and KD will look into the next steps and report back. The breakdown of income and spending was circulated with the group and signed by attendees.

4. **Events since last meeting:**

Tuck Shops – these dwindled as the year went on, so we will stick to holding these near the end of term rather than every half term. We will also run them alongside events already happening at school, such as the Christmas performances and Sports Day, where we already have a captive audience and can add value to the events.

Summer Fayre – there has been some lovely feedback about the summer fayre. There were discussions about holding the whole thing on the field next year but we will have bigger discussions about this nearer the time.

Year 6 Celebration Disco – this was the first one we have had in recent years. The organising was only partly supported by the PTA, but was predominantly organised by a Y6 parent committee that was set up. It went down brilliantly and everyone had a great time. There was a lot of food left over, so perhaps this is something we can try to manage better next time.

Y6 Tea towels – although this was a very popular addition, guessing the numbers to order was difficult and meant we didn't quite break even. We will use the leftovers to make bunting and tablecloths. KD and LG have spoken to a local company who will be able to produce them, probably cheaper and with no minimum order numbers. They also do hoodies, so we will follow up on organising leavers' hoodies with them.

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5. **Fundraising and Events to book in the coming year:**

Autumn Disco – we have proposed 11/11/26 and will confirm the date with the school and report back.

Y6 Leavers Hoodies – LG and KD have spoken to a local company who can help. KD to chase this up and speak to the school to check they are happy for us to take this over.

Tea Towels – The same hoodie company can also do tea towels. We hope to do this for reception before Christmas and towards the end of the school year for Y6.

Christmas Panto – booked for 16/12/26 using the same company as last year. We will ask if there is anything else we can do to enhance the experience for the children.

Easter Egg Competition – We had a great response from the egg decorating competition earlier in the year. We hope to bring this back each year. If we plan it around another disco

we will plan the display of the entries better. There were far more than we anticipated and we couldn't hang them all last time.

Spring Disco – we will propose dates early this year so we don't feel like we are on the back foot all year.

Colour Run – this is a big one. We would love to hold one on the last day of the May half term. We will ask Mr Mason if we can go ahead and organise this. The PTA that AK previously volunteered at had held one and said how they tied it in with the Hindu festival of colour. We agreed it would be wonderful to tie this in and make it a real celebration if we can take this forward. AK explained that there was an entry fee and people brought their own T-shirt. We discussed whether we could raise money through an entry fee, which could include a plain T-shirt, or through sponsorship. It would be nice to make it more of an event by starting with a family picnic.

Tuck shops – we will only do these at the end of terms, rather than half terms, and when events are already taking place. We can look into varying the offerings each time, with doughnuts sometimes and ice creams in the warmer months.

Sports day – the tuck shop went well last time, so we will do it again and look into also offering drinks.

Summer fayre – on our planning list to discuss near the time.

Year 6 celebration disco – we have asked for a possible date so we can get a Y6 committee together.

Word Book Day – we discussed how we can do something to raise excitement around World Book Day. AK suggested a book swap where each child brings a book, which is then wrapped and given to another child, with books being age appropriate so each child receives a new book. We could also do a bookmark decorating competition.

Autumn/ Winter competition – since competitions have gone down so well, could we also hold an Autumn/Winter competition? Something open-ended so it could include pictures, writing or poetry. Could we plan competitions around events such as parents' evenings so that we can display the entries while parents are already visiting the school?

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6. **Recent Spending & Equipment**

Card machines – we now have three.

Candy floss machine – bought by the school using funds held from previous fundraising events.

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7. Charity registration

As we have turned over £5,000 in the last year, KD and AF will look into the next steps towards registering as a charity. This may have tax benefits and could give us more negotiating power when asking businesses for donations.

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8. School Lottery

Since launching, the School Lottery has raised £295.20. We discussed ways of encouraging more people to join.

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9. Discussion Items

What we want to save up for – AF, RJ and KD are speaking with the school council on 09/10/26 to help us come up with a target to save for. We discussed the possibility of buying new football kits for the team. RJ had a quote from a company for £403 for 10 football kits, plus an additional £300 for hoodies. We will follow up with the school and school council to see if this is a priority. KD will also ask the company that does the tea towels and hoodies if this is something they can provide.

Encourage People to download Easy Fundraising App.

Newsletter – we would love to put a newsletter together as another way of communicating with the school community, to share plans for the year and the money we have raised. We can use it to remind people about the School Lottery and Easyfundraising app. We could also ask the children on the school council if they would like to contribute something, such as a cartoon, sketch or story.

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10. Any Other Business

AK asked about film nights. This is something the school did before the PTA was formed. We will ask the school whether there was a reason this didn't continue and whether this is something the PTA could support in future.

LG asked if we will have a presence at the school Open Day, believed to be on 15 October. We haven't been asked, but we can check whether PTA involvement would be useful. If so, we could provide tea and coffee and leave some PTA leaflets out.

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11. Actions from the Meeting

Action	Responsible
Follow up hoodie, tea towel and football kit quotes	KD
Register as charity	AF & KD
Book dates for events for the year	RJ
Arrange newsletter	TBC
Speak with school council about fundraising target/football kits	RJ, KD & AF
Confirm Autumn Disco date with school	RJ
Follow up Y6 leavers' hoodies and confirm arrangements with school	KD
Arrange Reception tea towels	KD & LG
Confirm whether anything additional can be done to enhance the Christmas Panto	TBC
Ask Mr Mason about the Colour Run	TBC / AK
Explore Colour Run entry fee/sponsorship and T-shirt options	TBC / AK
Arrange Y6 committee and confirm celebration disco date	TBC
Plan World Book Day activity	TBC
Plan Autumn/Winter competition	TBC
Look into drinks for Sports Day tuck shop	TBC
Ask school about film nights and whether PTA could support them	TBC
Check whether PTA involvement is wanted at Open Day	TBC

Action	Responsible
Promote School Lottery	TBC
Promote Easyfundraising	TBC