

**Broadway East
PTFA
27th April 2016**

Minutes

1. Apologies

Suzie Nestor Robson, Suzanna Patterson, Fiona Padgett.

2. Minutes of last meeting & matters arising

The minutes of the last meeting and actions were reviewed:

- 1) Bags to School – bags sent out, collection on Friday
- 2) Discos – Helen Proud unable to run these any more but Victoria Shilling has taken over
- 3) Change Jar – We plan to introduce a charity jar for each class. The winning class (the class that fills the jar first) will get to choose which charity 50% of the money will go to. 50% will go to the PTFA.
- 4) Sponsored bounce
- 5) Tea towels for reception and YR4 – Mrs Wingate and Heidi have been completed and sent off. Once proof received, Jen to do letter/order form. 60 of each year has been ordered.

3. Committee Business

- a) **Committee news** – Suzie Nestor Robson has resigned as secretary from immediate effect. A replacement is required asap. Any interested parties to contact Jen/Heidi/Roksana.
- b) **Treasurer's Report** – We have made £2865 profit from the activities in the year to date. We are aiming to raise £6000 to help fund the outdoor playground project.

4. Teachers and Class Requests

Outdoor area – Mr Horner is currently receiving plans and quotes for an improved outdoor area. Three companies are quoting for the project and once all three quotes have been received, the children will be asked for their input as to which ideas/features should be included.

5. Events Review

- a) Friday 29 April Bags to school being collected. Hopefully raising at least £100.
- b) Thursday 19th May Conscious that we will be asking parents for lots of activities over the next couple of weeks, we did consider postponing the sponsored bounce however, we were unable to fit it in comfortably with other school events so it will go ahead on Thursday 19th May. We need a couple more helpers to help count on the day if anyone is available!
Action: – letter/sponsorship form to go out by Friday 6th May
- c) Friday 17th and w/c 20th June Fathers Day Lunches – confirmed with Mrs Clark (School Cook)

- d) Father's Day Gifts We agreed to do a father's day gift that children can help to make
Action: JS to send letter re lunch and gift by 13th May
- e) Saturday 2nd July Summer Fair
- Daft as a brush ambulance confirmed
- The Rington's Pony has been requested
- Other stall ideas were discussed and any further ideas welcome.
Action: Any stall ideas to be forwarded to Jen/Heidi/Suzanna
- Raffle prizes to date: 3 x photography sessions, ballboy voucher, £100 cheque from Tots to Teams, meal voucher for falcon's nest, biscuits from Blakemore, Afternoon tea at Marriott
- It was agreed that we will NOT take bookings for any independent stalls for the summer fair but would look to do a fair around xmas time for independent stall holders
- We hope teachers and support staff will be available to manage a stall as in previous years.
Action: Mrs Ward to ask all teachers and support staff
- Parents helpers are required for the fair
Action: Class reps to confirm if they can help and also recruit helpers from their classes if possible.
- f) Friday 15th July 90s night at Northern Rugby Club – we succeeded our target for ticket sales so the event will be going ahead. A big thank you to all reps for selling tickets. There are a few remaining tickets available from office.
- g) Wednesday 20th July End of Term Disco
- h) Friday 22nd July End of year treat for pupils – a magician or city Farm suggested
Action: Further ideas to be forwarded to Jen/Heidi/Suzanna
- 6. Cake Stalls** Class 3 is this Friday, Dionne/Leanne sorting
Class 2 – 20 May
- 7. AoB** No other business
- 8. Date and time of next meeting:** Friday 13th May 1.30pm M&S cafe