

Shillingstone School PTA

Minutes of Meeting

11th September 2025

Old Ox Inn 8pm

Attendees

Jasmine Young (JY)

Lillie Smith (LS)

Sophie Hibbard (SH)

Minutes of previous meeting

Not Checked

Matters arising from last meeting

N/A

Agenda

1. Change of committee members and associated administrative tasks
 2. PTA welcome for new parents
 3. Planning for Halloween Disco
 4. Planning for Christmas Raffle
 5. Planning for Christmas Party
 6. Christmas Pantomime Trip
 7. AOB
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1. Jasmine is now the chair taking over from Jo. Jo will be her deputy until a new member is elected. Sophie is the new secretary taking over from Steve and Lillie remains as treasurer. There have been some handovers however a few things remain outstanding.

Actions:
Bank account access to be given to SH
Gmail email account to be changed so there is access for the new committee members
Full editing access to PTA shared folder needed for new committee members
 2. Mr Wright has asked for a representative from the PTA to be present at the class welcome meetings and for a poster of information to be produced to enlighten new parents about the PTA and advise how they can get involved

Actions:

Between JY, LS and SH there will be a presence in each class meeting.

SH to produce a poster

3. Ideas for the Halloween Disco were discussed, and the proposed date is Thursday 23rd October (TBC) (Now Wednesday 22nd October)

There will be a non-uniform day in exchange for sweets and chocolate on 3rd October (confirmed) The sweets and chocolate gathered will be put in sweet cones available for sale for £1 each (1 per child).

Glowsticks will also be available for £1 each (1 per child).

There was an idea to purchase some disco lights for use in this and future discos depending on cost.

Actions:

JY is going to source the sweet bags and glowsticks

JY to look at acquiring some disco lights and the cost involved

Date to be confirmed with the school

4. The PTA would like to do a Christmas raffle again with a non-uniform day in exchange for the following items in order to make up prize hampers:

Jungle Class– Chocolate

Woodland Class – Biscuits

Ocean Class – Savory non-perishables (crisps, chutney etc)

Desert Class – Papmper items (candles, face masks, bath bombs etc)

Proposed date for the non-uniform day is 21st November (TBC)

Proposed date for the draw is 12th December (TBC)

It was discussed that the draw should happen after school in the hall starting at 3:30pm, with the actual draw at 3:45pm. In this time there will be refreshments for sale, including mulled wine for a donation.

Alongside the draw it was suggested that a “Great Christmas Bake Off” competition could be held. This would involve the children bringing in a Christmas bake of their choice (mince pies, Xmas cookies, or Xmas Cupcakes) in the morning for 50p entry.

The three categories could be judged by Mr Harris during the day and the winner announced with the raffle. Prizes TBC.

Another suggestion was a 1-100 £1 a square competition for a magnum of prosecco.

The prosecco will be kindly donated by TLS.

Tickets should be sold in the run up to the draw including at the Nativity performances.

“Big” prizes from local business will need to be requested in the coming weeks.

Actions:

Dates to be confirmed with school

Ideas to be confirmed with school

Raffle tickets to be purchased

Spreadsheet and letter template to contact the local businesses to be compiled (SH)

5. Planning for the Christmas party was discussed, and it was decided that the main planning for this will take place at the next meeting on 2nd October

Potential date for the Christmas party will be 17th December (TBC)

Initial ideas discussed involved potential entertainment including Jamie Jigsaw, Sophie’s Ceramics, circus skills, bouncy castles and nerf activities.

Actions:

Inform the PTA volunteer group about the next meeting and ask for ideas and suggestions (JY)

6. There was an initial discussion about the pantomime trip. LY confirmed there are enough funds to cover this trip. Agreed to be discussed at the next meeting.
7. Date for next meeting confirmed as 8pm 2nd October in the Old Ox

