

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

Date: 5th May 2026

Time: 7.00pm

Location: East Bergholt CEVC Primary School

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), Clare Sampson (Headteacher)

1. Welcome and introductions

The meeting opened with introductions.

2. Apologies for absence

Apologies were received from Amy Bradley.

3. Any urgent business

Easy Fundraising was discussed. Laura has recently picked this up again. It was noted that there may be funds sitting in the Easy Fundraising account which need checking and potentially transferring to the PFA account.

Claire also noted that around £100 is sitting in the QR code fundraising pot and now needs linking to the bank account so it can be transferred.

4. Minutes of previous meeting and matters arising

QR code fundraising update

Amy has been working on the QR code fundraising poster. The poster is still being finalised and will be followed up.

LV Insurance volunteer day / September project

The LV Insurance volunteer day is going ahead. A list of jobs has been prepared and Martin (school's handyman) will support on the day. Natalie is happy to support with refreshments once the date is confirmed.

PFA high-visibility jackets

The high-visibility jackets have now been purchased and are stored in the PFA cupboard. Sponsorship was not pursued as the jackets were affordable.

Class representatives and WhatsApp communication

Communication through WhatsApp groups is working better. Team 3 now has a class representative. Team 4 still needs clearer coverage. Natalie is happy to support Team 4 communication if she can be added to the group.

5. Summer Fayre planning

Date confirmation

The Summer Fayre will take place on Friday 26th June 2026, starting at 2.30pm. Vendors were generally happy to move to the Friday.

It was agreed that the event should have a relaxed family atmosphere, with families encouraged to bring cash, picnic blankets and stay for food, drinks, music and games.

Stalls and vendors update

Confirmed or likely stalls/vendors include:

- Church stall
- Candy floss
- Ice cream
- Face painting
- Chomps catering
- Possible pizza van

The pizza van has expressed interest but has not yet paid the pitch fee, so this still needs confirming.

Food and drink arrangements

Chomps catering has been booked to provide simple food such as burgers, sausages and hot dogs. Gaia is unlikely to provide food due to lack of equipment.

The bar was discussed as an important fundraiser. Suggested drinks include beer, prosecco, fruit punch/Pimm's-style drinks, fizzy drinks, squash and soft drinks. It was suggested that drinks could be sourced from Aldi, Majestic or local breweries. Majestic may be useful if unopened drinks can be returned.

The fridges and cups in the PFA cupboard/shed need checking.

TENs licence

A TENs licence will be needed for the bar.

Entertainment

Live music was discussed, but it was agreed that using the school speaker and playing music near the bar would be a practical solution. The speaker has been used successfully in school and is powerful enough for the event.

There was also discussion about having simple organised games or competitions at set times to keep families engaged, such as penalty shoot-out challenges or parent/child races.

Games and activities / inflatables

Capel Castles is available but there were concerns about:

- lack of generators
- limited variety of inflatables
- cost

The group felt that too many inflatables may reduce profit. Other inflatable providers will be explored before confirming. If Capel Castles is used, it may be for a smaller number of inflatables rather than a large package.

There was discussion about whether to use wristbands or pay-per-go. No final decision was made, but the group agreed that pricing needs to be simple and profitable.

Class stalls

The group agreed that traditional, low-cost stalls are likely to raise good money and be easier to organise. Possible class stalls include:

- Guess the number of sweets in the jar
- Name the teddy
- Hook-a-duck
- Lucky dip
- Sweet tombola
- Drink tombola

Other Stalls

- Welly wanging – Team 1 parents
- Water pistol game – Team 4 parents
- Glitter tattoos / nail painting – Team 3 parents
- Giant cards / higher or lower – Team 5 parents

It was suggested that each year group/class could take responsibility for a stall, supported by class reps and parent volunteers.

Penalty shoot-out

A penalty shoot-out remains a popular idea. Hannah will speak to contacts linked to football coaching/parents to see whether this can be organised and staffed.

Raffle and prize donations

The raffle is progressing well. Hampers are being prepared and local businesses are being approached for prizes. The school Summer Fayre raffle is likely to be smaller than a Christmas-style raffle.

Estate agent boards

Greer are no longer able to support estate agent boards due to changes in ownership. Other local estate agents may be approached.

Donations

A non-uniform day before half term was suggested, with children bringing donations such as sweets, drinks or teddies. These would support the tombolas, sweet cones and other stalls.

Publicity

The Summer Fayre poster needs updating to:

- remove the £5 wristband reference
- add “bring cash”
- add “bring a picnic blanket”
- show the 2.30pm start
- promote music, food, drinks and a relaxed family atmosphere

The poster should be shared through the newsletter, WhatsApp groups and the Parish Magazine if possible.

6. Pupil voice

Disco snacks / tuck shop

Clare shared pupil voice feedback about disco snacks.

Pupils wanted a balance of treats and healthier options. Popular suggestions included:

- Sour Patch Kids
- Skittles
- Haribo
- Popping candy
- Candy floss
- chocolate bars
- Maltesers
- Doritos / crisps
- popcorn
- slushies
- ice lollies
- fizzy drinks, particularly for older pupils
- watermelon slices
- fruit bowl options

Older pupils were interested in the idea of a tuck shop where they could bring and spend their own money.

Pupils also said they enjoy dancing competitions at discos but would like:

- opportunities to request songs
- dance videos on screen to copy

This feedback will be used when planning future discos.

7. Any other business

Red Lion quiz fundraiser

The Red Lion has offered to host a large quiz in the garden, with profits donated to the school. The group welcomed this idea. The PFA would help advertise the event and may provide a payment route for tickets.

There was also discussion about Clare possibly making a guest appearance or contributing a school-themed round.

Future fundraising ideas

Future ideas discussed included:

- neon / glow stick outdoor event
- children playing on the field with torches/head torches
- Chocolate Bingo
- future family/adult social events

The group agreed that after the Summer Fayre it would be useful to plan a calendar of PFA events for the next academic year.

8. Date of next meeting

The next meeting will be: **Tuesday 16th June 2026, 7.00pm at school**

This will be a final planning meeting before the Summer Fayre.

Action	Person responsible
Check whether Easy Fundraising has paid into the PFA account / whether any funds are waiting to be transferred	Claire U / Kate
Link QR code fundraising pot to the bank account and transfer funds	Claire U
Follow up QR code fundraising poster	Amy
Confirm date of LV Insurance volunteer day and let Natalie know	Clare S
Add Natalie to Team 4 WhatsApp group or find route into Team 4 communication	Natalie
Explore alternative inflatable providers, ideally with generators and varied equipment	PFA
Confirm whether Capel Castles will be used if no alternative is found	PFA
Check PFA shed/cupboard for hook-a-duck, splat-the-rat, cups, fridges and other equipment	PFA
Allocate Summer Fayre class stalls/year group stalls	Clare S / PFA
Recruit parent volunteers through class reps and WhatsApp groups	Class reps
Ask Team 3 and Team 4 parents for stall ideas and volunteers	Amanda
Organise penalty shoot-out and possible football coach support	Hannah
Arrange non-uniform donation day for sweets, drinks and/or teddies	Clare S
Send teddy donation request early due to storage needs	PFA
Arrange TENs licence for the bar	Claire U
Check bar fridges and plastic cups	Claire U
Source drinks for the bar	Claire U / Hannah
Source strawberries for strawberries and cream	Hannah
Continue raffle prize approaches and hamper planning	Amanda / Hannah
Approach alternative estate agents for boards	Jenny
Update Summer Fayre poster	Amy
Send poster to Parish Magazine if deadline allows	Anne

Action	Person responsible
Share poster through newsletter and WhatsApp groups	Class reps
Prepare simple event layout / programme before Summer Fayre	PFA
Follow up Red Lion quiz date, format and payment arrangements	Natasha
Plan annual PFA events calendar after Summer Fayre	PFA