



Meeting Minutes

Version 1

Held: 20th November 2023 @ 7:30pm @ Barbara's house

Present

Katharine King (KK) - Chair
Helen Findlay (HF) - Treasurer
Sarah Armstrong (SA)- Secretary
Barbara Young (BY) - Member
Jess Jasper (JJ) - Member
Sophia Kelly (SK) - Member
Charlotte Harris – New Member
Tom Lumby (TL) - Lead Teacher
Chloe Collacott – SEN Lead & Reception Teacher

Absent

Sarah Young (SY) - Member
Jenny Venning (JV) - Parent

0. APOLOGIES

(None this month.)

1. PREVIOUS MINUTES

SA will print off a copy for the Chair to sign, all attendees' agreed contents were fine.

2. FINANCES

Total Current & Savings Account balance = £5,568.52

Cost for the panto bus is still to be deducted.

£11.03 has been raised so far by people (6 people) using the 'EasyFundraising' app to purchase items online.

3. EQUIPMENT STORAGE

- Adding power sockets to the PTFA shed: KK reported that she has accepted the latest Electrician's quote. We await his start date & will liaise with school once known.
- Stackable storage boxes: These have been bought and are in the shed. A date will be arranged after Christmas to sort how best to use these boxes with the items left after the Christmas event.
- A new solid door and sorting the PTFA shed sign: This will be done at a later date.
- Freezer: If anyone sees a small freezer available for sale, please inform KK.

4. DBS CHECKS

KK now has hers. HF, SK, BY, JJ still to chase. CH to ask Emily to begin conducting her DBS.

5. PURCHASE REQUESTS FROM SCHOOL

The school have not made any requests.

CC confirmed that she is compiling her list of items she would like to purchase to 'level up' the purchases given to Mrs. Baldwin earlier in the year.

6. PTFA COMMUNICATION TO PARENTS VIA SCHOOL

Emily has still not made any progress with this. PTFA to chase.

7. SCHOOL NOTICEBOARD

A Christmas fair poster should be added to this. **SA to do.**

A poster explaining the 'Bags for School' collection day (15th January 24) and terms should be added too. **SY to do.**

SK to promote our events online.

8. PTFA IDENTIFICATION AT EVENTS

KK has considered if lanyards instead of badges or t-shirts might be most sensible. She has found personalised lanyards at a cost of £2 each and we could buy a small batch at a time. **KK to progress with designs.**

9. GOVERNORS

After TL asked if there was anyone interested, Les Armstrong (Sarah Armstrong's husband) and Matt Young (Sarah Young's husband) have agreed to become governors. They are in communication with the school to progress their enrolment. More governors would still be an advantage. TL requested any interested parties to discuss questions directly with him. There are no Governor meeting minutes from the last few years present on the school website - why? **TL / School to investigate.**

10. CHRISTMAS CAROL CONCERT & PTFA FETE – Thursday 7th Dec

3:30 Church Carol Service (Sunset at 4:15pm)

4:30 Everyone to walk along footpath parallel to main road back to the school.

(PTFA will have decorated the footpath with festive pictures to find along route.)

5pm Christmas Stall, Food, Drinks, Games and Santas Grotto throughout school buildings.

7pm End.

Torches and hi-viz vests could be used to keep walkers visible along the route.





PREPARATIONS:

The school hall, Mrs Baldwins classroom & Mrs Mantas classroom will be free from 1pm to set up for the fair. PTFA will arrive from 1pm and stall-holders from 3pm. 10 stall holders are booked in to attend, 7 have paid their deposits. **HF to confirm funds received** into the account. There is space for about 15 stall tables so if any more interest is shown there is still space.

SY offered she could do a stall selling biscuits - KK will confirm if there's space for her to do that. Kat's husband Jon will be responsible for looking after the stall-holders at the school while the concert takes place. A car parking monitor would be sensible to ensure maximum space is utilised in the school car-park. Les will be responsible for rounding up people walking from the church to the fair.

RESPONSIBILITIES:

Santa's Grotto.

KK & Santa. Santa could be Helen's Dad if no-one else is available, Governor Brian won't respond to requests & Kat's other options weren't available. A sign-up sheet should be created to have in the corridor so time slots can be allotted. Books as gifts from Santa have been bought and **HF will wrap**. **BY to find her Santa costume.** KK will dress as an elf. This will be held in the tent erected in the grassy area by the road.

Raffle.

3 hampers to be created, use left-over items from previous events where possible. **BY offered to compile.**

PTFA Drinks & sweet nibbles/cakes stand.

JJ and SY. KK to bring non-alcoholic mulled wine be heated up and served on the night with mince pies (by Kat's Mum) and star biscuits. Hot chocolate with added marshmallows and sprinkles/cocoa dusting can be provided too. Paper cups will be used.

A 'sit down & craft' children's table.

BY & SA. The activity will be to decorate a clear bauble & then put inside it a length of ribbon which is the height of the pupil. To sell for £2.50 per bauble.

PTFA Stall.

BY & SA also to keep an eye on when doing the craft stall. Selling teatowels, rings, uniform. PTFA to offer this as a stall older pupils may be able to help at.

Wine or Water Game.

SK. PTFA to collect any screw-top bottles before event to use as water bottles.

Catering.

Marcia had been asked to provide this savoury food element from the school kitchen. **JJ to update** on suitability.

WI-FI.

TL will arrange for stall holders to have the Wi-Fi code for the evening, school will then change the code the next day. Wi-Fi signal is poor though, it may not work in all school areas to enable devices to work for payment at the stalls. **KK to inform stall holders** cash floats may be required for their sales. (Post meeting: HF has created 10 separate BOPP QR codes which we can offer stall holders, so they will have a unique number and associated code so that if they did want to use it then we can track spending and then pay the stall holder back.)

GENERAL.

KK will provide some Christmas CDs to play in the background. All PTFA to be present asap from 1pm to help decorate and set up. PTFA to bring and wear Christmas hats. **KK to do Risk Assessment.** Stall-holders do not need their own Public Liability to attend but will need to sign a form which PTFA keeps on record. **HF to print off forms** and amend with the addition of a tick box requesting we can keep their contact details for further event notifications. **HF will provide floats.** (She is working away during this event so can't attend.)

11. PTFA FACEBOOK PAGE

JJ offered this could be a useful tool to generate more interest in the school and events in general; **She will investigate creating one with help from CC.**

12. ABY WORKSHOP SALES

BY confirmed she has raised about £40 for the PTFA from sales so far. **TL to check** if other orders have come into school.



13. CHRISTMAS CARDS SALES

TL to confirm how much money has been raised through selling Christmas cards created by the pupils through the printing service.

18. NEXT MEETING

Monday 8th Jan, 7:30pm @ Jess' house.

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Mon 15 JAN	<u>FUTURE EVENTS</u> BAGS FOR SCHOOL	<i>Collection point for donated clothes to raise money by weight, 50p per kilo.</i>
Fri 9 FEB	VALENTINES DISCO	<i>To be held in the hall at school. KK continues to investigate if a Silent Disco package could be viable.</i>
APRIL	EASTER EVENT	<i>To include an egg hunt, a 'Drop-Egg-Inside-Handmade-Container-From-Height' competition, creation of a bonnet, painted egg competition.</i>
MAY/JUNE	ADULT QUIZ NIGHT	<i>Venue-Possibly Bradstone Manor. JJ to discuss with Bradstone owners if this is possible, and if so, when.</i>
TBC	SPORTS DAY & SUMMER FAIR	