

**Broadway East
PTFA
9th June 2017**

Minutes



Chair: Orla Glassey

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Attendees: Orla Glassey, Jen Scott, Sarah Hughes, Suzanna Paterson, Helen McKenna, Fiona Padgett

Apologies Priyanka Surdhi, Carolyn Houghton, Rokana Rutherford,

1. Minutes of last meeting & matters arising

The minutes of the last meeting and actions were reviewed:

The Chair and 2 Vice Chairs will be stepping down in Sep – **Helen McKenna to add to newsletter for volunteers for these positions for next years PTFA**

School Council event – will there be a replacement? – **Helen to give update on progress.**

2. Committee Business

a) Monies – Cash from Sponsored bounce, fathers day gifts and Dinners is in the safe - **Priyanka to sort payment for bouncy castle and bank money.**

3. Events Review

a) Father's Day lunches Additional day added due to popular demand

b) Father's Day Gifts Sarah sorting rota, volunteers set for the final week.

c) PTFA Quiz social Discussed food options and decided on buffet as more flexible if further tickets were sold. – **Heidi to confirm food choice with 3 mile and organise cash or bar credit for prizes.**

More tickets are still available – **Everyone please encourage people to come**

d) Saturday 8th July Summer Fair

Fri 30th non uniform bring a bottle – **Orla to produce flyer**

We are asking for parent volunteers to manage a stall - **All – Fiona, Suzanne, Jen, Orla and Sarah all have names to follow up on**

Raffle - Suzanna has 10 all day family passes and £100 from Tots to Teams, agreed to split cash and buy an Intu voucher and keep rest for the Fair budget. **Suzanna to purchase Intu voucher.**

More raffle prizes are welcome - **All**

Ringtons pony to book - **Orla**

Book police visit - **Jen**

Book BBQ with GEMS and Goforth Park – **Jen**

Follow up on BBQ team for the day – **Orla**

We hope teachers and support staff will be available to manage a stall as in previous years.

Orla to Email Mrs McKenna with the rota and Mrs McKenna to ask all teachers and support staff

Follow up on Ball Boy raffle with Sarah Hughes – **Orla**

Book Mr Brown to organise BBQ and putting up the Gazebo for the day – Orla

Discussed request for private business to have stall and agreed school stalls, charities and ex-students only - **Orla to follow up on request**

Discussed that Yr 4 children may like to run the glitter tattoo stalls – Orla to ask Isla Stephenson's mum and arrange team.

Summer Fair update letter to go out on Monday – Orla to update and add soft toys for Monday – Suzanna and Jen will organise attaching the raffle ticket stubs which are in the store room.

Fiona Holdsworth C2 has suggested organising a stall – Sarah Hughes to feedback so not replicating any other stall.

Agreed to organise a flyer invite to the school fair for the new starters who will have their visit next week. - Orla to put one together for Monday.

- e) End of year treat and ice creams. Mr Jazza is booked for 1pm on the last day of term. - Jen to follow up Mr Jazza's invoice

After discussion, decided on animals experience visit – Jen to book

- f) Letter requesting funding for KS2 Big Gig project – was agreed to pay £198 after the meeting – Orla to confirm with school

- g) Mariam has volunteered to run an exercise class with no charge, after school drop off as a one off to raise money for PTFA funds – Orla to let her know that any day except Wednesdays are free in the hall and to set a date this term

4. AOB Item to be added to next agenda None discussed

5. **Date and time of next meeting: Friday 30rd June, 1.30pm school staff room**