

**Minutes Parents & Friends Association
Springfield Junior School
Wednesday 10th September 2025**



Driver	Agenda Item
	<p>1 <u>Attendees</u> Beth Taylor, Stacie Lord, Clare Cawston, Sam Wilson, Hayley Beales, Summer Warner</p> <p><u>Apologies for Absence</u> Eddie King , Lauren Pidgeon, Jo Viner, Jo Hawkins</p>
	<p>2 <u>Matters arising from minutes.</u> 2.1 – Constitution Document Talk through of constitution document. Hard copies provided for members to take away for their reference.</p>
Integrity	<p>3 <u>PFA – Roles & Committees</u> 3.1 Roles & Election processes BT explained that in order to set up the bank account and the constitution document roles of Chair, Vice and Treasurer are at present BT(Chair) JV(Vice) EK (Treasurer) However these need to be elected by the committee. Any member who would like to nominate themselves or another member should show interest prior to the next meeting. At the next meeting, nominations can be shared, seconded and elected where appropriate.</p> <p>3.2 Christmas/ Leavers committee At present, due to the number of members (8) we will not form sub-committees. This will be re-evaluated if appropriate at a later date.</p>
	<p>4 <u>Pecuniary and Other Interests</u> BT explained that moving forward, if appropriate we will have to discuss and declare any pecuniary interests around financial gain, particularly businesses of friends/families. EG: Summer’s printing business.</p>
Ambition	<p>5 <u>School development plan</u> 5.1 Key priorities School development plan briefly discussed the 5 key targets and the reasons for these focusses.</p> <p>5.2 Budget Explanation that school spending aligns closely and budgets should be spent to drive progress over these annual priorities. Attention drawn to Target 3 (environmental sustainability and Greener Growth) as this will be one of the be one of the PFAs key beneficiaries this year. See below for further info.</p>
Community	<p>5 <u>Fundraising</u> 5.1 – Events PFA will lead on two large events this academic year.</p> <ol style="list-style-type: none"> Winter Fair - initial ideas – stalls (internal & external), games, performance, raffle. <ul style="list-style-type: none"> Classes to all have a contribution IE: some rollover funds from last year to be reinvested. Each class have £15 to develop a stall idea. (baking, decorations, games) Stall manned by teach and classes School council rep. Small local businesses buy a ‘pitch’ and donate a raffle prize School choir to perform Santas Grotto – Rotarian/ Mr Viner Refreshments/raffle etc to be organised by PFA
Inclusion	

	<p>Specific Winter Fair Committee meeting to be held ASAP</p> <p>2. Leavers Disco – to have specific meeting in early spring Fundraising events need to be organised throughout the Spring and Summer Term to enable the event. List of event suggestions to raise funds from Jo H – to be revisited in Spring. Some mentioned ideas included: family quiz night, cake sales</p> <p>5.2 – Beneficiaries Funds raised though PFA events this academic year will be split between two main causes – Greener Growth project (to support and drive the school development plan) and the YR6 leavers disco which was previously arranged and organised by the parent council. All members were happy with this. It was raised that there may be other things that arise throughout the year, but these would be raised with the committee through a meeting or email correspondence before any funds are released.</p> <p>5.3 – Bank account The current open bank account is a Lloyds Community account. This requires two signatories to make large purchases/ transferal of funds. At present these are BT & EK but this may change after re-election. No purchases have been made at present however there is a monthly fee on this account of approx £4. This is a starting point – depending on how much money is raised this year, we may need to register as a charity and open a different type of account. This is because most business/community group/ charity accounts have limits/ cap on in and out goings across a financial year. Committee all in agreeance that as our first year, it is wise to audit our funds at the end of this year to make an informed decision on accounts moving forward. BT to share bank account details with committee members. There is excess funds raised from parent council/ leavers disco that can be transferred into new account (Approx: £375)</p>
6	<p><u>Reflection on the Meeting</u></p> <p>6.1 Discuss the impact of this meeting and next steps No concerns raised regarding the meeting, the content or its chair.</p> <p>6.2 – Specified actions</p> <ul style="list-style-type: none"> • SW to begin to explore small business owners to gain interest levels for stall pitches for winter fair • BT to discuss Winter Fair with school leaders/ teachers/ LSAs • BT to share bank account info • SW to organise transferral of funding into PFA account
7	<p><u>Any other business</u></p> <p>7.1 – Meeting times Wednesday is problematic for some members It was further raised that holding meetings within school day may not enable inclusivity and diversity of potential committee members. No day/ time will work for all members. It may be that changing the time enables a greater range of participants over time. Childcare also raised as an issue for some families for meetings held outside of school hours. Agreed that next meeting would be held after school (in YR5/6 work room) so children can be in the library for any members with children.</p> <p>7.2 – Homework Concerns raised that homework expectations, particularly in UPSK2 are not well preparing students for high school. BT explained that there are plans in the early stages of development, but a number of things (namely the curriculum) need to be embedded and in place as well as a policy written before introduction. BT explained that we were looking at a ‘bingo card’ type of homework system where teachers make termly suggestions about additional projects that would complement the</p>

learning in school. This would be optional and in addition to the compulsory reading and TTRS but celebrated if completed. This was well received. Members look forward to the development of this.

7.3 – Curriculum overviews

BT shared the prototype of curriculum overviews which show the curriculum units up to Christmas with advance warning of dates/ events, collection of resources, PE days and homework info with additional appendix explaining TTRS and our reading provision. This was also well received. It was further suggested that when the homework bingo cards are created, this could be part of the same document to streamline information and messaging to parents.

7.4 – School Photos

Individual photos most valued by parents however committee agreed that the YR6 class photo was a nice legacy memento. Raised that parents want photos at the beginning of the school year when uniforms are fresh, and so that prints can be purchased for Christmas presents. BT will discuss with senior leaders and report back however it was presented that this may be too late notice to arrange for this year. Expense of photos through Braisewick was also mentioned. Kittle (who does infant school photography) has much more reasonable prices and is a parent of a SJS YR6 pupil. Again this will be shared with Admin and SLT.

Date of next meeting : Tuesday 30th September 2025 3:30 – 5pm
If you are unable to attend, please send apologies prior to the meeting.