

Meadlands United
Meadlands Primary School Parent, Teacher, Friends Association
Committee Meeting, 12.01.2026 20.30 & 20.01.2026 20.30 online

Attendees: Katy Brown, Chair, Vicky Adams, Co-Treasurer, Terri Philip, Co-Treasurer, Louise Greathead, Secretary, Viki Bonta, Committee Member

AGENDA

Welcome

- No apologies
- Quorum is 3
- No conflicts of interest were declared
- Purpose of Meeting: **Committee Meeting**

Committee Matters

- VB resigns - many many thanks for all her help with handover and her hard work for the PTFA. VB is continuing her support for school as a governor.
- LG suggested co-opting TW due to her experience in grant applications - specific role in grant finding and applications - unanimous agreement from the committee.

1. Finance

- Current position - bank £5869.15 float £60
- Outstanding - Class Fundraising , £200 Takepayments, £400 grant money
- Matters arising -VA completed stock take in the drive - lots of food and drink stock leftover from xmas

2. Upcoming Fundraising / Events

- Winter Nuts Challenge 7th March - Send info to reps must commit to raising at least £44 - volunteer - google forms- need to suggest a platform for fundraising? Linked to gift aid - we need to preregister the charity?
- Spring Concert 19th March 6-8pm - committee agree to run bar (red wine glasses, Costco pastries?, leftover sweet stock, 2 trestle tables - 4 volunteers, float, card machine) and help decorate, bar proceeds to fund all school activity - TMM suggests comic illustrator circa £250/d - all agreed.
- Ham Fair 13th June - £50 fee - homemade lemonade & cakes sold well last year and lots of parent volunteers- email arrived 16th Jan. Unanimous agreement to apply for a stall.
- Summer Fair 11th July - begin planning, possibility of inflatables or petting zoo, need to discuss with DE

Proposed events

- Bingo & curry night - Jaflong offer (£8-10/head) - school now running disco in feb and pamper night in march so not this term. ?too expensive for school fundraiser.
- 5th March World Book Day - PTA facilitated book swap - all agreed. leave a plastic container with a lid in PTA store so books can be dropped off. Send info out early Feb.
- Parents lottery - to be discussed at next meeting, concerns about value for money.
- Mothers day pop up gift shop - school have given go ahead, need to include every pupil, LG emailing around for donations, LUSH, garden centres etc.
- VA suggests looking at virtual duck race fundraiser

- Legoland (£18?) /Chessington (£23) PTA days - need to be booked on inset days?- 13/04, 20/07, 3/09, 4/09, maybe later dates as yr2 have summer trip to Legoland with school. To discuss at the next meeting. Min 50 tickets must be bought
- Laser show oct/nov (from £2256) - no decision made, very expensive outlay ?would we break even <https://www.lasershowhire.uk/pta-laser-shows.html>
- Circus - smaller one perhaps not requiring overnight stay, unsure when would work in a year ?too hot at summer fair - ?may weekend
- Amigos Magic - ?may
- Wonka bars - no due to parent complaints after doughnut sale.

3. Grant applications

Completed

- £400 Warbutons for summer PP ASC - successful, to be given to school for summer term.
- £250 Giving Machine - unrestricted, 8 chosen at random every quarter.
- Alpkit £500 for forest school - JN requested replacement log seating

in progress

- School led - Ham social fund - library - school met with a representative who is now taking it to the board, if positive feedback to go ahead with grant application, PTA role in fundraising for new books and furniture and seeking business match funding.
- John Rayner 5k - library equipment - new shelving etc, DL 30/01/26
- John Rayner - art studio refurb too? Not had feedback from school about specific requirements

to do

- <https://itl.org.uk/projects/local-school-nature-grants/> £500 school need to apply for this? LB already done?
- Tesco Stronger Starts
- Ford Britain Trust
- Waitrose
- <https://www.heathrowcommunitytrust.org/> £15k 26th feb deadline -? Find out about school solar panels - ask DE

4. Proposed PTFA funded projects

- PP funding for summer term - £800 pledged, receiving £400 Warburtons grant toward this need to give feedback to grant holders end of summer term.
- School have yearly ZooLab booking and request £1500 from PTFA or suggest asking parents to pay. The committee felt this was expensive for something that has been done for a few years running. Agreed to suggest funding of another activity of school choice, perhaps mobile planetarium?. Agreed to allocate circa £1000 for this.
- Replacement of drum set snare drum £100, pedal £40, cymbals £212 request by TMM, committee unanimously agreed.
- Match funding for library - committee very happy to support, Winter Nuts fundraiser to be ringfenced for library equipment.
- PTFA proposed refurb of art studio- awaiting info from SLT
- Sound equipment for hall? - awaiting info from SLT
- No other funding requests from school
- Leavers books/hoodies - next meeting

5. Communications

- Open meeting for fundraising/spending ideas date tbc, ?more inclusive to do online/poll

- Communication to introduce TW and calendar events

6. AOB

- Zeffy - LG signed up and set up mock shop, need to register bank details and check payment process ?how easy to remove platform donation
- Gift Aid - if enough interest in Winter Nuts then would be worthwhile, gofundme for individuals can nominate our charity (we must preregister ?cost) and the platform sorts gift aid declarations. Zeffy also handles gift aid.

Next Meetings

Mar 2026 (summer fair planning)

July, 2026 (TBC)

Action Log

| Date Raised | Action / lead | |
|-------------|---|-------|
| 12.01 | Winter nuts info - sign up sheet, register on fundraising platforms | LG |
| 12.01 | spring concert alcohol license apply mid feb latest | LG |
| 12.01 | HMRC gift aid registration | TP |
| 12.01 | VA charity/bank etc removal and T onboarding | VA |
| 12.01 | Ham fair register | LG |
| 12.01 | Virtual duck race | VA |
| 20.01 | Book swap | KB |
| 20.01 | Amigos Magic in April? | LG |
| 20.01 | Grants | LG/TW |

Calendar

| Month | Activity |
|----------|--|
| January | Start drafting AGM documents (chair's report, financial report) / last year's accounts / charity commission report |
| February | Meadlands United Committee meeting 2 of 3 in the school year 11.02.26 disco (school run) |
| March | Renewal: Parentkind membership & associated insurance World book day - book swap 05.03.26 Mothers day pop up shop 13.03.26 Spring concert. 19.03.26 Pamper night 26.03.26 (school run) Notify members of AGM / invite nominations for committee |
| April | ?Children's event: disco / other. Previous: 30.03.23, 21.05.24. Amigos Magic show 15/16th April? |
| May | ?other event - Virtual Duck Race |

| Month | Activity |
|-----------|--|
| | Annual accounting return for Charity Commissions. 10 mths after end of accounting year. Dates: 31.05.24. Yr 6 SATS week |
| June | Previous year's accounts due (check 10 or 11 months) Ham Fair 13/06/26 Sports Day refreshments |
| July | Meadlands United Committee meeting 3 of 3 in school year End of Accounting Year, 31st July MU Annual General Meeting (AGM every 15mths after 2 years). Dates: 20.04.23, 18.04.24, July 2025, ?Jan 2027 Summer concert (school-led) PTFA bar. Summer Fair / Funday. Dates: Saturday 13.07.24, 12.07.25. 11 07.26 New intake: stay and play Yr 6 show refreshments? 16/17.07.25 Fix dates for welcome events at start of next school year |
| August | SUMMER HOLIDAY |
| September | Meadlands United Committee Meeting 1 of 3 in school year Nursery welcome event (school-led) Reception welcome event (school-led) Class reps / volunteering presentation (school-led) Meet the PTFA / Teachers event: PTFA info in presentations / second hand uniform/other sales Scholastic Book Fair (school-led w PTFA and class rep support) Macmillan fund-raising coffee mornings |
| October | Annual review of PTFA policies Harvest event – (school led) Halloween events Christmas card / product designs |
| November | Theme for hall – info sheet for pupils & staff Decorate the Hall (?28/29/30 November 2025) Non uniform day/s for tombola prizes |
| December | Adult event ?wreath making Christmas / Winter Holiday Fair - Saturday 06.12.25 |