

PTFA MEETING – 28th November 2018

MINUTES

Present:

Sarah Taylor Murrell, Hannah Mitchell, Fiona Quaeck, Gemma Morgan, Carley Doyle, Ruth McCann

Apologies:

Nat Bainborough, Sharon Tattam, Kate Parker, Emma Biesty, Fernanda, Jo Adams, Victoria Hale, Ewelina Popeda, Nikki McLachlan, Michelle Hooper, Juliette Wait

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	Christmas Tree Sale – 1st December 37 trees sold. Think it's all in hand, if not a notification needs to go out asking for volunteers.	Sharon/Jane	1 st December
	Wreath Making Night – 4th December Need to check stocks of Mince Pies and Bottles Check glasses have been ordered from Waitrose Ring Notcutts, Longacres Shepperton and Adrian Hall to beg for donations Make Price Sign – Prosecco £12 a bottle/£3 a glass, Beers - £2, Wine £2.50 a glass, £9 a bottle, Soft Drinks £1	Carley / Sarah Sarah Ruth Nikki / Ruth?	29 th November 29 th November ASAP 4 th December
	Secret Santa – 7th December Need to check have sufficient volunteers and advise that volunteers are not to bring siblings on Friday, 7 th December Create list of children paid and monies received in cash, cheque and online Sharon to corroborate with bank account Check timing preferences for 7th with teachers to create order Send out reminder for Donations if not enough received	Fernanda Fernanda Sharon Nikki to assist? Fernanda / Sarah	ASAP 4 th December 5 th December 6 th December ASAP

Item no.	Key points	Who	When by
	<p>Hampton Village Fair – 8th December</p> <p>Send out notification asking for help to load Carley and Sarah's cars with gazebos, tables, bottles, soft toys, Xmas decs and crafts</p> <p>Create Rota to include 2 hour set up time from 2pm and 1 hour slots from 4pm to 7pm plus breakdown time for the following posts –</p> <ul style="list-style-type: none"> * Raffle (£1 a Ticket to be drawn on 10th December) * Bottle and Voucher Tombola (50p a go) * Cuddly Toy and Sweet Tombola (50p a go) * Decorations and Crafts (50p?) * Possibly lollies (also 50p?!) <p>Put Rota up on Easel at pick up and drop offs</p> <p>Consider buying another gazebo?</p> <p>Create Floats for Stalls</p> <p>Find Cuddly Toys in Shed to ensure sufficient for stall</p> <p>Get volunteer to cellophane and ribbon Cuddly Toys</p> <p>Print Signs</p>	<p>Sarah</p> <p>Terri</p> <p>Terri / Nikki</p> <p>Sarah</p> <p>Sharon</p> <p>Sarah/Carley</p> <p>Sophie T / Fi Q?</p> <p>Sarah / Nikki</p>	<p>30th November</p> <p>ASAP</p> <p>ASAP</p> <p>7th December</p> <p>7th December</p> <p>29th November</p> <p>ASAP</p> <p>7th December</p>
	<p>Cake Sales</p> <p>Send out reminder to bake for Dress the Tree Assembly Cake Sale on Wednesday, 5th December</p> <p>Arrange dates with school for one sale a half term from January to December 2018. One per class with the proceeds being spent directly on that class. The class can decide whether they hold a cake sale or sell fruit, books, crafts etc. making the cost of items between 50p and £1.</p> <p>Class dates should be random with other key dates having cake sales as a combined class effort – Valentines, Easter, Dress the Tree, Sports Day etc.</p>	<p>Claudia</p> <p>Claudia</p>	<p>3rd December</p> <p>17th December</p>
	<p>Uniform Sales</p> <p>Check with Matt White whether it is possible to do a Uniform Sale before or after Dress the Tree Assembly on Wednesday, 5th December</p> <p>Carley and Sophie Fenwick are happy to keep doing Uniform Sales</p>	<p>Carley</p>	<p>4th December</p>

Item no.	Key points	Who	When by
	<p>Panto Ask Nikki whether PTFA have paid school for the panto and if not get invoice to pay ex VAT</p>	Sharon	ASAP
4. Spending money	<p>As discussed last meeting: 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 Sarah and Hannah to get meeting with Matt White to discuss those items ***</p>	John Davey	ASAP
		Sarah/Hannah	ASAP
5. Ideas for Next Year	<p>Bingo Night Quiz Night Class Sales Pool Party? Disco Night – revisit idea of doing an escorted Disco with whole school with limited Tickets. Check capacity of Hall and Kitchen to see how many tickets we could sell</p>	Sarah / Nikki	ASAP
6. AOB	<p>At least one class rep from each year to attend to each PTFA meeting. Send out possible dates from 29th to 31st January for AGM Next Meeting 17th December 2018 - Book Railway Dip for Social Meeting Ask Class Reps to find their replacements if they want to leave</p>	Hannah Sarah Class Reps	ASAP ASAP Before AGM in January