



Minutes of PTA Meeting

Date: 26th September 2019
Minutes taken by: Emily Cadwallader

Board Members present: Emily Cadwallader (Chair) Lucy Gerbino (Vice-Chair) Gill Brown (Treasurer)

Apologies: Kate Perkins (Secretary)

Other members: Maria Ward, Kate Jury, Kathy, Kim Adlington

Issues Raised/ Actions Agreed

- Financial update: PTFA Accounts- approx. £3000 in the bank – pending transactions include payment for the leavers hoodies last year and year previous year (2018) so should be about £2000 now. Cheques all posted to relevant businesses. Float cheque needs to be cashed for petty cash box.
- Spending wish list from school received and reviewed – screens are the first purchase and will be arranged with school via EC
- Class reps to be e-mailed to ask for volunteers for forthcoming events
- PTFA registering as a charity and with HMRC – EC to continue with this
- Newsletter feedback- they have proved popular and we have had lots of very positive feedback about how our increased communication to parents has been helpful, likewise the texts and Facebook posts. This will continue.

• **Forthcoming Events :**

QUIZ NIGHT Friday 4th October – prizes to be mini hampers from the left over bar stock from summer fair, plus chocolates and non alcoholic alternatives. Ticket sales have been slow although have had teams say they will be present – ACTION: EC to be in the shed in the playground selling advance tickets at hometime on Tues and Thurs of next week. Also will drop the £6 pp on the door back down to £5pp. Will decide on go ahead or not on Thursday afternoon. Other prizes to include spot prize of guess the coordinate – dinner in chambers- and name the £1 coin to be run in the break too. No events licence needed for this.

TAG DAY AND DISCO : 10th October – letter to go home to parents next week, £1 for tag £1 for disco, drinks and snacks to be purchased by the board on the day. Christmas panto – provided by PTFA – deposit paid and booking confirmed, for 9.30 am show in the hall for the whole school on 11th December. This will also be the xmas dinner for the whole school day- so will be xmas jumper tag day most likely – and will be wrap a present I the afternoon. Very festive day!

WRAP A PRESENT – will be on afternoon of **Thursday 11th December**. Volunteers to be gathered, wrap to be purchased., letter already gone home to request donations, texts will follow as we get closer to the date - quite a good collections already amounting in the shed. We will count and see how many classes we can open it up to.

FESTIVE FILM NIGHT- date changed to **Thursday 5th December**. Film to be chosen by asking for vote from chn in classes- EC to send voting form to classes in week 3 of next term.

CHRISTMAS FAIR Friday 29th November

- FB poll seems to favour Grand Tombola at the xmas fair rather than ticketed raffle (this means we lost the upfront cost of ticket printing too!) so we will go ahead with that – prizes to continue to be source, EC and KA to take chn with letter to local shops, MW to continue her fantastic efforts to drum up donations.
- Will have teddy tombola and possibly fill a jar tombola too – a letter will go home before half term about the fill a jar tombola if we go ahead.
- Mary Patterson to be contacted about possible donkey/ animals for a living nativity scene at xmas fair!
- Food and drinks stall- mulled wine, mince pies, hot dogs – will run from the kitchen (if outside will change this...)
- Bouncy castle if weather is clement- will contact Dazzla’s to see if we can book in a ‘last minute’ condition, as he will be quiet that time of year.
- Games to be one per class- Eagles mums particularly great at running more than one stall! Will create a list next term of stalls to be manned.
- GB to procure alcohol events licence for the Christmas fair.
- Possibility of holding fair outside- main issues being:
 - weather
 - lack of adequate lighting in the playground
 - Set up time and faff of getting tables up and down.
- SANTA GROTTTO: KJ kindly advised about previous Santa’s grotto set up will contact earls cliff for elf helpers. Piero Gerbino to be Santa. Costumes to be found (should be in the stage cupboard, EC to check) Timings of 20 mins per group of 10 -15 chn. Holding pen in ducklings classroom to avoid congestion on the stairs. Photo to be taken (maybe in the ducklings classroom with a festive scene?) and sent to chn later- to allow printing time, as a gift (part of the Santa visit cost.) Chns gifts to be books- we have money from the book fair so can use this to purchase the xmas themed books- EC to work out how many chn we can accommodate and action these purchases.
- New PTFA meeting date to be arranged for January – tbc. There will be other board meetings for planning ahead of the xmas fair.

Emily Cadwallader
PTFA Chair