

## PTFA MEETING – 30<sup>TH</sup> October 2018

### MINUTES

Present:

Sarah Taylor Murrell, Terri Goodwin, Hannah Mitchell, Carley Doyle, Ruth McCann, Tiffany Jackson Davey

Apologies:

Sharon Tattam, Emma Biesty, Claudia Aimer, Gemma Morgan, Seena Mistry, Sarah Adibi, Nat Bainborough, Kath Phelps, Tiffany Jackson Davey, Trudy Woodcock, Kelli MacSorley, Lizzy Leicester, Vicki Hodges, Rachel Freeman, Kate Rice, Ruth McCann, Jen Mahl, Antoinette McDaid, Kate Dennis, Victoria Hale, Ewelina Popeda, Nikki McLachlan, Tai Ogidi, Michelle Hooper, Juliette Wait, Jo Sinnott

Item no.	Key points	Who	When by
1. Welcome and Apologies			
2. Approval of minutes	Minutes of the last meeting were checked and approved.		
3. Future Dates	<b>Ice Cream Stall at Fireworks – 2<sup>nd</sup> Nov</b> Volunteers needed - Facebook Shout out Michelle Hooper, Sarah TM 5:30 – 7pm	Terri	ASAP
	<b>Need</b> Ask Mr Peti to take out Table and Gazebo Coolboxes	Sarah	ASAP
	Find out who can let us back into school	Sarah	
	<b>Mufti Day Bottle Collection Volunteers - 2<sup>nd</sup> Nov</b> Reminder on Facebook and class reps reminder Terri, Ruth and Carley to help Friday morning with collection and possibly ticketing	Terri	

Item no.	Key points	Who	When by
	<p><b>Christmas Shopping Evening - 9<sup>th</sup> Nov</b></p> <p>Push for leafleting or return - Reminder</p> <p>Volunteers – Needed for Set up/Break down, Bar and refreshments, Raffle, Welcome donations Tombola, Christmas Stall Terri to draw up the Rota for display on Monday and post a facebook request for help. Already helping Fi Quaek, Sarah TM, Carley, Terri</p> <p>Instant coffee not starbucks Drinks licence to be arranged</p>	<p>Terri</p> <p>Terri</p> <p>Nikki</p>	<p>Saturday 3<sup>rd</sup> Nov</p> <p>Monday 5<sup>th</sup> Nov</p>
	<p><b>Christmas Tree Sales - 1<sup>st</sup> December</b></p> <p>Please promote on Facebook and Social Media</p>	<p>All</p>	
	<p><b>Village Fair</b></p> <p>Starbucks coffee donation Request for crafts from parents Terri to order Raffle tickets Bottle Tombola, Raffle, Toy Tombola</p> <p>Volunteers needed – Facebook request Carley, Sarah, Terri</p> <p>Equipment needed - Tables, Gazebo. Investigate how to get everything back into school after the event.</p>		
	<p><b>Wreath Making Evening</b></p> <p>Drinks Licence Ruth to advertise 4 last spaces</p>	<p>Nikki Ruth</p>	

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	<p><b>Secret Santa</b> Ask Anouska and/or reception class if she would be able to run the event Ruth and Carley can help</p> <p>Talk to Nikki re moving the date to closer to end of term</p>	Ruth/Sarah	ASAP
	<p><b>Cake Sales</b> From January cake sales by class. Money made will be spent by that class.</p> <p><b>Future Events</b> Every class takes on an event. Events to be given out.</p> <p>Possible ideas Pool Party and Valentines Ball</p>		
	<p><b>Uniform Sales</b> Thursday – Advertise on FB/Class Reps</p>	Carley	
<b>4. Spending money</b>	<p>French/Italian Lessons Music/Art/Sewing Equipment Allotment garden area *** (speak to Squires/Homebase for help) Outside quiet garden area Changing room/showers *** Level the playing field and re grass *** - Proper maintenance needed John Davey to feedback to PTFA re Field and classroom ventilation Ipad, Keyboards, headphones for classes *** More climbing equipment – Plastic not wooden *** Storage facilities Scooter Rack Washing machine/tumble dryer for reception Extend the outdoor area for reception</p> <p>Sarah and Hannah to discuss with Matt those items ***</p>	John Davey	
<b>5. AOB</b>	<p>Donation of just under £600 Thanks to Kate Rice, Kate Hannam, Kate Parker, Vicki Hodges, David Wilson their crazy 10 mile run.</p>		

Item no.	Key points	Who	When by
	At least one class rep from each year to attend to each PTFA meeting.		
	Next Meeting 28 <sup>th</sup> November 2018		