

Friends of Quadring Cowley & Browns School (FOS)

PTA Meeting Agenda

Monday 16th March 2026 at 3.30pm

Present

Donna Armstrong-Taylor (DAT – Vice Chair); Rachel Blach (RB – Committee Member); Sarah Cameron (SC – Treasurer); Kaz Davis (KD – Secretary); Gemma Hodgson (GH – Committee Member); Catrina Knox (CK – Volunteer); Anneka Luffman (AL – Headteacher); John Stupples (JS – Committee Member); Paul Tapping (PT – Committee Member); Samantha Tapping (ST – Chair).

Apologies

Karis Phillips (KP – Committee Member).

Apologies for Early Exits

It was noted that GH left the meeting at approximately 4.50pm, JS left later in the meeting, and KD left at approximately 5.43pm all due to childcare commitments.

Minutes of the Previous Meeting

- The minutes of the previous meeting held on **2nd February 2026** were approved as a true and accurate record.
 - No issues raised.
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Matters arising not covered elsewhere

1. QR code / cashless payments – update and next steps.

Discussion

- An update was provided on options for introducing cashless payment methods for FOS events.
- It was noted that the current Lloyds Business account, the current FOS account, incurs charges for direct payment functions.
- Alternative banking options were discussed, including HSBC and Monzo, as potential options that may offer reduced or no fees for direct payment services.
- Consideration was given to the practicalities of switching bank accounts and whether any charity-related fee reductions may be available.
- It was recognised that online payment options may reduce barriers for some families and could support larger donations from other sources too, although some families may still prefer to pay in cash.
- The potential use of a token-based system (e.g. pre-paid amounts that could be used across multiple events) was discussed as a way to support a move towards cashless payments while offering flexible options for families.
- It was noted that the school is trialling QR code payments for Red Nose Day. The Headteacher confirmed that the school bursar had arranged this and agreed to seek further details on how this had been implemented, including any associated fees.
- The need for a clear FOS privacy was reiterated.

- A draft FOS privacy notice was provided to committee members for review to support future online communications and payment processes.

Decision

- The committee agreed to continue exploring cashless payment options, including QR code payments, before making a final decision on implementation.
- It was agreed that a suitable privacy notice must be in place prior to introducing any online payment or data collection processes.

Action

- Further information on suitable bank/payment options to continue to be explored.
- Headteacher to obtain details from the school bursar regarding the setup of QR code payments (including any fees) and share with the committee.
- Committee members to review the draft FOS privacy notice and provide feedback prior to finalisation.

2. Easy fundraising – Update and next steps.

Discussion

- The Chair advised that an Easyfundraising poster had been created and shared on the FOS Facebook page, and should now be circulated more widely to increase visibility.
- It was noted that FOS currently has 26 Easyfundraising supporters.
- It was also noted that the Easyfundraising page description is outdated and requires updating.

Decision

- The committee agreed to increase promotion of Easyfundraising and update the page content to improve engagement.

Action

- Chair and school to liaise regarding circulating the Easyfundraising poster more widely (e.g. via email and other communication channels).
- Easyfundraising page updated description wording suggested and Chair to reviewed and updated this shortly.

Committee Matters

3. Digital committee voting – trial update

Discussion

- Digital voting between meetings was discussed further, following previous agreement to trial this approach.
- It was noted that there is currently some uncertainty regarding whether the constitution permits formal voting outside of meetings.
- The committee discussed what types of decisions would constitute a formal “vote”, and whether some lower-level or time-sensitive matters could instead be agreed informally between meetings.
- It was also noted that where discussions take place via email in advance, these could be formally confirmed at the next meeting if required.

Decision

- The committee agreed to take a practical approach, with a preference for voting to take place in person, while allowing email discussion and agreement for time-sensitive matters where appropriate, with formal decisions to be confirmed at meetings.

Action

- Clarification to be sought on constitutional requirements relating to decision-making between meetings.

4. Digital Committee Hub – exploration update

Discussion

- Following discussion at the previous meeting, the committee revisited options for a shared digital hub.
- An initial review of Confluence was noted; however, it was considered potentially more complex than required for the committee's needs.
- Alternative options were discussed, including Google Drive, Microsoft Teams and Facebook groups.
- It was noted that different platforms offer varying levels of functionality, ease of use, maintenance requirements, and security.
- RB advised that she could set up Confluence in a really simple way if required.
- It was agreed that further research would be helpful before selecting a platform.

Decision

- The committee agreed to continue exploring available options before making a decision on a preferred platform.
- It was decided to be research task for all members and bring results to the next meeting.

Action

- Committee members to review potential platforms and bring feedback and recommendations to a future meeting.

5. Committee document review process

Discussion

- The process for reviewing draft forms, letters, posters and other committee documents was discussed.
- Members expressed the view that draft documents should be shared with the full committee for comment, with an agreed timeframe for responses where practicable.

Decision

- It was agreed that committee documents should be circulated to the full committee for review prior to issue for school review, with a clear timeframe for feedback where possible.
- The documents then need to be approved by school before being made public.

Action

- Chair/Secretary to ensure draft documents are circulated to the full committee with an appropriate response window before being sent to school for approval.

6. AGM timing discussion and vote

Discussion

- The timing of the AGM within the school year was discussed again following previous informal discussion.
- It was noted that guidance suggests AGMs must be held annually, but the timing within the year is flexible.
- The potential benefits of moving the AGM to the end of the school year were outlined, including enabling earlier planning of events for the new academic year.
- Different views were expressed on whether July or September would be more suitable, with concerns raised about workload pressures at the end of the school year.
- A possible compromise of holding a separate meeting in June/July to plan events for the following academic year was discussed.
- A request was made for a clearer overview of typical annual events to support volunteer planning and engagement. This had been previously discussed and had been agreed to termly dates.

Decision

- A vote was taken on whether to move the AGM to the end of the school year.
- The majority decision was to retain the AGM in September.

Action

- Committee to consider holding a separate summer planning meeting for the next academic year.
- Chair/Secretary to ensure termly event dates circulated to parents/carers to support future planning and volunteer visibility.

7. Expenses and reimbursement process – discussion & vote

Discussion

- The current process for submitting receipts and obtaining reimbursement for committee purchases was discussed.
- It was noted that the existing process is not optimised to provide a clear audit trail.
- The importance of having a consistent and transparent process for governance purposes was highlighted.
- Possible alternatives were discussed, including use of a PTA debit card, a sign-out card system, or a clearer reimbursement process.
- It was suggested that receipts should be submitted to the Treasurer by email at the time of claim to create a dated record and reduce issues in cases of lost receipts.
- Discussion also took place regarding the continued submission of original paper receipts via the school office or by presenting receipts directly to the Treasurer at the next attended meeting.
- It was noted that, where appropriate, committee members may support each other with shared purchases if needed.

Decision

- It was agreed that receipts should now be emailed to the Treasurer when reimbursement is requested to strengthen timing and audit trail.

- The majority further agreed that original receipts should continue to be submitted physically via the school office.
- Reimbursement should normally be made within seven working days of the emailed claim, subject to school holiday periods and any agreed end-of-term cut-off arrangements.

Action

- Committee members to submit receipt copies by email to the Treasurer at the time of purchase or claim.
- Original receipts to be provided to the Treasurer via the school office for record-keeping purposes.

Treasurer's Update

8. Fundraising totals updates on recent events since last update:

- Christmas raffle and Nativity refreshments, Valentine's Disco, Break the rules day, Spring Bake Sale

Discussion

- The Treasurer provided fundraising updates on recent events.
 - Valentine's Disco
 - A total of £168.56 was raised.
 - Breakdown:
 - Entry takings were £101.60.
 - Tuck shop takings of £67.40.
 - Costs:
 - Goodie bag costs were £28.34.
 - Sweets/tuck shop stock costs were £52.30.
 - It was noted that some stock remained and had been returned to the shed.
 - Break the Rules Day
 - A total of £287.50 was raised.
 - Spring Bake Sale
 - A total of £90.81 was raised.

9. Current account balance

- The current account balance was reported as £3,958.17

10. School trip funding allocation update

Discussion

- It was noted that the allocated £400 funding towards school trips for Years 3, 4, 5 and 6 has been paid.
- Further trip invoices are still expected in relation to Robins, Orchard and PGL.

- Leavers' hoodies were discussed, with an estimated total cost of approximately £270 based on likely numbers and sizing. (£18 each).
- Starter packs for new Orchard pupils next academic year were discussed.
- Items suggested included a name stamp, a book to encourage reading, playdough and mini scratch art.
- A budget of approximately £50–£60 was discussed, subject to final pupil numbers.

Decision

- The proposed items and approximate budget for starter packs were agreed in principle, subject to final pupil numbers.

Action

- RB to organise the starter packs for new pupils.

11. Sports/club/workshop resources funding

Discussion

- This item was requested for the agenda; however, it was not discussed at the meeting.

12. Update/whereabouts to previous agreed funding of Chinese New Year

Discussion

- SC advised that FOS had previously paid for Chinese New Year resources in 2024 at a cost of approximately £289, but that the event did not go ahead and the funds had not yet been reimbursed or reallocated.

Action

- AL agreed to look into the previous agreed Chinese New Year funding and report back.

13. Event budget considerations (upcoming events)

Discussion

- This item was included on the agenda; however, it was not discussed at the meeting.

14. Bank signatories – clarification and update

Discussion

- Current bank signatories were discussed.
- It was queried whether DAT's status as a signatory remains appropriate in light of recent changes regarding cash handling on school premises, given her dual role as both an FOS committee member and a member of school staff.

Decision

- No changes were made to bank signatories at this stage.

Action

- AL to seek clarification on whether the current signatory arrangements are appropriate from the school's perspective.
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School Funding Requests

15. Cooking / Hands-On Learning Fund – proposal from school

Discussion

- A proposal was presented for FOS to support a cooking and hands-on learning fund for use by school staff.
- The purpose of the fund would be to support practical, hands-on learning activities across the school, rather than the replacement of standard classroom resources.
- It was noted that such funding could benefit all children across the school and support a wider range of learning experiences.
- The current limitations of staff paying out of pocket and waiting for reimbursement were discussed.
- Possible options included a prepaid card or a fixed allocated amount per class per term, with consideration given to the practical limitations of a prepaid card in a school setting.
- Typical costs for activities (e.g. £20–£30 per class session) were discussed.
- It was suggested that a termly trial would allow the impact and amount of the fund to be reviewed.

Decision

- It was agreed to trial a contribution of £50 per class for the summer term for hands-on learning activities, to be reviewed following the trial period.

Action

- School staff to utilise the allocated funding for hands-on learning activities.
- Committee to review the impact of the trial at a future meeting.

Events – Updates & Decisions

Recent Event Review

16. Overview, Participation levels, Suggestions for future repeat events.

Discussion

- Break the Rules Day was reviewed positively and was considered successful and well received.
- It was agreed in principle that this could become an annual event.
- The Valentine's Disco was discussed in relation to organisation and expectations.
- It was noted that clearer arrangements are needed in future around set-up, allocation of responsibilities (including games and music), DBS cover, and clearing away equipment after events.
- It was agreed that members should notify the full group of any changes to attendance or availability by replying to all.
- It was also noted that at least one DBS-checked person should be present at each event.
- It was clarified that FOS is responsible for organising disco games.

- It was noted that information regarding snacks for KS1 had been included in the event letter; however, feedback during the disco indicated that some pupils were still reporting hunger. It was suggested that this information may need to be more clearly highlighted or reminded closer to future events.
- Consideration was also given to whether a simple snack (e.g. fruit or a biscuit) could be provided at the start of the disco to support pupils.

Decision

- It was agreed that clearer roles, responsibilities and communication processes will be established for future events.
- Break the Rules Day to be considered as an annual event.

Action

- Committee to ensure clear allocation of roles and responsibilities is agreed in advance of each event.
- Committee members to communicate availability and changes via group email, ensuring reply-all is used.

Sponsored Spring Hop – 31st March

17. Update and next steps.

Discussion

- An update was provided on arrangements for the Sponsored Spring Hop.
- Discussed volunteers.
- A certificate has been designed and already shared with the school and small participation rewards have been purchased.
- Use of PE equipment to create an obstacle-style course was discussed.
- It was confirmed that the event would move into the hall if weather made outdoor delivery unsuitable.
- Spring Hop/Easter themed stamp has been purchased for recording laps.
- It was noted that the school already has a form that can be used for collecting lap stamps.

Decision

- Volunteers secured. Timings confirmed.
- Decision to use school's existing lap stamp form.

Action

- Volunteers to attend and support delivery of the event.
- School to provide and use lap recording forms during the event.

Off-site Zumba Dance Event

18. Update and next steps.

Discussion

- Further discussion took place regarding the position of the off-site dance event.
- It was clarified that RB is organising the event independently, with proceeds to be donated to FOS, rather than the event being run formally by FOS itself.

- Matched funding through her work was noted.

Decision

- It was agreed that RB would continue to manage event publicity and organisation directly with proceeds donated to FOS.

Action

- RB to continue managing event organisation and publicity.

Bottle donation non-uniform day

19. Potential dates and next steps.

Discussion

- A bottle donation non-uniform day was discussed as part of preparation for future fundraising events.

Decision

- It was agreed to hold a bottle donation non-uniform day on 1st May 2026.

Action

- Poster/letter to be made for event and circulated for approval.

Summer Fayre

20. Update and next steps.

Discussion

- An update was provided on Summer Fayre planning.
- It was noted that only eight responses had been received so far to the volunteer survey which has been shared on Facebook.
- ST confirmed the information had been received by school which had been intended for circulation.
- AL agreed to send out the volunteer survey via email to increase responses.
- Friday versus Saturday timings continued to be discussed, including volunteer availability, wider community attendance and potential use of outside vendors.
- Previous experiences of well-attended school fayres were referenced.
- Weather considerations were discussed, with it noted that arranging a backup date would not be practical.
- It was recognised that a decision will be needed soon in order for planning to progress.

Decision

- No final decision was made regarding event timing.

Action

- AL to send the Summer Fayre volunteer survey.
- Committee to review responses and agree event day at a future meeting.

21. Summer Disco

Discussion

- A summer disco was discussed as a possible event.
- A proposed date of Thursday 4th June 2026 was considered.
- The possibility of keeping similar timings and structure to previous discos was discussed.
- Ideas for varying goodie bags were explored, including beach-themed items such as inflatables and garlands.
- The need to ensure DBS cover for the event was noted.

Decision

- Date confirmed on Thursday 4th June 2026.
- Times and prices kept same as previous disco.
- No firm decisions around goodie bags were made.

Action

- ST to look into DBS arrangements and whether volunteer DBS checks can be obtained free of charge.

22. Frozen Fridays

Discussion

- Frozen Fridays were discussed as a potential recurring fundraiser. This event did well last year and was well received.
- Frequency was considered, with some thinking weekly was a bit much and preferring to try a monthly approach instead.
- It was noted that access to a school freezer was still available to support this activity.
- Additional seasonal ideas were discussed, including hot chocolate and cookies in winter, and strawberries and cream in summer.

Decision

- It was agreed by the majority to trial Frozen Fridays once per month, on the first Friday of each month, starting in May.

Action

- Committee to plan and implement monthly Frozen Fridays.

23. Themed bingo.

24. Film / pizza night.

25. Tombola.

26. Silent auction.

27. School lottery.

28. Paint your own bath bombs event

Discussion

- Additional fundraising ideas including themed bingo, film/pizza night, tombola, silent auction, school lottery and a paint-your-own bath bombs event were noted.

- Due to the time at the end of the meeting, it was agreed to defer detailed discussion of these items.

Decision

- It was agreed to carry forward these items to a future meeting.

Action

- Items to be included on the agenda for the next meeting.
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Volunteers, Resources & Operations

29. Volunteer sign-up system.

Discussion

- Volunteer sign-up systems were identified as an area requiring further consideration.

Decision

- No decision made.

Action

- Further exploration of volunteer sign-up options to be undertaken.

30. PTA shed audit (contents & equipment).

Discussion

- A PTA shed audit was discussed in relation to contents, equipment and organisation.

Action

- RB, CK and ST to arrange a date to complete shed audit.
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Communications & Engagement

31. Parent voting.

Discussion

- Parent voting options were discussed, including potential use of external platforms.
- SignUpGenius was mentioned as a possible tool to support this.

Action

- KD to research this more and report back.

32. FOS Newsletter.

Discussion

- The introduction of an FOS newsletter was discussed as a way to improve communication with parents.

Decision

- Agreed to a FOS newsletter once per term which would be 3 per year.

Action

- Plan and produce termly newsletters.

33. FOS Comms Banner.

Discussion

- A proposal for an FOS communications banner was discussed as a potential way to create a more visible and central point for sharing information, including QR codes and event promotion.
- Based on successful use by another school, a full proposal was presented seeking initial views on whether to proceed to obtaining quotes.
- It was noted that some positive feedback had been received from members and volunteers who had viewed the proposal prior to the meeting but were not present for the discussion.
- Views expressed during the meeting were mixed.
- Initial reactions focused on considerations of placement, visibility and whether existing noticeboard provision is sufficient, including the option of replacing the glass in the current noticeboard.
- Further discussion considered how frequently the current noticeboard is used and its visibility, given that it is now positioned behind security fencing and footfall past it has significantly reduced since the fence installation.
- Discussion also included ways to increase awareness and ensure the noticeboard remains up to date. AL confirmed that it is now regularly updated.

Decision

- No decision was made at this stage.

Action

- Further consideration to be given to location, usefulness and likely cost before progressing.

Long-Term Fundraising Goals

34. Playground equipment – cost estimates and next steps.

Discussion

- It was noted that cost estimates for playground equipment are still outstanding.
- AL advised that substantial external funding has been secured for playground equipment, reducing the level of contribution likely required from FOS.

Decision

- No decisions were made.

Action

- AL to confirm how much FOS will need to contribute, and when.

35. Minibus – funding opportunities, feasibility and next steps.

- This item was not substantially progressed during the meeting due to time constraints.

36. Swimming pool provision – further consideration and next steps.

- This item was not substantially progressed during the meeting due to time constraints.

Any Other Business

- None raised.

Date of Next Meeting

- 28th April 2026 at 3.30pm

Minutes prepared by:

Kaz Davis, Secretary
Friends of School PTA

Date: 30th March 2026

These minutes are subject to approval at the next meeting.