



Middlefield Primary Academy PTA meeting minutes

Wednesday 28th January 2026, 7:30pm
Ferro Lounge

Chair: Holly
Minutes: Emma

Attendees: Jo, Kim, Chloe, and Claire

1. Finance updates:

Current bank account balance: £5595.60 (+£900 cash for Jo to bank)

Invoices to be paid:

- £1200 year 6 table and chairs
- £400 KS1 books
- £995 Defibrillator

Once invoices paid, balance will be around **£3900**

Action: Jo to follow up with school office about money collected from Xmas jumper day and ensure charity donation was made.

All agreed that the main aim this year is to raise funds towards replacing the trim trail. Approx. cost £14,000.

To note: The year 6 peaceful play area has been condemned due to uneven grounds. This would need some professional groundworks to rectify.

Fundraising ideas for the year:

- Non- uniform day Friday 13th February- wear red or pink, £1 donations. *Update since meeting this has been changed to Thursday 12th February.*
- Valentines donuts- after school Friday 13th February
- Spring disco, to be held in March- date TBC
- Easter bake off competition, to be held in April- date TBC
- Easter bonnet/colouring competition- could sell bonnet making kits
- Circus idea in place of Xmas fayre. Companies normally charge around £8 a ticket but prices based on selling approx. 600 sales. Could be possible with children + siblings + adult sales and opening up to external sales if required. Profits could be enhanced by selling popcorn/refreshments etc.
- Claire Voyant night, but wouldn't be able to be held in school. External venue options- Methodist church hall, Anchor pub, Loves Farm House (known to be quite expensive), Jubilee Hall, Berkley St Hall.
- Another paint and sip night- possibly struggle to sell tickets for a second event as a lot of places do the events for £15 a ticket. We could possibly hold the event again for a cheaper price and sell refreshments at a higher mark up.
- Bingo night at Ferro Lounge/similar venue

- Summer Fayre, could include a colour run/obstacle style course run alongside
- Quiz night- Kev to host again at Eynesbury Rovers? Kim to message.

All agreed to not run Mothers and Fathers day shops this year due to the lack of support and negativity received with recent year's efforts. It is also becoming increasingly difficult to purchase items to make a sufficient gift but still make a profit.

Communications:

- PTA to start sending regular newsletters to keep parents (and school) informed with planned events, totals raised and fundraising aims. This is hoped to increase parent engagement with the PTA and enhance fundraising efforts.
- Newsletter to include a message about the Mothers and Fathers day shop decision
- Newsletter to also include a message about parents sending in suggestions for events, asking for further volunteers and any other feedback about PTA activities.
- Newsletter to be sent out ASAP to give parents maximum notice of this term's events

Action: Emma to draft a newsletter and send round to group for comments.

AOB:

Discussion around registering for charity status. The benefits of this include being eligible to apply for higher grants, and obtaining more desirable vouchers for raffle prizes (Woburn, Audley End etc). This would involve submitting regular bank statements and some other administrative tasks. To be discussed in more detail at next meeting.

The AGM is due. To be held remotely to increase opportunity for parents and teachers to join. 30 days notice is required. A date to be set once Mrs Besant's availability is known.

Date and time of next meeting:

To be arranged.