

# Friends of Quadring Cowley & Browns School (FOS)

## PTA Meeting Minutes

12<sup>th</sup> January 2026 at 3:30pm

---

### *Present*

Rachel Blach (RB – Committee Member); Kaz Davis (KD – Acting Secretary);  
Therena Excell (TE – Parent Volunteer); Jeanette Jameson (JJ – Headteacher);  
Karis Phillips (KP – Committee Member); Donna Armstrong-Taylor (DAT – Vice Chair);  
Samantha Tapping (ST – Chair).

### *Apologies*

Sarah Cameron (SC – Treasurer); Gemma Hodgson (GH – Committee Member);  
John Stupples (JS – Committee Member); Paul Tapping (PT – Committee Member).

---

### *Minutes of the Previous Meeting*

- The minutes of the previous meeting held on **10<sup>th</sup> November 2025** were approved as a true and accurate record.
  - No issues raised.
- 

### *Agenda Items – Last Meeting Follow-up*

#### Thankyous – nativity refreshments, Xmas raffle and Xmas party

##### Discussion:

- **ST** acknowledged it had been extremely busy in the run up to the end of 2025 and gave a huge thank you for everyone's support and help with the Christmas party, raffle and Nativity refreshments.

##### Action:

- Treasurer (**SC**) to confirm final totals for money raised.

#### Role of secretary – voting in someone new

##### Discussion:

- **KP** officially resigned her position as Secretary at end of 2025.
- The resignation decision had been delivered in writing to the Chair which is available for other committee members to view if needed.
- She remains on the committee as an active member.

##### Decision:

- **KD** was subsequently contacted to confirm if still interested in Secretary role.
- **KD** will be considered as Acting Secretary pending a formal vote to include absent committee members.

##### Action:

- **ST** to contact all committee members regarding arrangements for an official vote to confirm the Secretary position.

## FOS long term fundraising goals

### Playground equipment

#### Discussion:

- KS2 Playground equipment improvements discussed as a medium to long-term fundraising goal.
- Whole school will be able to make use of new play equipment.
- **JJ** informed us of estimated costs being in the region of £5k–£20k.

#### Decision:

- FOS happy to make this a long term goal.

#### Action:

- **JJ** to provide costing of equipment, grounding and maintenance to **ST**.
- The costings provided will show the total projected cost as well as highlighting the proportion she expects to require from FOS fundraising.

### Minibus

#### Discussion:

- **JJ** noted a minibus would benefit the school as a whole.

#### Decision:

- More research needed into funding opportunities such as subsidies, grants, lottery grants.

### Swimming Pool

#### Discussion:

- Discussion included the possibility of a mobile pool, with installation and logistics considered.
- This was discussed in light of the increasing cost and logistical difficulty of transporting pupils to external leisure centres for swimming lessons.
- **JJ** has been researching and informed us the mobile pool would be in place for a set amount of time. It would also come with a package of trained swimming instructors to come on set days.
- Swimming lessons would then be available to the whole school again and would save the time and expense of travelling to a leisure centre for lessons.
- Approximate cost discussed: minimum £10k per year.

### Forest School

#### Discussion:

- Members enquired about previous 'Forest School' activities
- Suggestions then followed on how to get it going again. Including funding a staff member to be trained in forest school skills – depending on willingness and availability to both train and lead the in school/after school club sessions.
- Also suggested was looking into getting an external forest school person in to lead it.

### Other

#### Discussion:

- New Headteacher starting after half term to bring her ideas to the next meeting too.

## Easy Fundraising

### Discussion:

- **ST** confirmed she had completed setting up the FOS Easy Fundraising (EF) account.
- She highlighted doubts on whether EF donations tracked correctly when purchases were made via apps. However, will work on web browsers.
- This would then need a marketing strategy to encourage all parents/carers/extended family to use it.

### Decision:

- **ST** has already put it on the FOS FB group page.
- **ST** has requested school to send out a poster about it once completed.

### Action:

- Poster on how to use to be made by **ST/KD**.

## Canva account

### Discussion:

- It was noted that Canva log-in details had been sent since the last meeting.
- Issues were reported with the link having expired when tried.

### Action:

- **ST** to request **SC** to resend Canva access details.

## QR Code for banking

### Discussion:

- **ST** advised she had explored setting up a QR code to allow payments to be made directly to FOS; however, it was noted this would need to be processed through a payment provider (e.g. Stripe or SumUp), which would incur transaction fees.
- **RB** highlighted an alternative option using a QR code linked to the FOS bank account, which would require the IBAN number rather than the account number and sort code (for payment link generation).
- **KD** confirmed she has access to software capable of generating QR codes once the required banking details are confirmed if this assistance was required.
- **JJ** advised that the school is working towards becoming a completely cashless school as part of counter-fraud measures and expressed interest in FOS adopting a QR code payment option to align with this approach, should it be viable.
- **JJ** also noted that, due to the new counter-fraud procedures, any cash received on school premises for FOS fundraising must be held securely and passed to the FOS Treasurer (**SC**) as soon as possible, and that school staff are not permitted to count the cash.

### Decision:

- It was agreed to explore the feasibility of using a QR code linked directly to the FOS bank account, subject to confirmation of required banking details and compliance considerations.

### Action:

- Treasurer (**SC**) to confirm the appropriate banking details (including IBAN) required for generating a QR payment link.
-

## Agenda Items – New Business

### Summer Fayre

#### Discussion:

- **ST** suggested holding the Summer Fayre on a Saturday. This was to encourage better attendance and for attendees to feel more relaxed.
- It was suggested the main part of the event could consist of inflatables such as bouncy castles, inflatable slides, and inflatable obstacle courses.
- **ST** had researched a company who would supply, manage and operate the inflatables.
- The proposed model of operation is a pay-at-entry wristband system (e.g. £5each), allowing unlimited use of the supplied activities.
- The school would receive 15% of gate takings, with the company providing the inflatables free of charge.
- Liability was confirmed as being covered under the company's insurance, which was considered by all present as the preferred option.
- An alternative option was discussed but was not considered feasible as it would shift liability to the school/FOS.
- Families could be encouraged to bring picnics.
- Once a date and overall concept are agreed with the new Headteacher, further planning would take place regarding:
  - Parent- and teacher-manned stalls.
  - Additional activities and events.
- Suggestions were made to invite food vendors, including but not limited to an Ice Cream Van.
- **KP** suggested Nick & Mix Ice Cream Van as a potential vendor.
- **ST** suggested that staff manning stalls and activities should be placed on a rota, allowing staff to swap out and enjoy the Fayre themselves.
- It was proposed that, in addition to surveying parents on Friday vs Saturday, parents should also be surveyed regarding their availability to volunteer on a Saturday, which could reduce the need for staff attendance.

#### Decision:

- Parents to be surveyed regarding preferred day (Friday or Saturday) and availability to volunteer, particularly for a Saturday event.
- Parents to be encouraged to run stalls or suggest activity ideas.
- It was noted that a strong marketing plan would be required to encourage attendance from the wider community.

#### Action:

- Check surrounding schools for conflicting dates.
- JJ to discuss the proposed concept with the new Headteacher.

### Break the rules day

#### Discussion:

- A suitable date was discussed, ensuring it did not conflict with or crowd other school events.

- **JJ** advised that an existing **non-uniform day** had already been planned as a pupil-led fundraising initiative for an external cause. This was taken into account when selecting the timing of Break the Rules Day.
- Examples of rules that could be “broken” were discussed, including (but not limited to):
  - Wearing the wrong coloured school top
  - Wearing school jumpers backwards
  - Wearing odd coloured socks

Decision:

- Date confirmed for **Monday 9<sup>th</sup> February 2026** during JJ’s final week as Headteacher.
- It was confirmed it would **not** be considered a non-uniform day.

Action:

- **JJ** to create a list of acceptable rules that pupils may “break”, ensuring these are fun while continuing to align with school rules and values.
- Support marketing for the event.

## Valentine’s Disco

Discussion:

- The date, previous disco entry fees, and plans for the event were discussed.
- **JJ** advised that **JS** has requested to provide the music for the disco.
- Entry fees and inclusions for different year groups were discussed.
- The contents of the goodie bags were discussed, with suggestions including small sweets, chocolate, and novelty items such as flashing lights, which were felt to be well received by pupils.

Decision:

- Date confirmed; **Thursday 12<sup>th</sup> February 2026**.
- Entry fees were agreed as follows:
  - KS1: £3.50 (includes entry, drink, and goodie bag)
  - KS2: Entry and drink included; tuck shop to be available for pupils to purchase snacks.
- **JS** to provide the music for the event.

Action:

- Budget for goodie bags to be checked with the Treasurer (SC).

## Valentine’s Bake Sale / Spring Stride / Easter Bake Sale

Discussion:

Valentines Bake Sale, Spring Stride and Easter Bake Sale were all discussed together due to relative closeness in dates and similarity in events.

Results as follows:

### Spring Stride

Decision:

- Event dropped due to number of events around this time.

## Spring Bake Sale

### Decision:

- Valentine's Bake Sale is now called Spring Bake Sale and will be held after half term
- Date confirmed: **Tuesday 3<sup>rd</sup> March 2026**.

### Action:

- Poster to be sent out to parents before half term with a reminder after half term also.

## Sponsored Easter Hop

### Decision:

- Easter Bake Sale now changed to the sponsored stride event.
- To be called Sponsored Easter Hop.
- Date confirmed: **Tuesday 31<sup>st</sup> March 2026**.
- Obstacle-based walk around the school playground using the schools existing PE equipment. To be set up by FOS volunteers.
- Event to take place after lunch during school time.
- Consideration of improved prizes, many options were discussed and settled on the following:
  - Certificate
  - Chocolate lolly
- Once certificate created it was suggested that **DAT** could print them out at school.
- School roll confirmed at 98 pupils, however; due to items usually available to buy in multiples of 5 or 10 will purchase and prepare 100 prizes.

### Action:

- Consult with Treasurer (**SC**) for budget guidance.

## Non-uniform day – a bottle donation for summer Fayre

### Discussion:

- Discussed a further non-uniform day later in the academic year with the purpose of donations of bottles.
- Bottle donations to be used for the Summer Fayre.

### Decision:

- Agreed to book a date at the next meeting for this non-uniform day.

### Action:

- Discuss at next meeting with the new Headteacher.

## Discuss off site events

### Discussion:

- **RB** proposed an event she has previously been involved with, provisionally referred to as a "Zumbathon" (working title).
- It was noted that the event cannot be called "Zumbathon" and that an alternative event name would be required.
- The event would take place off-site, and funds raised would be available for use by the school.

- Event structure was discussed, for example:
  - A three-hour event, broken into one-hour activity sessions with 15-minute breaks.
- Break-even was discussed, with approximately 16 participants required to cover the instructors fuel of £40 who will be travelling from Yorkshire.
- Venue hire was noted as free, as the event would be for charity.
- The instructor would also be free of charge.
- The event would be open to the wider community.
- Business sponsorship was confirmed, with RB able to receive £ for £ matching through her employer.

Decision:

- **KD** confirmed she is able to supply the sound system required for the event.
- Date confirmed: **Monday 25<sup>th</sup> May 2026**.
- Venue: St Margarets Hall, Quadring.
- Ticket Price: £5 each

Action:

- Members to suggest names for the event.
  - Advertising of event to parents and wider community.
- 

### *Any Other Business (AOB)*

- None raised.
- 

### *Date of Next Meeting*

- Date: **Monday 2<sup>nd</sup> Feb 2026**
  - Time: 3.30pm
- 

### *Minutes prepared by:*

Kaz Davis, Acting Secretary  
Friends of School PTA

Date: 13<sup>th</sup> January 2026

*These minutes are subject to approval at the next meeting.*