Great Berry Primary School PTA

Meeting Minutes

Date: Monday 11 May 2026

Present:

Vicky Scoot, Vikki Blackholly, Debbie Shepherd, Ava Constantinou & Hollie McEwan, Laura Green, April Barnes, Mr Pye, Rosie Britain, Kayleigh Lang-Mundy

Apologies:

Gemma Jacobs

1. Yellow Forms

Early Years Equipment

Early Years have requested several items following requests made during Ofsted, including a mud kitchen and sand/water play equipment.

Miss Hall confirmed she is happy for the PTA to source more cost-effective options where possible.

Ava C spoke with Miss Barrows regarding sand and water items, and she has kindly offered to donate some items.

Amazon currently has water benches priced at £65 each. Although these are smaller than the original item requested, the PTA agreed they would purchase and Miss Hall has agreed they will be a suitable alternative.

Miss Hall will also check Facebook Marketplace for suitable items. The PTA agreed that she may purchase items up to £250 without PTA vote, agreed by Debbie and Glen.

Aldi & Lidl have a summer garden event and they have certain items that will be on sale that could be suitable for what is needed.

The PTA also agreed to purchase some items that may not be easily sourced such as the Four panel art easel costing £330 inc vat and Driving Bench costing £203.99 in vat.

If any items need to be built, Mr Raynor may be able to construct them if the materials are purchased. We are currently waiting for confirmation from him.

The mud kitchen must be a specific (maximum) size, and the wood will require ongoing maintenance by either teachers or the caretaker.

It was suggested that where possible items could be purchased through the school so the VAT can be reclaimed.

The team will try to locate a 10% discount code for these items. If found, the code should be sent to Neil.

Debbie to place the Amazon order for 2 water walls

Yellow forms were also signed off for lunchtime equipment costing £212.07 and Sports Day medals costing £281.

Message from Glen- current bank statement is £24.5K, taking into account for yellow forms agreed to date take us to circa £12K to play with.

2. Add-ons and Booking Deadlines for events

The PTA discussed the ongoing issue of late bookings and add-ons for events.

Over the years the PTA has tried various systems to find the best solution for everyone.

It was agreed that parent consent is required for all PTA events, including those that take place during school hours.

A joint letter from Mr Pye and the PTA core team will be sent to parents explaining the new process and expectations.

It was suggested that Class Reps could contact parents of children who had not booked, but due to GDPR restrictions this information cannot be shared.

Another suggestion was to close bookings earlier, allowing teachers time to review the lists and contact parents if necessary.

Decisions made-

Bookings will now close earlier than normal to accommodate the extra the needed for teachers to check their class reports.

Communication will be shared through:

- SchoolsBuddy (once to confirm event has gone live, and one reminder)
- The Berry Bulletin
- Class WhatsApp groups and PTA socials

For each event:

- One confirmation will be sent once bookings go live
- One reminder will be sent via SchoolsBuddy

Mr Pye's letter will also explain why late add-ons cannot be accepted. This explanation should also be shared if parents contact Class Reps directly requesting late bookings. A drafted auto reply will be sent on Reps chat once events closed so that a uniformed response can be copied and used by reps to reply

It was agreed that for some events the PTA will set booking deadlines and obtain parental permission in advance. This is to ensure the correct DBS-checked adult-to-pupil ratio is in place during events, that sufficient refreshments are available, and that the correct number of gifts are available for purchase. It will also ensure that parental consent is gained for pupils attending activities that take place outside of school hours. The PTA also acknowledged that some pupils may not wish to take part in events either during or outside of school hours, and therefore parental consent will be required to confirm participation.

3. Father's Day Event

Bookings for Father's Day have now gone live and will be promoted from Monday 18th May

The closing date for bookings is:

Sunday 14 June at 10:00 pm

The Father's Day gift sale will start at 10:00 am, due to Year 2 having a workshop earlier in the morning.

Actions

Vikki B will purchase sweets and Vicky S to buy chocolate orange.

Approximately 80 additional gifts are required.

No more Grandad gifts will need to be purchased.

Vikki B will run the booking reports on Monday 15 June, after which the core team will prepare the gifts and write names on the bags.

4. Rainbow Raffle

The Rainbow Raffle will take place on Friday 15 May.

If required, the backup plan is to hold the draw in the dinner hall, due to weather.

Reminders

Vikki will send reminders:

- Tuesday via SchoolsBuddy (final SchoolsBuddy reminder)
- Thursday morning via WhatsApp only

5. Summer Event Planning

Inflatables

Ellis has confirmed the booking for the inflatables. Another company was approached but was not helpful.

Debbie will send over the quote confirming what has been booked.

Pricing for wristbands

Advance booking: £10 per child On the day: £12.50 per child.

Under 5s Area

Advance booking: £5 On the day: £7.50

Under 5s may purchase an older child's wristband at the parent's discretion.

Petting Zoo

The petting zoo has been confirmed, Total cost: £550

Session Structure

- 30-minute sessions
- 10 slots initially released per each time slot
- A further 10 slots released once the first set are booked

Rules (from the petting zoo)

Maximum 20 children per session – Debbie to confirm

Only children aged 5 and over may hold the owl.

A maximum of one adult per child is permitted inside the petting zoo.

Pricing

Advance booking: £6 per child

On the day (subject to availability) £8 per child

Wristbands

Different coloured wristbands will be used for each half-hour slot.

Wristbands will be managed by the PTA and prepared in advance, petting zoo will manage on the day.

Vikki confirmed she is happy to organise the wristbands before hand.

Suggestion

A combined ticket price of £15 for both the petting zoo and inflatables was suggested. The PTA will need to review how timeslots would work before confirming this option.

6. Additional Entertainment

Confirmed:

- Face painter
- Mulligan's Golf

Mulligan's Golf have also kindly offered to donate a raffle prize.

A dance school may attend, but confirmation is still pending.

Music

Vikki B will create a poster to request a DJ.

Backup plan: use the school PA system and a playlist run from an iPad in a classroom.

7. Supplies to Purchase

Items required for the event include:

- Hair glitter
- Glitter tattoos
- Gems

8. Photo Shoot

A photographer has been confirmed for the event.

Bookings will be made in advance only

Parents will be informed when the booking link goes live with enough notice for everyone to secure a slot, this will also be sent on schools buddy.

9. Volunteers and Raffle Prizes

Vikki B will draft a message requesting helpers, which will be sent to Class Reps to share with parents.

Ava C will begin contacting local companies requesting raffle prize donations.

10. BBQ and Food

The BBQ team (Dads) have confirmed availability, check with Annabel best way to place orders to avoid long queues.

To avoid long queues, food should be pre-cooked where possible.

Food Suppliers

Burgers, sausages and cheese – Cooper's

Hotdog rolls and burger buns – Tesco (preferably sliced)

Pizza – Domino's (approximately six cheese pizzas)

11. Cake Stall

A cake stall will run during the event, this is from donations from parents. Homemade or brought.

Vikki B will create a cake donation poster, arrange for this to be sent out 2 weeks prior to the event, with reminders encouraging cake donations.

Dates still need to be organised for the Front and Back Cover Competition.

12. Next Meeting

Thursday 4 June 2026 at 7:30 pm