



PTFA Minutes

Date: 10th October 2019

Time: 3:45pm

Venue: St Michael's & All Angels Pre School

Attendees: Joanne Feltham, Vicki Gibson, Juliette Craven, Keira Tomas, Gemma Barrett, Gemma Brown, Sarah Beaumont, Sam Graham, Karen Kellet

Agenda:

- 1) Apologies
- 2) Disco
- 3) Upcoming School Events
 - ✚ Prospective Parents Event : 19/11/19
 - ✚ Parent's Evening: 26/11/19
 - ✚ Xmas Concerts: 16/12/19
- 4) Update on projects previously discussed
- 5) Community Fayre
- 6) PTFA Funding
- 7) AOB

Proceedings:

- 1) Apologies were received by:
 - Fiona Averill
 - Claire Berry
 - Nik Clarke.
 - Sharon Tempest.

- 2) Disco tickets are now available on school money. Allocation of roles for the disco were assigned as follows:
 - ✓ Jo and Juliette – On the door
 - ✓ Vicki, Taryn & Eddie – Shop. It was agreed that the shop would be down the corridor from the hall.
 - ✓ Gemma Barrett to decorate
 - ✓ Everyone else on toilets/hall etc.

We are awaiting confirmation as to which staff members will be there on the night.

JF has ordered the sweets and these have now arrived. We then had a number of ideas regarding what 'toys' were going to be purchased to sell at the event. It was agreed that snap bands, rings and swords were going to be the main categories. Quantities were agreed

and it was decided a cost of 50p for the bands and rings and £1 for the foam swords would be charged.

Actions:

- ✓ **JF to buy agreed quantities of items**
- ✓ **School to advise which staff members will be available to help**

3) Upcoming events in school were discussed where the PTFA could be visible and provide tea/coffee. As opposed to charging, it was agreed that a donation box would be available during these events.

i. Prospective Parents Evening – 19th November

** Following discussions between JF and Mrs Berry, Mrs Berry said that the PTFA would not be required at this event due to its nature, but thanked the PTFA for offering.

ii. Parents Evening – 26th November

✓ Karen, Gemma, Juliette, Jo and Vicki all to help.

iii. Xmas Concerts – 16th December

- ✓ Mince pies and raffle tickets will be sold during the concerts
- ✓ Regarding raffle, it was agreed there would be a staff hamper to be produced, PT Voucher, Sing & Sign, Chocolate Hamper, Christmas Wreath

Actions:

- ✓ **Timings for Parents Evening and Xmas Concert 'servers' to be arranged**
- ✓ **Keira T to start proceedings of staff hamper asking for donations**
- ✓ **JF to produce a Xmas Wreath**

4) Secret Santa/Xmas Shop wrap is well under way, with the allocated people all doing a fabulous job of purchasing and wrapping gifts for their specific areas (please see last minutes). The tea towel idea was received well by school and a letter has gone out to parents explaining about this.

Actions:

- ✓ **Tea Towels to be ordered beginning of November in order to be here in time**

- 5) Discussion around the previous idea of the community fayre was then had (see previous minutes). It was agreed that school was going to be the venue and that following JF's discussion with church they were very keen to be involved. It was agreed that the PTFA would plan the event and then advise the Church of what stalls etc. Discussion re Bouncy Castle and profits from this just to school. 2nd May was the date agreed for this event.

Actions:

- ✓ **Vicki to speak to Scout Association to see if they wish to be involved**
- ✓ **PTFA members need to think of ideas for what stalls we want to have at the event**
- ✓ **Notification to local residents to be planned**
- ✓ **Once this has been decided, we need to decide how much we are charging associations for stalls....**
- ✓ **** Bouncy Castle not to go ahead due to advice from school re insurance**

- 6) Long discussion was then led by JF regarding the PTFA Funding. With reference to the funds received from the Shelf Gala, Fliss and Lindsey were going to collect the cheque at the event to be held on the 17th October.

Discussions then centred on a Community Fund from Persimmon Homes which had been awarded to the PTFA for £1000 – a fabulous and welcomed addition! It was agreed that this money would be ring-fenced for the development of the school allotment (please refer to previous minutes). For now, this is on hold until the weather begins to improve, however the PTFA will be funding this.

Additional funds were then discussed. Staff have been asked what they would like the money to be used for and it was agreed that some additional playground equipment would be something that the children would benefit from significantly. JF has already looked into this and has found some excellent resources.

Actions:

- ✓ **JF to buy 2 each of the resources discussed in the playground with the funds**
- ✓ **School Council to 'unwrap' these for publicity?**
- ✓ **Potential of looking at purchasing a gazebo just for the PTFA that is logoed with the PTFA**

Next meeting to be held on the **14th November 2019.**

Minutes prepared by J Craven