

## **First PTE/FONS Meeting Minutes**

Date: 05/12/25

Time: 08:40 am

Location: Newlands Primary Academy, school library

### 1. Attendees

- Total attendees: 5
- Apologies received: 1

Attendees:

Mrs J Thornton

Gabrielle Wood

Bethan Hughes

William Feline

Lintle Musa

Apology from:

Aneesha George

### 2. Updates from Mrs Thornton

Indoor Event – Christmas Fair (07/12/25)

- Indoor event.
- Three food vendors confirmed.
- Event was advertised on social media, with hopes for a strong turnout.
- Event began at noon.
- Parents were invited to assist with setup from 10:00 am.
- The event was sponsored.

## **Discussions**

## End of Term Entertainment

- Entertainment for the last day of term confirmed.
- Magicians booked to entertain the children.

## HSBC Account Setup

- Progress made toward setting up an account with HSBC.
- Signatories required; process described as lengthy due to legal terms and conditions.

## 3. Parentkind Setup

- Discussion held regarding the use of Parentkind.
- The group unanimously agreed that Parentkind is the best option.
- Payment of £121 required to proceed.
- Group name confirmed as FONS.

## 4. Meeting Frequency

- It was suggested that PTE meetings be held monthly.
- A parent from another school, who chairs their PTE, will be approached for guidance for FONS.

## 5. Upcoming Events & Ideas

### Bake Sale – January

- A bake sale was proposed for January.
- Training will be offered to ensure compliance with relevant regulations.

## 6. To-Do List

- Set up an email address for FONS.

- Set up a functional bank account.
- Pay for the Parentkind app (£121).

## 7. Next Meeting

- Date: 07/01/26
- Time: 19:30
- Location: address shared