Great Berry Primary School PTA

Meeting Minutes

Date: Wednesday 5th June 2026

Present:

Vicky Scoot, Vikki Blackholly, Debbie Shepherd, Jenni Parlour, Glen Secular, Annabelle Hill

Apologies:

Gemma Jacobs, Hollie McEwan, Laura Green, April Barnes, Rebecca Hoarau, Natalie Allen, Kayleigh Lang-Mundy

Finance Update

Glen provided an update on PTA finances.

- Current available funds in the bank, after all agreed expenditure and recent yellow forms, stand at £13,327.
- Early Years equipment has now been fully purchased.
- The PTA discussed allocating funding to each year group as a gift at the start of the academic year in September.
    - Maximum allocation: £250 per class.
    - A yellow form must still be completed for any expenditure over £250.
    - Action: VB to compose and send an email to teachers regarding this allocation.
- The committee agreed this amount was affordable due to upcoming income from Father's Day sales and the Summer Fest etc.

Adventure Island Wristbands

- Wristbands expire on 31 December 2026.

Marsh Farm Tickets

- Marsh Farm tickets have been offered at £8.99 each.
- PTA would sell tickets at £12 each.
- If 60 tickets are purchased, Marsh Farm will provide two complimentary family tickets for use as raffle prizes.
- Cost for 60 tickets: £539.40.

- Action: Glen to speak with Neil to confirm whether the school can purchase and then invoice PTA.
- Action: Debbie to confirm whether the quoted price includes VAT.

Recent Profits

- Disco profit: £1529
- Rainbow Raffle profit: £663.63
- Easy fundraising profit: £144
    - This income is received quarterly.
    - Action: Glen to investigate additional fundraising opportunities and sign-up options.
- The PTA is awaiting proceeds from the Little Recyclers collection completed on Wednesday 3 June.

Lottery Funding Form

- Lottery funding form completed for the Rainbow Raffle.

Year 6 SATs Breakfast

- PTA agreed to continue funding fruit each year, including pancakes and brioche on the lasy day, for the Year 6 breakfast.
- VB suggested approaching Tesco to enquire about possible support or donations for the fruit.

Father's Day Gift Sale

- Current bookings: 263 gifts.
- Reports to be run on Monday 15 June.
- Reminder to be sent next week advising that the closing date is 14 June.
    - Action: VB to send reminder & review the number of Grandad gifts sold
- When labelling gift bags, anyone who has purchased for Grandad, this must be added to the bag when labelling the bags. (Grandad only)
- All sweets, chocolates and gifts have now been sorted.

- Sufficient helpers are in place.

Donation Day

- Date: 19 June
- This will also be a non-school uniform day.
- Action: VB to amend poster and create email and WhatsApp communication for distribution on Friday morning.

Great Berry Fest

Pick-a-Bottle Stall -Bottle tops will be covered with tissue paper.

Preparation Sessions

19 June – All day from drop-off

22 June – 6:30pm onwards

24 June – 6:30pm onwards

26 June – From drop-off (DBS-checked volunteers only)

29 June – 6:30pm onwards

2 July – From drop-off (DBS-checked volunteers only)

- Action: Debbie to send dates to class representatives and helpers as soon as possible.

Year 6 pupil stall

- Year 6 pupils will run the Lucky Dip stall next to Denise (Vikki's mum).

Selling Stall

- Denise to run the selling stall.
- Action: VB and JP to organise items available for sale.

Year 6 Volunteers

- Action: VB and Kayleigh to organise Year 6 pupils to assist with stalls.

Stock

- Action: VB to check with VS regarding additional stock requirements for confirmed stalls.

Glitter Stall

The PTA agreed to offer:

- Glitter tattoos
- Hair glitter
- Face gems
- Action: All items to be ordered as soon as possible.

DJ

- Action: VB to contact the DJ one final time to confirm attendance.

Food Order Agreed

- 250 burgers
- 200 sausages
- 200 slices of cheese from the butcher
- 6 Margherita pizzas from Domino's
- Bread rolls to be purchased separately and sliced before the event

Bar Stock

Alcohol purchases will be made approximately two weeks before the event.

Important: All receipts must be retained in case stock needs to be returned.

Stock agreed:

- 150 cans Madri
- 150 cans Peroni
- 150 cans Strawberry & Lime Cider
- 5 additional bottles of Prosecco (5 already in cupboard)
- 40–50 cans Pink Gin & Tonic
- 30 cans/bottles of Pimm's (additional to existing stock)
- 40–50 Mojitos
- Non-alcoholic beer options to be investigated

Card Reader

- Action: VB to purchase an additional card reader during Amazon Prime Day.

Event Supplies

- During first preparation session, volunteers should check stocks of:
    - Plates
    - Napkins
    - Forks
    - Other consumables

Great Berry Fest Brochure Competition

- Competition details to be distributed on 8 June.
- Submission deadline: 24 June at 3:00pm.
- Front Cover – KS2
- Back Cover – KS1

Prizes

- KS1 Winner: Marsh Farm Ticket
- KS2 Winner: Adventure Island Ticket
- Two frames to be purchased so winning artwork can be presented during assembly.

Next Meeting

Monday 15 June 2026