Threemilestone School PTFA Minutes

Date: Thursday 16th Oct 2025

Time: 2pm

Location: TMS staff room, Threemilestone School

Attendees: Kate Wellington (Chair Person), Grace Benford (Secretary), Dawn Hawken (Treasurer) Heather, Chrissie, Josephine (New member)

Items:

1) Finance update:

- Dawn confirmed current balance is £4,658.06 WOW!!! :-)
- Two speakers have been purchased and were due delivery this week, confirmed £150 each
- Dawn has actioned this years “my childs art”, on schedule to get order forms out

2) New PTFA Logo:

- Chrissie shared poster design, as a group confirmed wording to say prizes for the best designs incase we get only a few stick to singular prize and if we get more can do more
- Sent out on newsletter prior to half-term
- Closing date Friday 7th Nov, PTFA to triage and submit best to Mrs Teagle for approval
- Announce winner newsletter 14th Nov, be nice to get a photo of Mrs Teagle with some of the designs
- Chrissie mentioned the PTFA purchasing the Canva computer programme subscription to enable PTFA graphics, to discuss more with Dawn & Kate

3) Disco’s:

- Summer Wed 10th June 2026 - clashes, agreed no summer date to go ahead
- Dawn to order bits once advised whats needed, Jenna and Kate to confirm crisp flavours and number of glow sticks
- Discussed how to increase parent helpers, grace explained not very clear what is entailed. Agreed to do a “how can I help at my childs school disco” segment in the

newsletter 7th nov, prior to the next disco. Ideas to be put onto the watsapp group for Chrissie or Kate to design unless unable to do so.

4) Christmas Jumper Day Wed 11th Dec:

- Dawn confirmed this is not a PTFA event and the school will organise
- Discussion about doing a “swap shop” prior to help recycle and help families keep the costs down. Propose after school Friday 28th Nov as this is the wear what you like day in return for a hamper donation. Families donate unwanted christmas jumpers/ tops/ dresses. The PTFA will come in (time tbc) before the end of the day and set up a table in the school hall where people can come and choose items. Anything left over can be bagged and donated via a clothes bank. Chrissie and Kate to do poster unless unable once Dawn has confirmed ok to proceed with Mrs Teagle.

5) Christmas hamper donations via “wear what you like” Friday 28th Nov:

- Kate to speak to Stacey regarding previous years and compile a message regarding what things we are asking to be donated. Unlike the tombola we need to gather enough relevant items for gift hampers to encourage ticket sales
- Kate mindful of giving parents enough notice, ideally 14th Nov latest

6) Christmas Raffles:

- Wear own clothes 28th November in exchange for donation (as above)
- School productions start 9th December to give PTFA enough time to prep, a specific meeting in November to ensure enough planning and notice
- Donations will be split to make 2 or 3 Hampers for each of the 5 evenings (EYFS, YR1, YR2, YR3&4, YR 5&6)
- Raffle ticket details to be discussed at next meeting
- PTFA wish to put on a “jingle and mingle” during the evening perfomance dates. Written plan to be composed and put to Mrs Teagle for approval after half-term, with answer ready for the next meeting

AOB:

- Grace suggested a club tropicana theme for the summer fayre
- Josephine attended the meeting today and agreed to join the PTFA and watsapp group
- Wooden benches for playground have been built and installed, Kate working out how to promote PTFA from this

Dates for the diary:

17th October - 7th November PTFA logo competition (2 weeks half-term + week to submit)

14th November - Logo winner announced

19th November - Autumn / winter term Discos

28th November - Wear what you like for hamper donations & christmas swap shop TBC

1st - 8th Dec PTFA compile hampers

9th Dec+ PTFA selling raffle tickets and refreshments at school performances

Meeting adjourned: 3:15pm

Minutes taken by: Grace Benford

Typed & submitted: 23rd Oct 2025

Next meeting: TBC