

Friends of the Raleigh – Committee Meeting Summary

Chair: Rheanna Mitchell

Date: 28th January 2026

Attendees: Rheanna Mitchell, Elizabeth Carter McQueen, Rob (Treasurer), Daria, Becksi Chinwa, Belle Crutcher, additional committee members

1. Purpose of the Meeting

- School update on current spending and priorities.
 - Update on playground fundraising proposal.
 - Update on Parents' Ball progress and sponsorship.
 - Treasurer's financial update.
 - Review of upcoming events (Disco, Easter Fair, Summer Fair).
 - Discussion of future fundraising ideas.
 - Consideration of approach to parking concerns raised by parents.
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2. Playground Fundraising Proposal

- Daria requested a written proposal outlining the playground renovation plans to support fundraising and marketing for upcoming events, particularly the Ball.
- The proposal will outline the vision for playground improvements and explain the project in broad terms so it can be included in event materials such as auction booklets and ticket communications.
- The playground project is expected to be delivered in two phases:
 - o Phase 1: Purchase of toys and equipment for children to use in the playground.
 - o Phase 2: Physical improvements to the playground space including resurfacing and activity markings.
- The aim is to develop a zoned playground so children of different ages can use different areas for different types of play.
- Exact costs are not yet confirmed as additional quotes are currently being gathered.

Action:

- School to produce a written overview of the playground plans for fundraising purposes by 21 February.
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3. School Update – Use of Funds and Priorities (Mrs Carter McQueen)

Recent spending:

- Two “little people” road safety figures have been purchased to support traffic safety

outside the school.

- Originally four were planned but only two could be installed permanently due to restrictions.

Playground priorities:

- The playground remains the key investment priority for the school.
- The school council will be meeting to gather feedback from pupils about what equipment they would like.
- Plans are being explored to:
 - o Create activity zones in the playground.
 - o Improve the appearance of the playground through coloured markings and resurfacing.
- These improvements would benefit all pupils and are considered a strong candidate for PTA funding.

Cooling / classroom temperature:

- A quote has been received for installing classroom air conditioning (~£75,000).
- This cost is considered very high, especially given that cooling is only needed for short periods during the year.
- The school is also working toward sustainability goals and a net-zero target by 2030.
- Alternative cooling options will therefore be explored before committing to air conditioning installation.

Next steps:

- Mrs Carter McQueen to explore other cooling options with headteachers in the trust before further discussions on funding.

4. Parents' Ball Update (Daria)

- Progress on the Ball is positive.
- A major sponsor has committed £4,000 in exchange for branding and promotional visibility at the event.
- The sponsorship provides additional flexibility in the event budget.

Accounting query:

- The sponsor asked how the payment should be processed for accounting and tax purposes.

Treasurer advice:

- In previous years sponsors have been issued with an invoice for accounting purposes.
- A formal contract has not typically been required.

Action:

- Treasurer to confirm invoicing process if needed.
 - Daria to proceed with sponsorship arrangements.
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5. Treasurer's Report (Rob)

Autumn term performance:

- Christmas cards and tea towels raised approximately £1.5k, slightly higher than last year.
- Christmas Fair performed well compared to the previous year.
- Cake sales also performed strongly.
- Lottery income continues steadily.

Overall financial position:

- PTA finances are currently in a good position for the year.
- Approximately £13,500 currently available.

Forward planning:

- Upcoming spending is expected for the Ball and the Summer Fair.
- It may be preferable to delay transferring additional funds to the school until more fundraising has taken place later in the year.

Target position:

- Ideally raise funds to £20k+ before making final decisions on contributions to school projects.

Comparison with previous year:

- Last year saw unusually high fundraising (approximately £30k total), so expectations should be set accordingly.
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6. Events Calendar and Updates

School Disco – 13 February

- Some parents have indicated they may be away as it is close to half-term holidays.
- The event has been in the school calendar since the start of the year.
- Emma Guy is reviewing whether the date should remain or be adjusted.
- Volunteers have already been requested and event planning is underway.

Easter Fair

- Planning has not yet begun in detail but volunteers from the Christmas Fair team will assist.
- A planning meeting will be scheduled in the coming weeks.
- The pavilion space used for the Christmas grotto was discussed as a potential

location for Easter-themed activities.

- Possible ideas include a spring garden space or Easter bonnet-related activities.

Cake Sales

- Feedback received that there has been an increase in shop-bought items (e.g. donuts) and fewer homemade cakes.
- Committee members noted homemade items tend to sell first.
- Suggestion to encourage more home baking in future communications.

Summer Fair

- The current organiser – Niall – seeking new volunteer to lead
 - Proposed date: first Sunday in July.
 - It was suggested that potential clashes with major sporting events (e.g. World Cup fixtures) should be checked before finalising the date.
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7. Future Fundraising Ideas

Christmas Show Refreshments

- Idea raised to sell drinks such as Prosecco to parents during school Christmas performances.
- Example observed at another school where this was successful.
- Requires advance planning and space considerations but received positive support.

Sports Day Coffee Van

- Previously arranged by Kate.
- Committee to consider inviting the coffee van again for future events.

QR Code Donations

- QR donation code was used at the Christmas Fair and raised approximately £60 despite minimal promotion.
 - Suggestion to continue using QR donation codes at future events as an easy way for parents to contribute.
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8. Parking Discussion

- Parking around the school continues to be a topic raised by parents.
- Rather than organising a potentially confrontational or poorly attended meeting, the committee proposed sending a short survey to parents.
- The survey would include a small number of questions to collect feedback.
- Responses could then be summarised and shared with the school.

Next step:

- Committee to prepare and circulate a short parent survey regarding parking concerns.
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9. Key Actions / Next Steps

- Mrs Carter McQueen to prepare a written playground fundraising proposal by 21 February.
- Treasurer to confirm invoicing approach for Ball sponsorship.
- Daria to continue Ball sponsorship arrangements.
- Emma to confirm whether the Disco date will remain as planned.
- Easter Fair team to schedule a planning meeting.
- Committee to identify a lead organiser for the Summer Fair.
- Committee to explore Christmas show drinks sales for next year.
- Committee to consider inviting the coffee van for Sports Day again.
- Continue use of QR code donations at future events.
- Committee to draft and distribute a parent parking survey.