

EAST BERGHOLT CEVC PRIMARY SCHOOL
Parents & Friends Association (PFA)
Minutes of the Meeting
Tuesday 7th July 2026, 7.30 pm
East Bergholt CEVC Primary School

Present: Jenny Crowther, Verity Pip, Natalie Davey, Clare Sampson, Natasha Doff, Anne-Catherine Greatti, Amanda Pyall, Claire Unwin, Hannah Cuthbertson

Apologies

None received.

1. Welcome

Natasha welcomed everyone to the meeting and thanked members for attending.

2. Summer Fair – Final Preparations

The majority of the meeting was dedicated to confirming final arrangements for the Summer Fair.

Catering

Members confirmed that although the original pizza and ice cream suppliers were no longer available, alternative arrangements had been successfully secured. Ice pops had already been purchased and appropriate freezer storage was available within school. Additional freezer capacity would be brought to school if required. Food pricing had been reviewed and it was agreed that prices should remain affordable for families whilst still generating a good profit for the PFA.

Site Preparation

Final arrangements for Friday morning were confirmed.

It was agreed that:

- volunteers would begin setting up from approximately 11.00 am;
- Claire would arrive earlier (approximately 7.30 am) to deliver and set up refrigeration equipment which will be cordoned off with hazard tape and chairs
- school staff would ensure access to the site and electricity;
- extension leads would be brought by volunteers where possible.

The location of electrical sockets and access routes were confirmed.

Gazebos and Shade

The importance of providing shaded areas due to the forecast hot weather was discussed.

It was agreed that:

- gazebos should be positioned to maximise available shade;
 - stalls without gazebos should be located beneath existing trees where possible;
 - inflatables should be positioned to face the school to avoid prolonged direct sunlight;
 - the Parish Council gazebos would be delivered as previously arranged on Friday morning.
- Members agreed that sufficient volunteers would be available to assist with unloading and assembly.

Members noted the considerable support provided by the Parish Council.

Inflatables

The delivery and positioning of inflatables was confirmed.

Wristbands

To reduce queues during the event it was agreed that:

- prepaid wristbands would be distributed to pupils before the end of the school day by classroom staff;
- Teaching Assistants would help fit prepaid wristbands prior to pupil collection at 14:30;
- additional wristbands would remain available for purchase from the bar during the event.

This approach was expected to improve efficiency and reduce waiting times for families.

Card Payments

Following the successful use of QR code payments during Sports Day, members agreed to expand this system across the Summer Fair.

QR payment posters would be:

- printed;
- laminated;
- displayed at relevant stalls including refreshments, uniform sales and the bar.

Members agreed this would reduce cash handling and speed up transactions.

3. Volunteer Arrangements

Members reviewed volunteer requirements for the day.

It was agreed that:

- final volunteer rotas would be confirmed via WhatsApp;
- shorter volunteer slots were preferable and more manageable for parents;
- additional sign-up sheets would be displayed where required.

The committee thanked all volunteers who had already given significant time preparing equipment and supporting the event.

4. Treasurer's Report

Claire Unwin presented the financial report for the academic year to date. A detailed breakdown of income and expenditure would be circulated separately.

The committee noted that:

- Gross income raised during the academic year to date was approximately £6,685.
- Net funds raised, after event expenditure, totalled approximately £6,300.
- The PFA had contributed £10,765 towards school projects during the year.
- Contributions included:
 - Pantomime – £1,100
 - Hall flooring contribution – approximately £8,500
 - Year 5 coach contribution – £900.
- The current bank balance stood at approximately £8,200.

Members acknowledged the significant contribution the PFA had made to improving the school over the past year and thanked everyone involved in organising fundraising events.

Future Financial Planning

The Treasurer invited discussion regarding future spending priorities. Whilst recognising the importance of continuing to support major school improvement projects, members agreed that the PFA should also maintain a reasonable financial reserve rather than reducing available funds to near zero. It was recognised that a newly established committee would benefit from beginning the new academic year with sufficient funds available to support future initiatives.

There was discussion regarding previous guidance suggesting the charity should retain approximately £5,000 in reserves. Members noted that this guidance had originated during the COVID period and may no longer be applicable. It was agreed that the committee should review current Charity Commission guidance before determining an appropriate reserve level.

Classroom Flooring Contribution

Members discussed the proposed PFA contribution towards the replacement flooring in the Key Stage 2 classrooms.

The Headteacher confirmed that:

- the flooring replacement would proceed during the summer holidays irrespective of PFA funding due to the condition of the existing flooring and the need to address the silverfish infestation;
- the contractor had already been appointed following a competitive quotation process

After discussion, members agreed that:

- no immediate decision would be taken regarding the final level of PFA contribution;
- the invoice was unlikely to be received until September;
- the decision should be considered alongside the committee's wider fundraising priorities following the AGM.

This would allow the incoming committee to review overall finances before committing a substantial proportion of available funds.

5. Governance and Trustee Arrangements

The committee discussed the governance structure of the PFA and the distinction between committee members responsible for organising fundraising activities and charity trustees responsible for oversight of the charity's finances and governance.

It was acknowledged that the current list of trustees required review as several named trustees were no longer actively involved with the PFA.

The committee agreed that:

- the current trustee list should be reviewed before the start of the new academic year;
- existing trustees would be contacted to confirm whether they wished to continue in the role;
- new trustees would be appointed at the AGM where required;
- committee members interested in becoming trustees should notify the Chair before September.

Members recognised the importance of ensuring trustees remained actively engaged in the work of the charity and understood their governance responsibilities.

Annual General Meeting

It was agreed that an AGM should be held early in the autumn term in order to:

- appoint committee officers and trustees;
- review governance arrangements;
- agree fundraising priorities for the year;
- establish spending priorities and financial reserves;
- confirm the PFA's annual fundraising plan.

6. Fundraising Strategy for 2026–2027

Members held a wide-ranging discussion regarding the future direction of the PFA and considered how fundraising could evolve to better meet the needs of the school community.

There was a shared view that future events should balance fundraising with opportunities to strengthen the school community, whilst recognising the increasing demands on families' time. Members agreed that events should be enjoyable, manageable to organise and provide good financial returns.

Agreeing Annual Priorities

The committee agreed that a clear fundraising objective should be established at the beginning of each academic year.

It was suggested that priorities should be informed by:

- school improvement priorities;
- pupil voice through the School Council;
- parent consultation;
- affordability for families;

- realistic annual fundraising targets.

Members agreed that having a clearly communicated fundraising goal would help parents understand how funds were being used and encourage greater engagement throughout the year.

The Headteacher confirmed that School Council would continue to gather pupils' views on projects they would like the PFA to support, and these would be shared with the committee during the autumn term.

Parent Consultation

The committee agreed that parents should be invited to contribute ideas for future events and fundraising priorities.

A questionnaire was proposed to seek views on:

- preferred types of events;
- acceptable ticket prices;
- fundraising ideas;
- projects parents would most like to support.

Members felt this would encourage wider parental engagement and help ensure future events reflected the interests of the school community.

7. Proposed Events for 2026–2027

A number of potential fundraising and community events were discussed for the forthcoming academic year. These will be considered further during autumn term planning.

Autumn "Welcome Festival" - Friday 9 October 2026 – Lead Organiser: Hannah Cuthbertson

Members expressed strong support for replacing the traditional autumn disco with a family-friendly outdoor festival.

The proposed event would include:

- glow sticks and neon face paint;
- music;
- refreshments;
- licensed bar;
- simple family activities;
- an emphasis on community rather than extensive fundraising.

It was recognised that this style of event would require fewer volunteers than a traditional fair whilst offering an enjoyable experience for families.

Autumn "Winter Wonderland" – Friday 11th December 2026 – Lead Organiser: Natalie Davey

The committee discussed simplifying Christmas fundraising.

Rather than holding several separate events, members supported developing a single Christmas celebration centred around:

- the school Christmas dinner;
- Christmas Jumper Day;
- Santa's Grotto – with 'Dean' being volunteered as Santa
- refreshments for families after school e.g. mulled wine, mince pies, hot chocolate and Christmas cookies

Ideas included cookie decorating, festive refreshments and creating a welcoming community atmosphere, whilst reducing the workload associated with a traditional Christmas Fair.

Spring "Valentine's Disco" – Friday 12th February 2027 – Lead Organiser: Hannah Cuthbertson

Members agreed to hold a Valentine's Disco for pupils. The event would be organised as two separate sessions:

- Key Stage 1: One-hour disco.
- Key Stage 2: One-hour disco.

The proposed arrangements would include:

- Key Stage 1 nail painting and temporary tattoos;
- a tuck shop for Key Stage 2 pupils;
- sale of fizzy drinks for Key Stage 2 pupils;
- no nail painting or temporary tattoos for Key Stage 2.

To ensure the safety and smooth running of the event, members agreed that additional volunteers would be required to patrol corridors and supervise outside areas throughout the KS2 event. It was recognised that clear supervision arrangements would help maintain appropriate safeguarding whilst allowing pupils to enjoy the event safely.

Summer “Open Gardens” – June (date to be confirmed) – Lead Organiser: Claire Unwin

Members considered supporting the village Open Gardens event by opening the school grounds for parking.

Additional fundraising opportunities discussed included:

- refreshments;
- strawberries and cream;
- plant sales;
- book sales.

The committee agreed this could provide a relatively straightforward fundraising opportunity whilst strengthening links with the local community.

Summer “Colour Run” – Friday 9th July 2027 – Lead Organiser: To be confirmed

Members discussed introducing a Colour Run as a new fundraising event to replace the traditional Summer Fair.

The proposed event would take place after school and would include:

- entry fee of £3 per participant;
- each participant receiving a white T-shirt;
- a colour run around the school grounds;
- refreshments;
- licensed bar;
- music throughout the event.

Members felt this would provide an enjoyable, family-focused event that would be simpler to organise than a traditional Summer Fair, whilst still generating valuable funds for the PFA. The event would also encourage participation from the whole school community and provide an engaging end-of-year celebration.

Alternative Fundraising Ideas

The committee explored a number of additional ideas for future consideration, including:

- Family camping event.
- Outdoor cinema or movie night.
- Monthly ice lolly sales during the summer term.
- Seasonal raffles.
- Community quiz evenings.
- Regular uniform sales.

Members agreed that future fundraising should focus on fewer, higher-quality events rather than numerous events requiring significant volunteer commitment.

8. Communications

Members recognised the importance of improving communication with the wider parent community. Suggestions included:

- publishing annual fundraising targets;
- regularly updating parents on progress towards fundraising goals;
- celebrating the impact of PFA funding through newsletters and social media;
- clearly explaining how money raised has benefited pupils.

Members felt that increasing visibility of the PFA's achievements would encourage greater parental engagement and support.

The committee also discussed sharing responsibility for communications across the committee to reduce workload, whilst maintaining consistency in branding and messaging.

9. Any Other Business

Summer Quiz Night

Members received an update regarding the proposed Summer Quiz Night.

It was reported that the planned event had not yet been confirmed due to difficulties securing the preferred quiz host. Members agreed that future social events should be planned further in advance to maximise attendance and avoid clashes with other commitments.

Air Conditioning and Future Site Improvements

The Headteacher updated members on measures taken to improve classroom temperatures during periods of hot weather, including the purchase of portable air conditioning units. Members discussed the possibility of seeking external grant funding to support future environmental improvements and agreed that opportunities for energy efficiency and sustainability grants should continue to be explored where appropriate.

10. Summary of Decisions

The committee agreed to:

- Proceed with final Summer Fair arrangements as planned.
- Introduce QR code payments across a number of Summer Fair stalls.
- Issue prepaid wristbands to pupils before the Summer Fair.
- Hold an AGM early in the autumn term.
- Review and update the list of PFA Trustees.
- Delay a final decision regarding the PFA contribution towards the Key Stage 2 classroom flooring until after the AGM and a wider review of fundraising priorities.
- Develop an annual fundraising strategy with clearly defined fundraising objectives.
- Consult pupils and parents regarding future spending priorities.
- Investigate replacing the autumn disco with a family Welcome Festival.
- Simplify the Christmas programme by combining activities into a single festive event.
- Explore opportunities to support the village Open Gardens event through parking and refreshments.
- Improve communication with parents regarding the impact of PFA fundraising.

11. Action Log

Action	Lead
Finalise Summer Fair volunteer rota	All
Print and laminate QR payment posters	Amanda Pyall
Ensure prepaid wristbands are distributed before the Summer Fair	School Staff
Confirm freezer arrangements with the school kitchen	Clare Sampson
Coordinate early access for Summer Fair equipment	Clare Sampson
Confirm Parish Council gazebo delivery	Anne-Catherine Greatti

Action	Lead
Circulate detailed financial report	Claire Unwin
Review Charity Commission guidance regarding financial reserves	Claire Unwin
Contact existing trustees regarding continuation in post	Claire Unwin
Arrange AGM for early Autumn Term	Natasha Doff
Invite expressions of interest from prospective trustees	Claire Unwin
Draft a parent consultation questionnaire	PFA Committee
Investigate arrangements for a Welcome Festival	Hannah Cuthbertson and PFA Committee
Liaise with Open Gardens organisers regarding date	Claire Unwin
Prepare communications celebrating the impact of PFA fundraising	Natasha Doff
Print and laminate QR payment codes	Amanda Pyall
Ensure prepaid wristbands are distributed before the event	School staff
Confirm freezer arrangements with school kitchen	Clare Sampson
Coordinate early access for refrigeration equipment	Laura Tuttlebee
Confirm Parish Council gazebo delivery	Anne-Catherine Greatti
Present School Council fundraising priorities at the first autumn meeting	Clare Sampson

12. Date of Next Meeting – Tuesday 8th September 19:00

Meeting Closed

There being no further business, the Chair thanked everyone for their commitment and the considerable amount of work undertaken throughout the year. Members were thanked for their continued enthusiasm and support in helping to provide additional opportunities and resources for the children of East Bergholt CEVC Primary School.

The meeting closed at approximately 9.15 pm.