



# Meeting Minutes

Version 1

Held: 5<sup>th</sup> February 2024 - 7:30pm @ Helen's house

Present

Katharine King (KK) - Chair  
Sarah Armstrong (SA) - Secretary  
Jess Jasper (JJ) – Member (via web link)  
Sophia Kelly (SK) - Member  
Sarah Young (SY) - Member  
Tom Lumby (TL) - Lead Teacher  
Barbara Young (BY) - Member  
Helen Findlay (HF) - Treasurer  
Charlotte Harris - Member

Absent

Jenny Venning (JV) - Parent  
Chloe Collacott - Reception Teacher

## 0. APOLOGIES

None.

## 1. PREVIOUS MINUTES

Previous minutes were signed by the Chair and kept on file for the records.  
No amendments were raised.

## 2. FINANCES

Total Current & Savings Account balance = £5,454.00  
Panto bus paid, electrician paid, Bags4School received.

## 3. EASY FUNDRAISING

Now has 9 members.

**TL to encourage school employees to sign up.**

Members to promote this and advertise at the disco.

## 4. EQUIPMENT STORAGE

A sort out of PTFA equipment in the storage boxes is required.  
To arrange this for a dry day, perhaps nearer Easter.

## 5. DBS CHECKS

Lots still outstanding.

**School to communicate progress at next meeting.**



#### 6. PURCHASE REQUESTS FROM SCHOOL

The school have not made any requests.

(Mrs Manta has informally requested money for gardening materials/ tools for children to use around the school.

TL to arrange a formal request with details.)

TL has ordered 90 sapling trees for planting around the school woods.

Over time, these could grow into a hedge around the boundary.

#### 7. PTFA COMMUNICATION TO PARENTS VIA SCHOOL

TL will produce a Google Form which will go out to parents via the weekly newsletter.

This will request permission for the school to send PTFA communications to them using via email.

School will save a spreadsheet listing parents who have given consent.

#### 8. SCHOOL NOTICEBOARD

This wooden noticeboard has deteriorated over recent bad weather period.

Kat and Sarah's husbands will look at this during the gardening day to improve it if possible.

#### 9. PTFA IDENTIFICATION AT EVENTS

KK to progress with a quote for 10 lanyards in established 'Hoot' colours.

SY to produce a little printable design for the card holder on the lanyard.

#### 10. FACEBOOK PAGE

JJ has created and it looks good.

More page administrators would be sensible.

Members to push page to grow followers.

BY mentioned an old school page still exists.

JJ will push EasyFundraising poster and disco poster on alternate days prior to disco event.

Page will only document donation thankyou lists and event information.

#### 11. BAGS FOR SCHOOL

Raised £110 – Very successful for little effort.

Worth considering 2 or 3 yearly collection days in future (after Christmas and after September return to school).

#### 12. GARDENING WORKING PARTY

Original date postponed due to bad weather.

New date – Sunday 11<sup>th</sup> February 9am.

#### 13. ASKING COMPANIES FOR DONATIONS

KK to compile list of companies to ask.

BY provided a list of suggested companies she recommends contacting.



#### 14. NEXT EVENT – VALENTINES SILENT DISCO - Friday 9<sup>th</sup> Feb

It was agreed to provide a free silent disco to MA pupils 5:30-7pm.

This is a small gesture of reward to pupils and families who have helped raise money to date.

KK selected hiring disco equipment from Devon company (after previously agreed company went bankrupt).

Cost of £225 (including £55 deposit) for 70 headphone sets, 3 transmitters/channels.

School to prepare each classes playlists, approx. 1hr 15mins of music required from each class.

KK has bought some neon tattoos and body paint to offer the pupils at small charge.

BY offered to bring some glow sticks.

Plan to serve hot drinks and 0% alcohol drinks to adults.

Bags of sweets to buy.

Squash for pupils will be free.

SK offered to bring balloon inflator.

BY, KK, SK able to bring their disco lights and KK her smoke machine.

Sell pre-loved uniform and tea-towels.

Preparation:

Members able to help set-up please arrive at 4:30pm.

The hall will be used for the disco.

Hawk Owls classroom will be opened for parents to sit and for the drinks to be consumed.

Someone needed on the hall entrance to count in/out (School employee)

Someone needed on toilets.

Someone between hall and classroom to prevent drinks in hall.

#### 15. FUTURE EVENTS

**EASTER EVENT** – Wednesday 27<sup>th</sup> March 3:30-4:30pm

Egg decorating competition judged by a visiting dignitary.

(Hard boiled) Egg rolling competition across playground.

Egg drop from height (without breaking) competition – Designs made from provided materials.

HF to contact a company to offer pizza.

Raffle using remaining items from previous events.

Teacher jail idea.

**ADULT QUIZ** – May or June.

JJ asked her Bradstone Manor contacts holding the event there but it is booked every weekend in May and June.

Venue is free April weekends or weekdays in May or June.

Venue decision TBC.

KK mentioned event does not want to clash with existing Kelly village events near this time.

BY and SA to confirm Kelly village event days for next meeting.

Applying for the alcohol licence will need to be done asap.

BY offered to ask her quiz master Auntie to provide the questions.

SK's husband may be able to perform/read out the quiz questions.

Food should be offered to make this more appealing to outsiders. (Sausage rolls and cider?)

#### **SCHOOL SUMMER FAIR AFTER SPORTS DAY**

Date TBC



16. AOB

**Y6 LEAVERS HOODIES**

TL confirmed there are 7 pupils.

As last year - School to arrange the order, PTFA will then reimburse.

17. NEXT MEETING

Monday 4<sup>th</sup> March, 7:30pm @ venue TBC.

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