



The Oaks Infant School

Parent Teacher and Friends Association

Enriching and enhancing our children's time at The Oaks

Meeting Notes – 9th October 2026

Committee members attending: Emma Maggs, Kelly Jenkins, EllieMae Cooper, Coralie Brincat and Helen Rudd

Other PTA members: Jenny Wynn, Frances Stennings, Lola Pool, Laura Mulligan, Emma Foley, Tracey Phillips, Nadine Jones, Claire Alexander and Aniska Abramian

Topic	Notes	Actions
1) Welcome and introductions	- EM welcomed everyone and thanked for attending. - EM introduced herself as Chair, everyone signed meeting register. EM confirmed that everyone's name could be included within the published minutes.	
2) Apologies for absence	Kyrie Stennings	
3) Update since the AGM	- Parentkind has been updated with all current trustee details from the AGM. - Accounts have been signed off as accurate by RLP Accounting. EM thanked LP for her help. - KJ submitted accounts to Charity Commission, well ahead of the June deadline. - Minutes from the AGM were verified as correct by the committee and have been uploaded to the school website for the members to view. - New committee members came forward after the AGM meeting; Emma Foley & Kyrie Stennings - New committee members to completed relevant paperwork.	Charity commission needs updating with new members.
4) Schools fundraising goal	- JW proposed fundraising projects for Committee to consider: - Replacing artificial grass surface in all playgrounds. - Replacement of trim trail. - Replacement of waterproof outfits, ranging from age 2-3 to 8-9yrs 7 additional visualisers for year R & 1 classrooms, required for constant use throughout the school year	- JW to confirm approximate costs for all projects. - EF to ask Lidl about discount regarding waterproofs
5) Outline of costs to be approved and budgeted for by committee	- Funds in bank as of today - £4,702.28 - Operational costs for the charity outlined: Parentkind membership (which includes insurance) £171, Lottery Licence £20, Film Licence £147. - Confirmed the activities the committee have agreed to continue to fund for the 2026/2027 school year, in line with previous years:	Panto have changed their details – confirm school still happy to proceed.



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	○ Christmas gifts £380 ○ Easter treats £150. ○ Leavers T-Shirts for Year 2 £600 ○ Transition Resource Packs £200 ○ Termly Provision Payments £1650 – to be utilised by the end of Term 5 so the current cohort receive the benefit of the items. ○ School Trip contribution £900 ○ Year Group Workshops £2000 ○ Pantomime £660 ○ Summer Treat Workshop - £900 ○ End of term ice cream van - £500 ○ Sports day lollies - £90 ● Totalling £8368 (this is the minimum we need to fundraise)	
6) Fundraising Events for term 1 and 2	● Adult bingo evening – 9th Oct 6.30-9pm ● FoM – we aren't able to offer fete games for the circus event due to lack of volunteers. ● Dress down day (no theme)– 23/10/25 ● Illustrated fancy dress trail at King Georges park has been organised ● Design your own Christmas Card will be completed at school this year due to low uptake last year with artwork being sent home – to be completed w/c 19th Oct 2026. ● Letters from Santa – personalised letter and reindeer food £3.00 per child. The committee members are happy to arrange the delivery of these again this year. ● Adult pottery evening – 18th Nov 6.30-9pm ● Night Before Christmas - 17th December	● Advertise park trail ● Advertise Santa letters ● Advertise adult pottery evening ● Advertise NBC ● Contact The Pet Shop to ask about reindeer food – provided it free of charge last year.
7) Christmas Activities	● Visit from Santa 11th December – Set up on the 10th. Room will be available from 1:30pm. ● Santa gift approved by Committee and JW – mini Christmas trees.	● PTFA to order Christmas Gifts for Santa to gift ● JW to confirm exact numbers and any alternatives required.
8) Other fundraising initiatives	● School Lottery reminders needed. ● Christmas jumper donations - Second hand Christmas jumper give away. Also to include nativity and role play costumes and all Christmas clothing. ● Offer free pre-loved uniform give away at the same time as the pre-loved Christmas event – 23rd Nov ● Parent who previously claimed Match funding for the charity has now left the school, need to see if	● EM to reshare lottery posters with the school community. ● JW to confirm date for sale of costumes and Christmas jumpers ● Look for different grants available and apply – Asda cash pot, co-op or Tesco.



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	any other parents are able to assist with this valuable source of income.	• Redo the Match funding poster to be simpler and share via class reps.
9) AOB	• EM wanted to note that this will be the last year on the committee for herself, KJ and EC. We need to activity look for replacements to take over next year. Happy for anyone to shadow this year's events or talk in more detail with anyone who might be interested. • JW suggested that when help for preparing for events is required ask the wider community if necessary. Also will have a positive impact for the succession planning for the PTFA getting more people involved where possible. • Class rep WhatsApp group was created and seems to be working well. • Created a termly template that can be updated easily and shared via email and printed. • Sent out parent Google survey – lots of feedback • EM suggested setting up a crowdfunding page for the bigger items/playground equipment – once JW has given a rough estimate we will get that up and running. • Thank you everyone for coming.	• Collate survey feedback. • JW to add an online option to the next meeting to trial. • EM create crowdfunding/Go Fund me – which ever offer the best option.

Meeting minutes approved as correct by all attending committee members 9th October 2026

**The next meeting will be:
Friday 29th January 2027 – 9am**

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