

## Broadway East First School

### PTFA Meeting – 11<sup>th</sup> March 2016

#### 1. Apologies

Apologies were received by Helen Proud, Steph Bellwood, Suzie Nestor Robson and Kate Veal.

#### 2. Minutes of the last meeting held on 11<sup>th</sup> February 2016

The minutes of the last meeting and actions were reviewed:

Previous Action: Add additional dates to Mother's Day lunches – two further days were added and had a successful uptake.

Previous Action: Follow up on the verbal commitment for a £100 donation from Tots to Teams – this cheque has now been received and a thank card has been sent.

#### 3. Committee Business

##### Treasurer's report

The Treasurer gave her updated figures on the ticket sales for the 90s night (see below).

#### 4. Events Review

- a) Mother's Day lunches were successful raising almost £300. We aim to hold lunches across 8 days for Father's Day lunches. Gifts have been given to Mrs Sutton, Mrs Clark and the kitchen staff for their extra hard work.
- b) Mother's Day gifts – Positive feedback has been received from parents who liked the planter and thought it good value. We need to be stricter on the cut-off date for payment next year as this caused a few logistical issues. On a practical note, we also need to choose a less heavy item.
- c) Easter Egg competition – school is organising and letters have gone out.
- d) Bags to School – 235 bags have been requested which should be received w/c 14<sup>th</sup> with a collection date of the 29<sup>th</sup> April booked.  
**Action: Jen to send bags out to parents' w/c 21<sup>st</sup> March**
- e) Spring Disco -Wednesday 23<sup>rd</sup> March. Leaflets have gone out and tickets are selling well.  
**Action: Helen Proud/Victoria Shilling to confirm if any helpers are required**
- f) Change jars will be provided for each class week beginning 11<sup>th</sup> April – the first class to fill the jar (regardless of value) will win a class prize.  
**Action: Jen to send note to go in bags w/c 11 April**
- g) Sponsored bounce is on 19<sup>th</sup> May.  
**Action: Jen to send letter and form out by Friday 6<sup>th</sup> May.**

- h) Summer Fair is scheduled for 2<sup>nd</sup> July – We have received four prizes already for the raffle already.  
 Action: Jen/Suzanna/Heidi to send letters out to organisations as agreed  
 Action: All committee and reps to use contacts or ask parents for prizes!
- i) 90's disco night at Northern Rugby Club is booked for Friday 15<sup>th</sup> July. 55 Tickets have been sold so far which incurs a profit of just over £200. We hope to sell a minimum of 70 tickets before the 24<sup>th</sup> March but it was decided that the event will go ahead even with current tickets sales.  
 Action: All reps to make a final push in order to maximise funds raised.
- j) End of year disco booked for 20<sup>th</sup> July.
- k) Tea Towels – Mrs Wingate has completed the drawings for Yr 4 and will complete reception over the next two weeks. It was decided that 50 of each design will be ordered with each child being allocated one. If the allocated tea towel is not wanted, any spares will be offered to parents who wanted extras on a first come, first served basis.  
 Action: Heidi/Jen to make up proof and place order for a June delivery.

#### **5. Teacher's and Class Requests**

The treasurer confirmed that the £200 per class has been paid to the school.

#### **6. Cake Stalls**

Class 3 is next on Friday 29<sup>th</sup> April

Action: Dionne Moat/Leeanne Nicol to send out leaflets to C3 parents and put up posters a week prior to event.

Action: Dionne/Leeanne to confirm if any helpers from outside C3 are required.

Action: Could all class reps ensure cake stall posters are removed from windows after an event.

#### **7. Any Other Business**

It was discussed that many of the established stalls at the Summer and Christmas fairs are run by parents whose children will be leaving the school this summer. We need parents from the younger years to step in to take over or create their own stalls.

Action: Could Mrs Mckenna make an appeal at reception and KS1 assemblies?

#### **8. Next Meeting**

The next meeting is to be held on Wednesday 13 April at 7pm at school.