



**John Rankin Schools
Parents, Teachers & Friends Association
Meeting Agenda**

Date	Thursday 5th March 2026			
Timings	From 7.30pm			
Format	Virtual : https://meet.google.com/syq-pkgh-nhu			
Pre-reads/work	N/A			
Timing		Agenda Item	Purpose / Notes	Owner
19:30	19:40	Welcome, apologies & Introductions	Welcome new attendees, review and agree on the standing agenda. Note apologies received.	Jenn/Michelle
19:40	19:45	Review and Approval	Review Minutes from the previous meeting and approve them as an accurate record.	Laura
19:45	19:50	Funding Update	Update on funding requests and projects we have sponsored.	Jenn/Michelle
19:50	20:00	Disco Debrief	Debrief after Discos in February	Michelle
20:00	20:10	Vodafone volunteer event	Fs2 Teddy Bears Picnic	Ellie
20:10	20:20	East Hunt		Jenn
20:20	20:45	Other Events	<ol style="list-style-type: none"> 1. Shed clear out (Jenn) 2. Parents Prom / Gala dinner (Daisy) 3. Circus (Michelle) 4. Summer Fete for 70th celebration (Jenn) 	Various

20:30	20:35	Any Other Business (AOB)	Brief discussion of any urgent items <i>not</i> covered by the main agenda (must be raised with the Chair before the meeting). No decisions should be voted on in AOB.	Daisy
20:35	20:40	Confirm the date, time, and location/virtual link for the next scheduled meeting.	Thursday 05.03.2026 - Virtual Meeting Thursday 23.04.2026 - In person Meeting Wednesday 06.05.2026 - Virtual Meeting Thursday 18.06.2026 - Virtual Meeting Thursday 16.07.2026 - In person Thursday 17.09.2026 - In person AGM	Daisy
20:40	21:00	<i>Close</i>		Jenn & Michelle

In attendance:
Apologies

PTFA meeting 5th March 2026

Laura ran through the minutes from the last meeting and they were adopted by the group.

Funding update

All monies have now been transferred to school for the various projects discussed at the last meeting.

The outdoor classroom is currently delayed due to issues with planning.

PE tops will be issued to all children at the end of this half term.

£1,000 has also subsequently been passed to school for willow igloos and the plan is to install these over this coming weekend.

School have informed us that they have approx. £250 surplus from money we allocated for a trip and asked if this can be used to buy a number of Rubix cubes. This was approved.

That leaves us with £37k for the installation of the running track on the junior field.

We would still like to achieve more donations despite the £37k as this then leaves us with minimal money left for other things.

Disco debrief

Headset ordering, delivery and use all went really well.

Issue with less volunteers turning up to the junior discos in the evening than had signed up. Could be some confusion with how this question is asked on the online booking form so will look at this for next round.

The kitchen was locked which made it difficult to access water so we need to ask for access at the next round.

Big thank you to teachers who stepped in to help on the day and Laura will arrange for thank you cards and vouchers to express our appreciation.

Tara has kindly agreed to be our new Volunteer Coordinator who will check numbers of volunteers who have signed up to help and brief them ahead of events.

Vodafone volunteer event

Teddy Bear FS2 disco 5th March 2-3pm

10 Vodafone volunteers including Elena. Somebody in the PTFA with a DBS check will need to be present. Jenny volunteered to do this.

Alongside the disco there will be a bake sale and second hand uniform sale. We will ask for donations rather than specific prices for items.

Jenn will send comms on Monday next week.

Easter Egg Hunt

Jenny leading on this.

We need a few volunteers for the FS2, year 1 and year 2 hunt.

PTFA sheds clear out

Andy is helping Jenn organise a large skip for the first weekend of the easter holidays.

Volunteers needed.

Parent Prom

Save the date to go out tomorrow in the school weekly updates.

Planning group meeting next week.

Still need to work on silent auction and raffle which will be open to all, not just those attending the prom.

Raffle likely announced at the summer fete.

Circus

Looking at dates for September. Ms Cooper keen to try and have a school circus skills workshop as well if this is possible. The only issue is that to cover the expense it would raise the cost of the tickets. Michelle will look into this.

Summer fete / 70th celebration

First planning meeting on 19th March on zoom.

AOB

Jenn discussed with Ms Cooper about having a PTFA information stall at the upcoming parents evenings. Jenn could produce leaflets explaining the role of the PTFA and encourage parents to join. On the other side it can list upcoming events over the academic year. We will need a few volunteers to do this.

Meeting closed.