



William Penn School

Parent Teacher Association

Registered Charity No. 1134936

PTA OPEN MEETING

Monday 13th September 2025

MINUTES

ORDINARY BUSINESS

1) Apologies for absence: Harriet Buckley, Chloe Betts

Lucy Huggett has stepped down from the committee as per conversation with RK prior to AGM.

Written confirmation to follow. - **RK to follow this up from LH**

2) Minutes from Meeting 9th June 2025 – **all ok**

3) SUMMER FAIR

- Feedback

-RO suggested asking the 'Brick Bus' if they could come along. CB liked this idea and asked about having them in school to do sessions with children. RO to find out more about this.

- SMH suggested we need more things to 'sit and do' rather than lots of games. Less sweets as prizes!
- Set up on Thursday morning, Maypole first then into summer fair.
- 2:30pm for summer fair to begin
- CB suggested about doing a 'stocks' to soak the teacher
- Teachers to man their stalls as everyone will be around.
- Tokens are so much easier and we will continue with the token method for these big events
- No family picnic at the Maypole – this will be done on Sports Day instead.
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4) AGM

- Feedback

All ok. Happy with how it went and the numbers that attended.

4) COMMITTEE ADMIN

- KE planter money sorted?

- HB has paid money into our PTA account for planters and also sponship for the sumemr fair.

This money is now allocated under this years income.

-SMH to speak to her mum re planters and what to do with them going forward. They may ened up being moved due to the new fencing that is being put in over half term.

5) NEON DISCO Weds 22nd Oct

- Refreshments & snacks RK – to buy when tickets sales have closed on friday 17th Oct

- Check in via Classlist on iPad. Sign out sheets (large print) RO – RO to do sign out sheets when ticket ssales have closed.

- Who can help? Staff? All teaching staff will be present and some TA's. RK, RO and SMH to help too

- Crib sheet circulated done and risk assessment done too.

SMH has bought some Neon lights, a banner for Mr H and some sliver cloths.

6) FIREWORKS Thurs 20th Nov

- Update – field, parking, hi-viz, fencing (HB) Water stream have confirmed we can park 20 cars up there. Will keep this for PTA and families.

AC said school have lots of hi viz vests we can use for the night.

Rod to assist with parking too and be on hand for the evening.

RO said update on field use is highly likely, she has confirmed when/who will need access to it.

Agreed to keep everyone on the playground and then move into Cadbury area before fireworks start.

CB suggested candy floss/popcorn to be sold on the night too .

Toilets an be used in JBB and also the toilet in cadbury. Signage will be put up for toilets and first aid areas.

SMH to forward the email from Horsham District Council re TENS licence is not needed.

Miss Thomas said she could do small face paintings.glitter tattoos on the night.

CB to annouce start of fireworks and do a countdown.

SMH & RK to go to school Friday morning to check site for rubbish etc and make sure all is tidy.

RK to do a leaflet drop to neighbours over half term to advise them fireworks are happening.

RO advertised on facebook but will do again nearer the time.

- Crib sheet in progress – a work in progress along with risk assessment. SMH to email Aurora to get their risk assessment
- BBQ food KE? KE said she can ask her Dad to get meat again. Suggested we just do Hot Dogs rather than Burgers as well. Perhaps Jumbo and kids size.
- Gas for BBQ - Tom Betts – TB said he is going to contact 4 seasons to source gas bottle for the night.

7) POP UP SHOP & Christmas Cards

- Update SMH, RO

Prep is under way, gifts are being collected.

Own clothes day on Friday 12th December in exchange for donations of gifts.

Need lots of parent helpers for wrapping etc

Tokens to be used again this year

- Templates have gone off – awaiting proof sheets

SMH to keep an eye out for proof sheets and these can then be handed out to children/parents.

8) DATES FOR DIARIES/OTHER IDEAS EVENTS

- Raffles – KE said the raffle this year in February was hugely successful - we agreed to do it again in February but will do another way of announcing winners rather than letting classlist do the draw.

9) AOB

- Next meeting date – Monday 10th November – Purely firework meeting
- 3rd-14th Nov - Woodland Trust trees arriving (Mrs L) 30 small copse saplings, 60 small hedge saplings – AC to make Miss L aware these are arriving soon
- Prestige to sponsor road safety bollards? - RK to go in there and speak to them
- Summer fair - Roger confirmed, Tom iRock? May pole? Mr H compare? AC said she can speak to Tom at Irock and swap the days around. Can speak to Mr H bnearer the time to organise music etc,.