



**Sheldwich Primary School PTFA
Meeting Minutes**

Date: 22nd January 2026
Time: 2:30pm
Place: School Hall

Attendees: Helen Wiltshire – Chairperson
Jennie Diddams – Treasurer
Anchen Lintott – Secretary
Dee Poyiatzis
Gordon S.

Apologies: Mrs Garrett (Headteacher)

The meeting was opened at 2:35pm. Mrs Wiltshire thanked everyone for joining.

Upcoming Events

The committee discussed a range of seasonal events and activities:

- **Valentine's Day (Feb 13th):** Mrs Garrett confirmed the date for the "Donuts" sale. Volunteers are asked to dress in red or pink if possible, and seasonal-coloured donuts will be sold.
- **Quiz Night (March 13th):** Tickets are selling fast with 48 participants maximum. Drinks will be subsidized by the venue, and snacks provided by the PTFA. PTFA members are asked to donate raffle prizes.
- **World Book Day:** A book swap will be held in line with World Book Day. Due to storage constraints, book donations from parents will be requested specifically after half term with communication around this to be sent out by Class Reps.
- **Easter:** Due to the high cost of chocolate, an Easter egg hunt will not be held this year. It was then discussed whether a craft event would be a fun option instead. Mrs Linter suggested a "Cake Sale" instead to take place at 1:00 PM following the celebration assembly.

Action: Mrs Wiltshire to share Quiz Night booking link; Classrooms to send messages regarding book collection after half term.

Summer Term Planning

Mrs Garrett confirmed the Summer Fair is set for June 19th. Mr Siretts asked that the Sheldwich Football team to sponsor the inflatables again this year. Mrs Linter has agreed to advertising a pitch to external vendors. Mr Siretts has confirmed he can approach vendor contacts for the Summer fair. The summer disco was also discussed, with suggestions to hold it on May 22nd or the end of SATS week.

Action: Mrs Wiltshire to check availability for the hall and entertainers for Summer disco; Mr Siretts to follow up with food vendor contacts.

Sheldwich Primary School PTFA
Lees Court Road, Sheldwich, Faversham, Kent, ME13 0LU
Registered Charity No. 1021211
Chair: Helen Wiltshire
Treasurer: Jennie Diddams **Secretary:** Anchen Lintott



Funding

Mrs Linter has confirmed that all new computers are now installed, moving to Windows 11 and then cloud-based systems. Mrs Linter noted that new broadband is required to support this transition. Additionally, the committee has agreed to spend approximately £10k on a new set of Generation 12 iPads and a charging trolley once they are released.

Mrs Linter highlighted the success of the "Small World Play" setup but noted a need for dedicated storage. A quote of £1,200 for a double-door shed and an additional £1,200 for the base was presented. The committee voted unanimously to pay for these items with the goal of completing the installation during half term. Mrs Linter agreed that parents and students should be invited to view the new play setup once operational.

Action: Mrs Linter to send final breakdown of fund allocation; Mrs Diddams to apply for £500 Tesco grant once paperwork finalised of previous grant.

Event banners

It was discussed that events and coffee mornings will be better highlighted to parents if we could have banners set up at events. Mr Siretts has mentioned that he would be able to get help with design of this.

Action: Mrs Diddams to find a local business to design and print banners for the PTFA.

Easyfundraising promotion

Mrs Wiltshire raised the need to increase sign-ups for Easyfundraising as it is such an easy way to passively raise funds. Suggestions included offering certificates or cakes upon completion of Easyfundraising sign-ups, or having volunteers available at events to help parents set up the app on their phones. However, this is volunteer dependant. Mrs Linter then suggested a flyer in children's bookbags setting out a step by step guide on how to set up the Easyfundraising app.

Uniform management

Regarding the uniform shed, Mrs Wiltshire noted that due to huge influx of uniform, it is difficult to manage. It was suggested that a volunteer rota be established and that the school utilize newsletters to better communicate sale dates to parents. If any of the PTFA members would like to be more involved with the uniform shed please get in touch with Mrs Wiltshire, Mrs Diddams or Mrs Lintott.

The next coffee morning has been earmarked for the 12th of February, Mrs Linter to confirm the date.

Meeting closed at 3:21pm.

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