

Friends of Quadring Cowley & Browns School (FOS)

PTA Meeting Agenda Monday 28th April 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); Holly Stafford (HS – Volunteer); Samantha Tapping (ST – Chair).

Apologies

John Stupples (JS – Committee Member); Karis Phillips (KP – Committee Member). Paul Tapping (PT – Committee Member);

Apologies for Early Exits

It was noted that HS left the meeting early.

Minutes of the Previous Meeting

- The minutes of the previous meeting held on **16th March 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 – decision required (preferred option & next step) (and update from AL on school's recent use of QR code payments).

Discussion

- Anneka Luffman (AL – Headteacher) shared feedback (via DAT) from the school's recent use of QR code payments. Cash payments were still used more frequently overall, however one £20 donation had been received via QR code with Gift Aid successfully applied. The QR generated payments totalled £102. The cash payments totalled £142.50.
- SC confirmed discussions had taken place with Lloyds regarding bank charges. It was identified that the account had incorrectly been changed from charity status to society status, resulting in fees being applied. Lloyds advised this would be corrected, restoring the charity account status, removing the monthly account fee and ensuring that electronic payments would be free of charge, although fees would still apply to certain cash transactions.
- The committee discussed different cashless payment options for future FOS events, including QR code payment links and SumUp card readers for contactless “tap” payments.
- It was agreed that offering both cash and cashless payment options would provide greater flexibility for parents and visitors at events.

Decision

- AL confirmed (via DAT) they were happy for FOS to proceed with QR code payment options.

- The committee agreed to explore and trial cashless payment options for FOS events.
- SumUp was identified as a preferred option to explore further for larger in-person events such as the Summer Fayre.

Action

- SC/ST to confirm updated charity account status and associated transaction information with Lloyds.
 - ST to look into ordering a SumUp contactless card reader and setting up a SumUp account for FOS.
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Committee Matters

2. Digital Committee Hub – exploration update

Discussion

- KD presented and demonstrated several possible digital committee hub options, including Google Sites, Trello and Notion.
- The committee discussed the advantages and limitations of each platform, including ease of use, organisation, collaboration features and long-term suitability for committee handovers and event planning.
- Notion was identified as the preferred option due to its linked databases, event and task management capabilities, document linking, permissions controls, comments/checklists and overall flexibility for committee organisation.
- The proposed hub would allow central storage of event information, tasks, draft communications, ideas and announcements to support continuity and improve organisation within the committee.

Decision

- The committee agreed to trial Notion as the FOS digital committee hub.

Action

- KD to continue setting up and developing the Notion committee hub for trial use by the committee.
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Treasurer's Update

3. Fundraising totals on recent events since last update – sponsored hop.

Discussion

- The Treasurer reported that the Sponsored Hop raised **£941.60**.
- This was noted to be approximately **£200 more** than the previous sponsored walk event.
- Gift Aid has not yet been submitted and will be processed separately.

Decision

- The committee noted the update.

Action

- Treasurer to complete and submit Gift Aid for the Sponsored Hop.

4. Update from AL – Chinese New Year funding (outstanding)

Discussion

- It was confirmed that the Chinese New Year funding had not been paid out and remains within the school account.
- AL (via DAT) advised that the funding may now be used for an alternative project, with a proposal to carry out a mosaic workshop in school to create a new display piece for the library area.
- GH shared experience of a similar project with a workshop delivered by Boston School of Mosaic, where artists prepared the base and pupils contributed to completing the final piece. GH offered to provide contact details if required.

Decision

- The committee agreed in principle to reallocate the Chinese New Year funding towards a mosaic workshop project, subject to further planning by the school.

Action

- AL/DAT to progress plans for the mosaic workshop and confirm next steps.
- GH to provide contact details for Boston School of Mosaic if required.

5. Event budget considerations (upcoming events)

Discussion

- Frozen Fridays were discussed in relation to budgeting, stock purchasing and pricing structure.
- DAT confirmed that a pricing list is available and can continue to be used as a guide (includes pictures of the lollies for easy pupil reference).
- It was agreed that items should be sourced from previous suppliers such as Iceland and Home Bargains, and that the same product brands should be used where possible to maintain consistency with the price lists.
- An alternative pricing approach was then suggested, grouping items by price bands (e.g. 50p, £1, £2) rather than matching specific products to a fixed list for more flexibility.
- Previous spending was discussed, with approximately £30 identified as a typical starting point for purchasing stock, with a “when it’s gone, it’s gone” approach.
- SC confirmed she is unable to lead Frozen Fridays this month but is able to take the lead for June and July
- RB offered to source stock via a workplace order to obtain items at cost price
- GH offered to purchase stock for the first session if required

Decision

- No formal decision was made on pricing structure.
- It was agreed to use previous spending as a guide when purchasing initial stock.

Action

- DAT to provide or confirm the current pricing list for use
- RB to confirm availability of stock via workplace order
- GH to purchase initial stock if required

School Funding Requests

6. Cooking / Hands-On Learning Fund – trial review (initial feedback if available)

Discussion

- Initial feedback from staff is very positive.
- It was reported that classes have already begun using the fund for practical activities, including Orchard pupils taking part in vegetable preparation and Golden Eagles making French toast.
- Pupils are engaging well with the hands-on experiences and staff are appreciative of having access to the fund to support these activities without needing to purchase items personally and claim back costs.

Decision

- The committee noted the positive feedback from the trial so far.

Action

- No further actions at this time.

Volunteers, Resources & Operations

7. Volunteer sign-up system. – ?sign up genius – decision and next steps

Discussion

- Further discussion took place regarding the use of SignUpGenius as a volunteer sign-up system.
- KD shared information on how the platform works and how it could be used for upcoming events.
- It was reiterated that the platform is free to use and allows parents to sign up remotely for specific events and time slots.
- Noted that this would make it easier to request, organise and track volunteers rather than relying on in-person sign-ups.
- Pros and cons were discussed, including ease of use and accessibility for parents.

Decision

- Committee agreed to trial SignUpGenius for volunteer coordination.

Action

- KD to set up and trial SignUpGenius for upcoming events.

8. PTA shed audit - summary of findings and actions (stock use, storage needs, tracking system).

Discussion

- Findings from the shed audit were shared with the committee.
- A large quantity of stock was identified, including approximately 480 paper cups.
- Confirmed that there is sufficient stock of Halloween and Valentine's decorations and no further purchases are required.
- Additional storage boxes are needed to improve organisation.
- Racking was suggested as a useful addition to maximise storage space.
- Some items, including bean bags, were found to be mouldy and unusable.

- CK offered to sew replacement bean bags.
- Perishable items are currently stored appropriately in sealed containers.
- The overall condition of the shed was discussed, including storage capacity and usability concerns.
- The option of approaching local businesses to donate a new shed in exchange for advertising was suggested.
- ST offered to take the lead on exploring this option.
- It was noted that unused chairs are currently stored in the shed and clarification is needed on whether these can be removed.

Decision

- Agreed to improve organisation within the shed and explore options for replacement or upgrade.

Action

- ST to explore contacting local businesses regarding a potential shed donation.
- DAT to confirm with AL whether the chairs stored in the shed can be removed.
- CK to create replacement bean bags.

Communications & Engagement

9. FOS Newsletter – present draft

Discussion

- KD shared the draft FOS newsletter with the committee for review.
- Content and layout were discussed and feedback was positive.
- Committee confirmed they were happy with both the design and information included.
- Electronic distribution was preferred where possible due to the amount of colour used.
- A small number of printed copies will be required for families without digital access.
- The inclusion of advertising space for local businesses was discussed as a potential opportunity to generate additional income.

Decision

- Newsletter content and layout approved in principle, subject to final approval from the school.

Action

- KD to finalise the newsletter and submit to the committee and school for approval prior to distribution.
- KD & ST to source initial companies for newsletter advertising.

Events – Planning & Decisions

Bottle donation non-uniform day

10. Confirmation of comms (letter/poster)

Discussion

- The letter for the bottle donation non-uniform day had been circulated and approved by the committee for distribution prior to the meeting.
- The poster design was presented during the meeting.
- The committee were happy with the poster content and overall design.

Decision

- Poster approved for use alongside the previously approved letter.

Action

- DAT & PT to display and share the poster as appropriate.

Summer Fayre

11. Confirm summer fayre date & plan stalls

Discussion

- Parent voting results confirmed Saturday as the preferred day based on volunteer availability.
- Event timing confirmed as 11am–3pm.
- Next steps discussed, including contacting the inflatable company to confirm availability and secure booking.
- Discussed seeking additional external vendors, including ice cream, pizza and similar stalls.
- Nik n Mix was suggested as a potential stall following previous interest.
- RB suggested she has contact details for a face painter.
- GH suggested involving each class in making items to sell to encourage pupil engagement and attendance.
- Stall ideas discussed including Hook a Cup, Marble Madness, Coconut Shy, stocks with wet sponge “teacher splat”, bottle stall and tombola.
- Tombola to utilise surplus items currently in the shed and request additional donations including teddies and small prizes.
- Bottle stall noted, to be stocked using donations from the upcoming non-uniform day.
- Discussion around Year 6 pupils supporting stalls subject to parental supervision.
- Confirmed raffle tickets are already available in the shed.

Decision

- Summer Fayre to be held on Saturday 4th July 2026.
- Agreed to include external vendors alongside PTA-run stalls.
- Agreed stall list in principle, pending further planning.

Action

- ST to confirm inflatable provider booking.
- Committee to post in Facebook groups to recruit vendors.
- RB to contact face painter.
- Committee to plan and allocate stall responsibilities.

Frozen Fridays

12. Volunteer planning & setup (and comms)

Discussion

- Discussed pricing, budget, leads, volunteers and logistics of the up-coming Frozen Friday.
- Discussed the need for two teams of volunteers due to the after school club on Fridays.
- Discussed location and setup, including access to a table from the hall which is in use at home time.
- SC advised she usually takes the lead in this event but is unable to this week, and confirmed availability to lead the following two Frozen Fridays.
- RB suggested sourcing lollies via her husband's workplace to obtain stock at cost price, although availability for this week was uncertain.
- GH advised she could purchase stock this week if required.

Decision

- Agreed that a table should be placed in the library in advance for volunteers to access for setup.
- Volunteer roles and responsibilities for this week's Frozen Friday were agreed.

Action

- DAT to ensure a table is available in the library for volunteer setup.
- RB to source stock via her husband where possible.
- GH to purchase stock if RB's option was not available.
- GH and CK to manage the 3:05pm session.
- PT and KD to manage the 4:15pm session.

Summer Disco

13. Next steps – goodie bags, roles, setup (and comms)

Discussion

- Discussed next steps for the Summer Disco, including goodie bags, roles and event setup.
- Availability of volunteers for setup and event support was discussed.
- DAT advised that JS had confirmed availability to manage the music.

Decision

- Roles for music, games and event setup/support were agreed.

Action

- JS to manage music for the event.
- DAT to organise and deliver games.
- CK to assist with setup ONLY from 2:30pm.
- SC to support from 3:30pm on Tuck Shop and assist clean up.
- Possibly RB and Therena Excell (TE Volunteer) assisting with set up?

- DAT to confirm with school regarding Mindfulness club cancellation.
- DAT to confirm with school of afterschool club keeping the KS2 pupils until the start of their disco.

Future Fundraising Proposals & Ideas (for prioritisation)

14. Uniform Stall

Discussion

- Discussed holding a uniform stall at the Summer Fayre.
- Discussed holding an additional uniform stall after school. A Tuesday was considered the best day due to no afterschool clubs.
- Date for after school stall discussed.

Decision

- Agreed for Uniform stall to take place at the Summer Fayre.
- After school uniform stall confirmed for Tuesday 19th May.

Action

- Committee to prepare and organise stock for both uniform stall event.
- ST to run the stall on 19th May.

15. Cash for Clothes – DAT

Discussion

- DAT advised that Cash for Clothes collections had previously been held 3 times per school year and that there has been recent interest from parents to run this again.
- DAT confirmed that a collection has been arranged for 2nd June.
- It was noted that this is a school-led fundraiser, however if funds are processed through the school they are required to be paid to the local authority and form part of the school's general budget which was not ideal.
- AL requested for the PTA to process the funds through the PTA account to allow the money to be held separately for the school to be used more flexibly for the intended purpose.

Decision

- Agreed that proceeds from the Cash for Clothes collection will be processed through the PTA account and held separately for the school.

Action

- DAT to coordinate the Cash for Clothes collection on 2nd June.
- Treasurer to process funds through the PTA account and ensure appropriate tracking.

16. Plant/veg honesty stall – feasibility & timing (seasonal)

Discussion

- Proposal discussed to introduce a plant/vegetable honesty stall for surplus produce from parents and the school veg plot.
- DAT advised AL was happy for this to proceed.
- Possible locations discussed with pros and cons for each.

- Concerns raised regarding safety, potential vandalism and responsibility for managing and securing the stall.
- Lock boxes discussed for the money. RB volunteered to source one.

Decision

- Agreed in principle to proceed with the honesty stall, subject to safeguards and location being confirmed.

Action

- RB to source a locked cash box.
- Committee and school to confirm final location and arrangements for managing and securing the stall.

17. Themed Bingo (adult/family event – cash prizes concept)

Discussion

- The idea of a themed bingo event was discussed as a potential future fundraising activity
- Discussion included the possibility of an adult or family-focused event with cash prizes
- It was noted that initial discussions had taken place with AL prior to the meeting and that use of the school premises would be permissible in principle

Decision

- No decision made at this stage

Action

- To be considered further at a future meeting.

18. Chocolate Bingo (children-focused – chocolate prizes)

Discussion

- The idea of a chocolate bingo event was discussed.
- Proposal included holding a non-uniform day where each pupil donates a bar of chocolate to be used as prizes.
- It was noted that initial discussions had taken place with AL prior to the meeting and that use of the school premises would be permissible in principle.
- Suggested event timing discussed as 6:30pm–8:30pm on site, with the possibility of opening the event to the wider community.
- September suggested as a potential timeframe.

Decision

- Agreed in principle to explore a chocolate bingo event.

Action

- Committee to consider planning and logistics for a potential September event.

19. Film / pizza night.

Discussion

- This item was listed on the agenda but was not discussed due to time constraints

Decision

- No decision made

Action

- To be carried forward for consideration at a future meeting

Long-Term Fundraising Goals

Opportunity to find any actionable steps on the following:

20. Playground equipment – Minibus – Swimming pool provision

Discussion

- An update from AL was shared via DAT regarding ongoing work to explore a solution for swimming provision.
- A temporary swimming pool on site is being investigated for the summer term, from after May half term through to the end of the academic year.
- The pool would be provided by an external company at a reduced trial cost of approximately £8,000, including lifeguards, maintenance and teaching provision.
- The intention is for all year groups to access swimming during this period.
- It was noted that due to there currently being no swimming facilities within a five-mile radius, a grant application has been submitted to potentially cover part of the cost.
- A request has been made for FOS to consider funding the installation of an external electrical socket required for the pool.
- Discussion also included the possibility of FOS contributing to the cost of this facility on a biannual basis if the trial is successful.
- Previous costs of transporting pupils to swimming lessons were noted as approximately £300 per session plus lesson costs.

Decision

- The committee noted the update and expressed support in principle, subject to further information on costs and funding.

Action

- AL to continue progressing the proposal and provide further updates
- Committee to consider potential contribution towards electrical installation and future funding support

Any Other Business

Discussion

- RB shared information about a Forest School provider offering sessions at approximately £257 per day.
- Discussion included HS' perspective of the potential longer-term option of training a member of staff, with an estimated cost of around £10,000, as an investment to deliver Forest School in-house.
- Benefits of Forest School were discussed, including supporting personal development, wellbeing, and engagement, particularly for SEND pupils.
- It was noted that the school already has a nature reserve area which is currently underutilised and could support this type of provision.

- HS shared that their school runs Forest School during PPA time on a bi-weekly basis, alternating with swimming.
- Holly also suggested an “enterprise day” concept for Year 6 pupils, where each child is given a small amount of money to grow into profit, with proceeds split between FOS and a Year 6 reward activity.

Decision

- No decision made at this stage.

Action

- To be considered further at a future meeting.

Date of Next Meeting

- 19th May 2026 at 3.45pm

Minutes prepared by:

Kaz Davis, Secretary
Friends of School PTA

Date: 8th May 2026

These minutes are subject to approval at the next meeting.