



PTFA Meeting Minutes
6.30pm, Wednesday 7th February 2024

Present: G.Youlden (GY), R.Honey (RH), T.Keenan (TK), K.Bush (KB), H.Reynolds (HR)

Apologies Received: K.Hall, C.Payne, J.Daniel, M.Borojevic-Gray, E.Gibbs, P.Fazzani, K.Yeo

1. Announcements

• **February Disco** (Thursday 22nd February)

- (GY) confirmed timings for the disco. Teachers will be assisting at the event but a notice asking for volunteers to help at the disco, needs to be added to the PTFA Lite page.
- Gemma has ordered popcorn, glow sticks and inflatables ready for the event. (TK) kindly offered to bag the popcorn and Tori to ask for help if needed.
- (GY) the day before the disco, we need to purchase bread rolls, French Fries and fruit – (RH) kindly offered to take responsibility for this.
- (KB) requested more jars of hotdogs to be purchased, as we sold out well before the finish, last time.
- (GY) we have found a new DJ for the disco, who is significantly cheaper, which is great news.

• **World Book Day** (Thursday 7th March)

- (GY) We have a big chest of mostly new fancy dress costumes, age 2-13 years – all suitable for World Book Day. We have approximately 100 outfits.
- (KB) we need to advertise this before people make their own arrangements – especially as the school have now sent information to parents regarding the event.
- (HR) suggested that we message each year group to let parents know about the offering.
- Price of the outfits to range from £2 to £5.
- Items will be available to purchase after school on Friday 23rd February, either in the KS1 playground or Gemma to ask Mrs Alexander if we can use her classroom (if the weather is wet). A follow up sale to be repeated on Friday 1st March.

• **Mother's Day** (Sunday 10th March)

- (KB) suggested a 'pop-up' shop event, where children can bring money into school and purchase items for a loved one during the school day. Date would need to be considered, when people are not working and can come into school to help.
- (GY) suggested wrapping gifts, with one example left unwrapped for children to make their selection.
- (GY) we could arrange items so that they are all the same price, per table.
- (GY) asked for any suggestions for gifts to be put forward.

• **Easter** (Sunday 31st March)

- (GY) explained that during the Christmas Fayre the Rodeo Reindeer (purchased from Mane Events) was subcontracted to another company. This external company didn't meet expectations – which resulted in the activity being an expensive loss. Mane Events were very apologetic and have kindly offered for the school to use of a selection of their inflatables free of charge. We plan to hold an event close to the Easter Holidays, with the inflatables on the top field. This event will be ticketed, to help recoup the Rodeo Reindeer loss.

- Dates were discussed for the Easter Inflatables Event, Friday 22nd March or Thursday 28th March were put forward. (GY) to liaise with SLT to confirm date and price. A suggested price per child of £3.50 was put forward for the event.
- (KB) asked about refreshments for the event – we will provide our own.
- (GY) would like to put together an Easter Hamper to raffle, as in previous years – this suggestion was positively received. Additional raffle prizes of free entry to the Inflatable event we also agreed.
- (KB) asked what platform we will use for the raffle. Last time we used ‘Raffles for You’ however it was a lengthy process to withdraw the funds. Classlist can be used for raffles, however only around 70% of the school community has signed up. (GY) to consider which platform we should use for the raffle.
- Easter Egg Trail will also run. Parents / carers asked to pay a £1 contribution for the trail. If parents do not pay the contribution, children will not participate in the trail – however the PTFA will provide each child with a small egg. Date for the Easter Egg Trail to be confirmed.

- **May Disco / Sports Day**

- Dates to be confirmed.
- Date for the Summer Fayre is Friday 5th July. Sub-committee to be formed closer to the time.

2. Any other business

- **Banking / Treasurer Role**

- (GY) Karen has completed her paperwork, this has now been passed to S.Honey (via RH) for completion. (GY) to personally fax paperwork to head office. Once Shane has been added to the banking, she will be able to formally start as Treasurer.
- (RH) Gemma to email across Excel document containing the PTFA accounts to RH, in case the USB stick breaks / becomes lost.

- **PTFA Shed**

- (GY) the PTFA Shed desperately requires emptying and re-organising. (GY) suggested a Saturday afternoon, date still to be confirmed. (HR) to add a pole to PTFA Lite chat asking when people are available to assist with this job.

- **Classlist Reps**

- (GY) we require additional Classlist Reps. Requests to become a Classlist rep to go to Gemma.

- **Freeze Pop Fridays**

- (GY) this will commence after the Easter Holidays, Fridays straight after school in the KS1 playground.