Boxgrove Parent Teacher Association
Boxgrove PTA Committee Meeting Minutes
Tuesday 7th July 2026 at 19.30 at the Horse & Groom

***Welcome Persons Present:**
Josh Andreson (Co-Chair), Niels, Clare Haslett, Alison Fitch (Co-Head Teacher), Daphne, Fleur, Nicholl Grove, Michelle, Nick Griffiths, Pareesha Dos Santos
***Apologies for Absence:**
Michelle Fouche, Andi, Tanya Haynes, Ewa,
Meeting chaired by:

***Chair's Report:**
Input from Josh

1. Welcome and Updates

PTA Constitution Review

The committee discussed amending the PTA constitution to better align with Charity Commission requirements and review quorum arrangements. Current constitutional arrangements limit the number of official committee roles, and there is interest in expanding opportunities for involvement through additional positions.
Josh proposed continuing discussions regarding:

- Potential new committee and volunteer roles.
- The organisational structure of the PTA.
- Which positions should sit under the constitutional umbrella, and which should remain supporting volunteer roles.

Action: Continue constitutional review and role structure discussions.

Second-Hand Uniform Shop

Caroline and Niels raised the possibility of using PTA Events as an online platform for second-hand uniform sales to improve accessibility and reduce storage issues.
Key discussion points included:

- Limited storage space currently available for uniform stock.
- Whether proceeds could be paid into the PTA account before transfer to the hardship fund.
- Concerns regarding PTA Events transaction fees potentially increasing costs for families.
- Alternative options including:
    - SumUp online shop.
    - Facebook marketplace/group.
    - Dedicated Boxgrove Vinted page.

The committee noted:

- Setting up on PTA Events would require significant administration and approximately 1.5 hours of setup time.
- Managing separate accounting transfers may create additional workload for the Treasurer.
- Parents may still prefer to inspect second-hand uniform items in person due to varying condition standards.

Decision: Recommend the Uniform Shop trial a SumUp online shop initially while the PTA investigates longer-term options within PTA Events.
Action: Uniform Shop to consider available options and determine next steps.

Uniform Shop Banking

Rachel Rolston has now been added to the NatWest account used by the Uniform Shop.
It was noted that:

- Cash transactions have ceased.

- No bank card is currently available for the account.
- The committee agreed the existing card needs to be located and reviewed.

Josh queried why the Uniform Shop does not currently have access to a bank card.
Action: Investigate the whereabouts of the Uniform Shop bank card and review account access arrangements.

School Grants and Funding Support

The committee acknowledged the forthcoming departure of Helen Stanley, whose work in securing grants and writing funding bids has provided significant value to the school.
Discussion included:

- Identifying a replacement volunteer.
- Potentially advertising the opportunity to the wider parent community.
- Clare suggested Emma may be interested in supporting grant applications.

The committee also discussed increasing parental involvement in funding decisions through:

- Greater visibility of PTA meeting discussions.
- Inviting parents to meetings.
- Introducing simple voting mechanisms for smaller funding requests.

Action: Explore recruitment of a grant-funding volunteer and parent engagement opportunities.

Treasurer Update

Fleur reported:

- Approximately **£15,000** remains in the PTA bank account.
- Some outstanding expense reimbursements are still to be processed.
- The financial position is stronger than the previous year.
- Fewer funding requests have been received compared to last year.

Summer Fair and BBQ Thanks

The committee expressed appreciation to Nicholl, Tanya and all volunteers involved in delivering the Summer Fair and BBQ.
The events were considered highly successful and positively contributed to community engagement.

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2. Event Feedback

Summer Fair

Financial Overview

Nicholl reported:

- Approximate profit of **£5,300**.
- Performance was comparable to previous Summer Fairs and Christmas Fairs.
- Stall-by-stall analysis is still being completed.

Volunteer Feedback

Feedback indicated that the face painting stall was particularly stressful due to:

- High expectations from children.
- Pressure on volunteer parents.

Suggestions included:

- Simplifying the activity to tattoos and coloured hairspray.
- Providing clearer pre-event guidance and expectations for volunteers.
- Investigating support from George Abbot A-Level Art students.

Parent Survey Results

Niels presented survey findings:

- **49 responses received**
- Satisfaction score improved from **3.66 to 3.94**
- WhatsApp remained the most effective communication channel.
- Suggestion received to involve Year 6 pupils in volunteering activities.

The committee agreed communication could better demonstrate:

- How funds raised are spent.
- The connection between volunteers, fundraising events and school improvements.

Actions

Action: Daphne to investigate creation of a PTA WhatsApp community/group for PTA communications.

Action: Develop a recognition system using house points to reward classes providing the highest levels of volunteer participation.

Summer BBQ

Parent Survey Results

Ewa presented results from 67 responses.

Key findings included:

- Strong community spirit and positive engagement.
- 100% recognised the positive impact of the PTA.
- 97% felt well informed about PTA events.
- 42% expressed willingness to support the PTA but were unsure how.

Parents indicated interest in:

- Donations.
- Sharing professional skills.
- Volunteering at events.
- Healthier eating options at events

Only five respondents indicated willingness to become event organisers.

Funding Priorities Identified by Parents

Parents prioritised:

1. Enrichment opportunities.
2. Outdoor and playground enhancements.
3. Sports activities.
4. Children's wellbeing and happiness.

Survey responses confirmed parents value:

- Happiness.
- Safety.
- Rounded opportunities.
- Community spirit.

Additional feedback included:

- Classroom cooling and temperature management.
- Sustainability and healthy eating.
- Greater transparency regarding spending.

Alison suggested a volunteer information and sign-up session hosted by the school to increase engagement.

Ideas for PTA-Funded Experiences

Potential future initiatives included:

- Easter treat event.
- Circus workshops.
- Escape room experience.
- Falconry visit.

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3. School Funding Updates/Requests

School Orienteering Programme

Alison presented details of an orienteering provider offering:

- Whole-school mapping.
- Curriculum-linked activities.
- Staff and pupil training.
- Waterproof course materials.

Packages range up to approximately **£5,000**.

The programme could provide benefits across multiple curriculum areas and year groups.

IT Funding

Requests are yet to be submitted for:

- Additional iPads.
- IT trolley equipment.

The Trust may provide funding, with updates expected in the new academic year.

Sports Funding

The committee noted Government sports funding is ending, creating uncertainty around future sporting opportunities.

The school has relied on this funding to maximise participation in sporting events and representation opportunities.

Funding remains available until January.

Action: Alison to provide updates once funding arrangements become clearer.

Year 6 Funds

Residual funds from the Year 6 pool party will be donated back to the school.

The committee also agreed that communications regarding yearbook funding should be strengthened to ensure all children can receive a yearbook where needed.

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4. Review of Previous Actions

Action	Status
Promote volunteer house points initiative	Ongoing
PTA website profile photos	Awaiting Josh's photo
Playground markings promotional videos	Deferred until September
Newsletter formatting support (Michelle)	Ongoing discussions
Wreath-building event (November)	Planned
PTA member experience summaries	Outstanding
Summer Fair parent briefing sessions	Ongoing
Online volunteer briefing session	Josh to follow up
Display class reps on PTA website	Under review
Uniform Shop opening times review	Ongoing
PTA communications strategy (2026/27)	To revisit in September

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7. Dates for Diary

School event dates for the next academic year have been discussed between Nicholl and Julie.

Action: Add confirmed 2026/27 dates when available.
