

**Broadway East
PTFA
3rd November 2017**

Minutes

1. Apologies

Priyanka Subudhi, Suzanna Patterson, Fiona Padgett.

2. Minutes of last meeting & matters arising

Outstanding actions of the last meeting were reviewed:

Christmas Cards:

- Sarah has sorted the Christmas cards and Mrs Wingate has been doing them with the children in class.
- Proofs are due back 14th November and parents are to place orders directly with the company on-line.

3. Committee Business

- a) **Committee news** – A secretary is still required. After the meeting, Sarah Bayliss volunteered to take on the role and Jen Scott nominated her, and Sarah Hughes seconded the nomination.
- b) **Treasurer's Report** – delayed until next meeting

4. Teachers and Class Requests – none at present

5. Events Review

Cake Stall – Friday 10 November

Helpers were confirmed as Fiona Padgett, Claire Jones, Sarah Bayliss, Jen Scott, Jo Shrewing and Jess Quinn. **Helpers required from 1.45pm - all**

Posters to be displayed if possible otherwise a text to go out

Christmas Fair

A new date of Friday 15th suggested but this clashes with GEMS Christmas Fair - **date to be confirmed asap - SH**

Stalls were discussed – **see attached stall list for more info and actions**

6. AoB No other business

7. Date and time of next meeting: Friday 24th November 1.30pm staff room