



PTFA minutes

These are the minutes of PTFA meeting Friday 04.06.14 held at St Mary's School

Item:	Action / detail:	By whom / timescale:
1.	Purpose of meeting: To feedback on quiz night To discuss summer fair and new parents' bbq To firm up volunteers for Church Fair To discuss proposed PTFA initiatives	
2.	Quiz Night The St Mary's Quiz Night was held on Thursday 8 th May on the school premises. The event was a great success, with a greater than anticipated attendance. We were thrilled to raise £390. The raffle was a fantastic way to generate profit. General feedback was that those who attended enjoyed the event however it was noted that the questions may have been a little challenging. It was requested that the answers be provided after each round.	
3.	Summer Fair - Saturday 28th June 12-2pm The Summer Fair and New Parents' BBQ is to be held on Saturday 28 th June 12-2pm. It will be held in the school premises. Weather permitting we will use the outside tarmacked area. There will be a suggested donation upon entrance. A volunteer/member of staff will need to man the entrance and welcome/direct visitors. The following items were discussed: → <u>External stalls</u> – confirmed Phoenix cards, Usbourne Books, Balloon lady, Cherry Blossom treasures, Neil's Yard. It was asked if anyone had any other contacts that may be interested in holding stalls. → <u>In house stalls</u> – cake sale, books, bric-a-brac, face painting/tattoos. It was mentioned that perhaps we need more stalls to be run on the day such as lucky dip, hook a duck, treasure hunt etc. Committee to discuss this further and assess volunteer situation.	Volunteer/staff ALL PTFA

	<p>→ <u>Activities</u> – 2 sessions for the children will be run on the day - Cooking with Veronica from Kiddie Cook and Footie Wiz. T? is looking into the possibility of having a bouncy castle at the event. PTFA to liaise.</p> <p>→ <u>Prizes</u> – Bocketts Farm, Photograph vouchers, School Days, Wetlands, Amida Spa, Kew Steam Museum, Twickenham Rugby, Kew Gardens, Snakes and Ladders, Park Lane Stables, Greenacres, Brouge, Pizza Express, Carluccios. To be used silent auction/raffle. Committee members to arrange silent auction and begin the auction well in advance of Summer Fair in order to generate as much bidding as possible!</p> <p>→ <u>Music</u> – Unfortunately the band that was arranged can no longer attend. KS has contacted Hampton Academy to see if there are any local bands that would be available.</p> <p>→ <u>Food</u> – it was agreed that the PTFA will provide and charge for food on the day. PTFA to liaise with AM for catering contacts. We proposed that existing parents bring a dish each to welcome new parents. Refreshments and perhaps cream tea will also be served.</p> <p>It was suggested that the PTFA buy a BBQ for the school that can be used for subsequent events. Committee members to research BBQ costs and feasibility. Risk assessment must be carried out.</p> <p>We will be able to use the fridges in the kitchenettes to store food but not in the main kitchen. Ice-cream will not be able to be stored. We will contact an ice cream van to discuss the possibility of presence at the fair</p> <p>→ <u>Promotion</u> – Nikki, Kelli and Poppy have agreed to work together to ensure that the Fair is promoted. Some methods of promotion were suggested- For Sanity’s Sake, leaflet drops and TW11 mums. An email will be sent out to parents for other suggestions. A summer fair poster will be created and available for promotional use and distribution</p> <p>→ <u>Welcome</u> – It was suggested that London class ‘open’ the Summer Fair with some action songs. PTFA to liaise with LA.</p>	<p>PTFA and T?</p> <p>PTFA</p> <p>KS</p> <p>PTFA and AM</p> <p>PTFA</p> <p>JS</p> <p>PS, NM, KM</p> <p>PS</p> <p>PTFA and LA</p>
4.	<p>Sports Day It was agreed that the PTFA would provide and sell refreshments at Sports Day.</p>	PTFA
5.	<p>End of term Disco Many ideas were discussed for an event to celebrate our childrens’ first year at St Mary’s. We concluded that an hour</p>	

	long Disco would be a fun way for the children to close their school year. It was requested from CD that refreshments and snacks not be fizzy and of high sugar content as this can make for a chaotic environment. PTFA to liaise with St Mary's to agree a suitable date. Due to the nature of a disco we will ask that younger siblings do not attend. It was mentioned that a senior member of staff must be present to ensure behaviour and dismissal procedures must be adhered to.	PTFA
6.	<u>St Mary's Church Fair – 21st June 12-2.30pm</u> Thankfully we have managed to secure volunteers for the Church Fair. Thank you to Jennifer, Tina and Nikki for volunteering.	
7.	<u>Money raised</u> We spoke about how we should best use the money that the PTFA makes. A suggestion was made that this year a BBQ would make a good investment. Any further suggestions are gratefully received and can be emailed to the PTFA. In terms of larger investment, such as playground equipment, CD will be in a better position in September to give us more direction.	
8.	<u>New Parents' Evening – 25th June 7pm</u> Refreshments will be served to new parents by existing parents. A volunteer list will be distributed.	PTFA
9.	<u>Vacancies</u> The post for secretary remains vacant and there is room for several more committee members	All parents and friends to take note and contact JS
10.	<u>Further meetings</u> Following our Summer Fair, a morning meeting will be held (date tbc) in the cafeteria to discuss possible events for 2014-2015. Those who are attending with young children, we will trial a designated classroom with toys and books so that everyone can participate. For those unable to attend, a suggestions box will be available in the office, alternatively suggestions can be emailed to the PTFA.	PTFA to confirm

Minutes written By Jackie Sanders, pending appointment of the Secretary. These will be stored in the PTFA file available in the school office, and electronically on the school website PTFA menu.