

East Bergholt CEVC Primary School Parents and Friends Association (PFA) Meeting Minutes

Date: 17 March 2026

Time: 7.00pm

Location: East Bergholt CEVC Primary School

1. Welcome and introductions

The meeting opened with introductions.

Present:

Jenny Crowther (Team 5 and Team 2), Verity Pipe (Team 5 and Team 1), Amanda Pyall (Team 6), Hannah Cuthbertson (Team 2), Ann-Catherine Greatti (Team R), Natalie Davey (Team 1), Natasha Doff (Team R), Claire Unwin (Team 1), Amy Bradley (Team R), Clare Sampson (Headteacher)

2. Apologies for absence

Apologies received from: Laura

3. Any urgent business

No additional urgent business was raised.

4. Minutes of the previous meeting and matters arising

4.1 QR code fundraising poster / Parish magazine

Amy brought draft poster designs for the QR code fundraising campaign. Two versions were considered and one approved. It was noted that the parish magazine has already included the school QR code and one donation was received very quickly after publicity went out

4.2 LV Insurance volunteer support day

Clare reported that LV Insurance has agreed to send volunteers again. This year they going to help repaint the corridor and one classroom. It was agreed that Natalie would volunteer to help with refreshments on the day. As LV Insurance will be undertaking work shortly, it was agreed to pause plans for a separate volunteer day for now. Clare noted that a larger lunchtime project is planned for September and will likely need volunteers.

4.4 PFA t-shirts / high-visibility jackets

The group discussed branded PFA clothing for events so parents know who to approach. High-visibility jackets were seen as more practical than t-shirts. It was suggested that around five jackets may be enough and could be stored in the PFA cupboard. Sponsorship may be possible. Amy to contact the supplier used for leavers' hoodies / existing school clothing and explore options for branded high-visibility jackets. Anne-C to continue exploring possible sponsorship, including Red Lion.

4.5 WhatsApp class representatives

It was confirmed that:

- Team 3 now has a class representative
- Team 5 still needs formal confirmation, although messages are being shared
- Team 4 may also need clearer coverage

Natalie offered to help with Team 4 communications.

4.6 Colour Run fundraising event

There was discussion about a possible Colour Run. Clare reported that Laura Tuttlebee is exploring a Colour Run linked to inclusion/SEND fundraising.

5. Summer Fayre planning

A substantial part of the meeting focused on Summer Fayre planning.

5.1 Confirmed / in progress stalls and vendors

It was reported that the following are already secured or in progress:

- pizza van
- ice cream vendor
- face painting
- candy floss
- church stall
- resin stall
- sweet cones
- hair wraps
- penalty shoot-out (to be run by Zico)
- bouncy castles (via Capel Castles)

The ITFC mascot is no longer available.

5.2 Food and drink

There was discussion about whether to:

- rely on external food vendors
- run a PFA-run food stall
- focus instead on a strong bar offer

It was noted that:

- there may be too many food vendors if not carefully managed
- a bar is usually profitable
- a barbecue or burger stall could be worthwhile if the right provider can be found
- the PFA is unlikely to want the complexity of running its own cooked food provision

There was also discussion about asking Gaia to provide desserts, cakes, nachos, tea/coffee or similar rather than duplicating existing food offers. Anne-C to speak to Gaia about whether they would like to offer dessert/cake/tea/coffee-style items rather than duplicate other food stalls. Treasurer to arrange TENs licence as in previous years.

5.3 Estate agent boards

Amy agreed to pursue estate agent advertising boards, as these may provide a fundraising return and publicity.

5.4 Coffee van

The view of the meeting was that a coffee van is probably not needed, given timing and likely demand.

5.5 Re-enactment team

Amanda reported that the re-enactment group could attend but would charge approximately £100. Members questioned whether it would be popular enough with children to justify the cost. Alternative entertainment such as live music or a performer was felt to be more likely to keep families on site. It was decided to not proceed with the re-enactment team at this stage and instead the PFA to explore live music / singer options instead.

5.6 Games and activities

There was strong support for:

- increasing the number of inflatables
- considering a wristband system for unlimited use
- adding simple games run by the PFA, such as giant games, football target games, toy/teddy stalls and similar low-cost activities

The aim is to keep children engaged and families on site.

5.7 Raffle

The group discussed whether to run a raffle. It was agreed that a smaller raffle/hamper raffle at the event would be manageable and worthwhile, but not a large-scale Christmas-style raffle campaign. Hannah to liaise with Marion / Parish Council regarding vendors and possible prize donations. Amanda to coordinate approaches to local businesses to avoid duplication.

5.8 Teddy / toy tombola

There are still teddies and toy tombola resources available from previous events. An "Adopt a Teddy" style stall was suggested. The PFA to include a teddy-based stall in planning for the Summer Fayre / Parish event.

5.9 Notice board quote

Clare has asked Trevor (school carpenter) to provide a quote for a new school noticeboard.

6. Review of recent events

6.1 School disco

The disco was considered successful overall. Children enjoyed it and tidy-up afterwards was easier than expected. However, key points raised were:

- set-up and clear-up relied on too few volunteers
- food arrangements were problematic

- more practical volunteer support is needed on Fridays, especially before the event starts

Kitchen volunteers on the night were praised for their support.

7. Parent feedback

7.1 Disco food

There was detailed discussion around feedback on disco food and Christmas presents. It was noted that:

- previous attempts had been made to offer healthier options
- fruit bars were not well received by many children
- crisps create mess and had previously generated complaints
- many children still expect a sweet treat at discos and Christmas events

The group agreed that decisions should be guided by pupil voice. Clare to conduct a pupil voice survey about disco food/snacks and possible tuck shop options. Results to be brought back to the next meeting.

7.2 Christmas presents

There was discussion about alternatives to sweets at Christmas, especially for Key Stage 2, including small novelty gifts, stationery or Christmas-themed items. Clare to include Christmas event preferences in pupil voice, where appropriate.

7.3 Volunteers for future discos

Members noted that volunteer sign-up is difficult for working parents if it relies on paper lists in school. WhatsApp groups and class reps may be a better way to organise support. PFA to use class reps/WhatsApp more effectively to recruit volunteers for events.

8. Future events and fundraising

8.1 Online payments

The group discussed making event payments easier, particularly for discos. Online or QR-code-based payment systems were seen as much easier for families and for administration. Claire U noted that she could create separate QR codes / payment pots for individual events if needed. There was also interest in exploring a more joined-up annual or termly payment option for events. Claire U to investigate simple QR code / online payment options for PFA events.

8.2 Forward planning of events

Members felt it would be helpful to publish a clearer annual or termly calendar of likely PFA events so parents can plan and budget. PFA to draft a forward plan/calendar of key events for the next academic year.

8.3 Non-uniform / “wacky wardrobe” days

There was discussion about whether fundraising linked to non-uniform days should continue. Some felt this adds pressure and is less effective than asking for donations of items for events such as Chocolate Bingo or sweet cones.

No firm change agreed at this meeting, but the general feeling was to keep fundraising asks simple and purposeful.

8.4 Hybrid meetings

The group agreed that future PFA meetings should offer a simple hybrid option for parents who cannot attend in person, for example by placing a laptop on the table. Future meetings to include an online access option where possible.

9. Summer Fayre date

There was significant discussion about whether the Summer Fayre should remain on Saturday 27th June due to a major football tournament at the high school that same weekend. The group felt this could significantly reduce attendance. Friday evening was discussed as an alternative and was seen by many as potentially more successful because of the captive school audience and festival atmosphere. A provisional preference emerged for Friday 26th June. Natasha to check whether key vendors can move to Friday 26th June.

10. Date of next meeting

Tuesday 5th May 2026, 7.00pm, at school