



Minutes of PTA Meeting

Date: 30th January 2019
Minutes taken by: Kate Perkins

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

Other committee members present: Olive Bouraki, Kate Ward, Esther Laslett

Issues Raised

- New board confirmed
- Reminder of need for class reps to be up to date with paper work
- PTFA registering as a charity and with HMRC
- Newsletter
- PTFA accounts- do we have a bank card that allows us to spend directly? Co-signatories.

- Immediately Forthcoming events – March:

Quiz night Friday 8th– prizes to be organised. Any other jobs/ purchases to be made to be agreed and actioned asap as it's next Friday.

Mad march hair day 20th March. £1 per child, have usual uniform plus mad hair. Letter/PTFA post & text to go out closer to the date. No external helpers needed, will be an in-school managed event – Emily to be collector of the money on the day.

PTFA Cinema Afternoon – Thursday 21st March confirm film to be shown, agreement of sale of snacks/ drinks and pricing, EVENT SUPERVISORS NEEDED. We need at least 6 adults to remain in the hall at all times. Parental permission slips will be required- EC/ KP to action within school. Note to class reps to please arrange helpers. Those who do help will be allowed their child to attend free of charge.

- Later events: as per calendar- We will have another meeting to arrange the Easter Fair and Discos in April
- School 'wish list' to be discussed. Anything we feel can be immediately actioned?
- New PTFA meeting date to be arranged – time date and venue.
- Any other business.

Actions Taken

We can be a charity, and gain a tax number/gift aid and start as a trustee.

Class reps must be DBS checked, this must be in place prior to upcoming events.
Lucy to check hers is up to date.

Newsletter – Kate will be formatting future Newsletters, therefore any information can be sent directly to her email kperkins@st-eanswythes.kent.sch.uk

There will be a PTFA newsletter to be circulated once a term. To keep parents/teachers up to date with events.

PTFA Account – it would be hugely beneficial to have our own payment card, so we can log payments easier, especially if each PTFA member has their own card. There is a card called Fairfx which will limit each member to maximum spend, and would require all members' permission to increase their budget.

Events –

Quiz night – there are at least 6 teams we are aware of.

Lucy is prepared to ask around the playground if any parents would like to attend.
Discuss about fish and chips, but would be too much to organise in the limited time.

Prizes for the Quiz

1st Prize – Bottles of Bubbly

2nd Prize – Chocolate Hamper

3rd Prize – Smarties

Losing team – Lemons!

Emily will move round the tables during quiz to show who is first place each round

Emily will purchase the prizes. Gill will run 'Heads and Tails' game in the evening. £1 per person to play. Gill also mentioned she has the trophy from last year.

Film – If parents volunteer they do not have to pay for their child.

Film suggested – The Greatest Showman, a circus theme, popcorn, candy floss, circus skills. Maybe sweet bags??

Parents will have to sign slips to confirm their child is attending which covers the PG permissions.

We will require helpers 2.30 – 5.15, and a maximum of 5 adults.

Lucy, Gill, Emily, Olive and Kate Ward have volunteered, and Emily will send out permission slips via school.

Money will be handed to the office.

Last day of term 4 it will be held in the school hall/outside

Easter Fair – This will involve decorating a boiled egg, Easter bonnet parade, how many eggs in the jar, prize for the best egg per class, best bonnet per class, also guess the name of the bunny.

More about the Easter Fair will be discussed next meeting.

Emily shared the school 'wish list'.

Other Business and ideas discussed.

Olive to ask her brother about building a wellie rack.

Lucy suggested a large display, maybe a thermometer style – how much money we have raised, in the entrance?

Lucy suggested we spend some of the money already in the bank on something from the wish list maybe gym things or educational enhancement visit to show we have spent money on something positive.

Lucy asked that we provide opportunity for working parents to attend a PTFA meeting? Maybe linked with drinks afterwards,

School App

I was having a discussion with Sally Glover today, and we can really push using the school app for event reminders. I am going to promote this on the newsletter also. This could reduce a lot of work for us continually sending text reminders! If anyone wants to add the app you need to see sally and she can set you up!

Next meeting:

Wednesday 1st May 2019 7pm-8pm followed by drinks at the Pullman.

Kate Perkins
PTA Secretary