

## The Mease Spencer Academy PTFA Event Checklist 2025-26

Please use this proforma to think through events and submit to the PTFA Leadership Committee prior to promotion



| Areas to consider...                           | Prompts...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Answers and explanations... |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Leadership and support</b>                  | Do you have a lead and a PTFA sub-committee of more than 3 committed people with a reliable communication channel?<br><i>Is a meeting required?</i>                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |
| <b>Planning and promotion</b>                  | Do you have at least 4 weeks in advance of the event to widely promote it? This includes posters on dojo, posters around school, flyering, school gate promotions, banners if applicable, local social media if applicable, contacting community connectors eg Parish Council re notice boards, and local groups such as WI, Scouts, etc.<br><i>Have you incorporated reflection points from previous PTFA events in your planning?</i><br><i>Has inclusivity been considered for this event (eg, cultural sensitivities, accessibility, neurodiversity, etc?).</i> |                             |
| <b>Community partners and local businesses</b> | Are you planning on approaching local businesses re the event (eg, for donations)? If so, avoidance of duplication with other events is required.<br>Are you reaching out to local community groups? If, so, who and when?                                                                                                                                                                                                                                                                                                                                          |                             |
| <b>Governance and safety</b>                   | Are we insured for this?<br>Are risk assessments and health and safety processes required?<br><i>Have allergies, food intolerances and dietary requirements been considered?</i><br><i>Is a register of attendance required?</i><br>Are First Aiders required?<br>Do any notices need to be issued (eg, local residents re parking, council, fire service etc).                                                                                                                                                                                                     |                             |

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|                                | <p>Have external providers in attendance provided their public liability insurance and agree to comply with our PTFA T&amp;Cs?</p> <p>Is a license required (eg, TENs etc). <i>A TENs is applicable even if a small amount of alcohol is a part of the event/ticket price.</i></p>                                                                                                                                                                                                                                  |  |
| <b>Safeguarding</b>            | <p>PTFAs have a duty of care to consider the safety and wellbeing of children and vulnerable adults, so bear this in mind when risk assessing your event. Are there any safeguarding issues to address in the planning/delivery of the event?</p> <p><i>Will there be photography at the event? If so, comply with school consent process.</i></p>                                                                                                                                                                  |  |
| <b>Finance</b>                 | <p>What will the expenditure and profit be for the event?</p> <p>Are floats required?</p> <p><i>Are there any financial risks? If so, please provide details.</i></p> <p><i>Are there any up-front costs or non-refundable deposits to secure a date?</i></p> <p>How will money be stored safely?</p> <p>Has setting up sum-up machines on phones and acquiring passcodes been considered?</p> <p>Has social economics been considered in the pricing of the event, eg affordable and in line with competition?</p> |  |
| <b>Post-event</b>              | <p><i>Please plan time to tidy away event resources on the PTFA shelves after the event. Also, event posters should be removed.</i></p> <p><i>Please be prepared to reflect on the event at the next PTFA meeting so we can learn 'WWW' (what worked well...) and 'EBI' (even better if...).</i></p>                                                                                                                                                                                                                |  |
| <b>Pupil voice</b>             | <p><i>Have you captured 'pupils voice' for this event through collaboration with the School Council? Where applicable.</i></p>                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Checklist completed by:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>Approval from PTFA?</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

Amended by KM with some new additions (in italics) on 15.01.26