



Friends of Woodthorpe Infant School (FOWI)

PTA Kick-Off Meeting Minutes

Date: 17 September 2025

1. Treasurer's Report & Update

- Last year's spend: £7,800 (classroom provision, Alice in Wonderland production, tablets, reading areas, Year 2 leavers' events).
- Opening balance this year: £5,162. After commitments (Eminem production, workshops, Year 2 leavers), balance is £3,472.
- New FOWI Joint Chairs agreed for 2025/6

2. Event Planning & Organisation

- Key Dates Document and FOWI Reference Guide created; Gantt chart to show overlaps.
- New Teams Hub to store reference guides, comms, artwork, and logistics.
- Investigating Canva for Schools to centralise poster/artwork design.
- Volunteer sign-ups to be managed through Forms to reduce WhatsApp traffic.
- FOWI comms utilising newsletter, Class Dojo and potential dedicated FOWI newsletters– managed between Bille, Sam and Susannah.

3. Upcoming Events & Key Dates

- Christmas Cards – (Christmas Card Company) artwork completed by 3 Oct. Parent orders due end of October.
- Christmas Trees – order forms distributed in October; orders placed in November.
- Children's Disco – Thursday 27th November, 3.30–5.00 pm.
- Christmas pupil gifts – 180 books to be wrapped – volunteers to be sought

- Christmas Fair – Friday 5th December, 3.30–5.00 pm (Santa’s Grotto, stalls, raffle, refreshments). Extra dates added to Grotto due to success last year (Wed 3rd, Thursday 4th 3.40-4.30pm). New drinks station to be included this year (outside), hot choc and mulled wine, mince pies.
- Non-uniform days:
 - 7th Nov, (coloured Hamper collection)
 - 30th Jan (make the rules day)
 - 8th May (unopened bottle donations)
- Egg decorating competition (23rd Mar)
- New parents evening talk - inc FOWI intro (May 2026)
- Sports Day (16th Jun),
- Summer Fair (19th Jun),
- Frozen Fridays (from 5th July),
- Family Disco (10th Jul),
- Other event ideas: Possible Year 2 Movie Night and Mother’s/Father’s Day fundraisers (TBC).

4. School Requests & Funding

- Playground: £1,000 Tesco grant received. For school exterior: bark, sleepers, and creative seating.
- Class funds: supporting tailored learning resources (e.g. stop-motion Lego, role play).
- Interschool Cross Country (23rd April): proposal for branded T-shirts/kits.

5. Volunteer Support

- More parent volunteers required for events.
- “Golden ticket” idea trialled (priority Grotto entry for helpers).
- Two WhatsApp groups: Core group (planners) and Event support (on-the-day helpers).

6. Action Points

Volunteers / Organisation:

- Create new Volunteer form and promote to all parents - Susannah
- Once volunteer info received – allocated to events – Billie / Susannah
- Create school linked Canva account to centralise files – Susannah

Christmas Cards:

- Determine the pricing for Christmas cards and explore options to streamline the order process – Susannah / Billie
- Collect Christmas card designs from classes by Friday, 3rd Oct. Billie
- Send Christmas card samples to the company and get orders back by the end of October -Billie +1

Non uniform Day:

- Organise a non-uniform day on Friday, 7th November
- Comms to promote event and rainbow hampers – Sam
- Christmas photos for parents to purchase to be taken by Kat from Red Robin Photography during not uniform day.
(Kat@redrobinphotography.com)

Christmas Photos:

- Christmas photos for parents to purchase to be taken by Kat from Red Robin Photography during not uniform day.
(Kat@redrobinphotography.com)
- Comms to promote and advise parents – Sam (Kat to provide poster)

Christmas Trees:

- Identify opportunity to offer tree and wreath bundle - Billie
- Send out Christmas tree order forms in October.
- Place Christmas tree orders in November.
- Organise the Christmas tree collections and the Christmas fair on Friday, 5th December from 3:30-5:00 PM.

School Disco:

- Hold a children's disco on Thursday, 27th November from 3:30-5:00 PM. Volunteers needed (1 x quiet room, 5 x food and drinks)
- Food and drink shopping

Christmas Fair

- Christmas Raffle: donations from local businesses needed – all to support on this. Susannah to locate previous years donor list – Sam to help with comms to promote help needed by parents /their contacts
- Volunteers for stalls required – form to promote sign ups – Susannah
- Volunteers required to run new hot choc / mulled wine stall (outside)
- Confirm staff and stalls present –Billie/Emma
- Volunteers for grotto prep and event support needed - Susannah

- Comms to promote Grotto and launch ticket sales – Susannah/Sam

2026 events:

- Plan the summer fair on Friday, 19th June.
- Run "Frozen Fridays" starting Friday, 5th July.
- Hold a family disco on Friday, 10th July.
- Explore the possibility of a Mother's Day/Father's Day event.
- Investigate the use of a large screen for a year 2 after-school movie event
-Susannah
- Hold a non-uniform day in January, date to be determined.
- Organize an egg rolling/decorating competition on Monday, 23rd March.
- Hold another non-uniform day on Friday, 8th May.
- Organise sports day on Tuesday, 16th June.

Next Meeting: Tuesday, 4th November (location and time TBC) – focus on Christmas Fair planning.