

**Broadway East
PTFA
11th May 2018**

Minutes

1. Attendees

Sarah Hughes, Sarah Baylis, Jo Shewring, Claire Jones.

2. Apologies

Nicola Harper, Jess Quinn, Suzanna Patterson, Priyanka Subudhi. Judith Devlin, Jen Scott, Fiona Padgett.

3. Bags to School

Total raised from Bags for Schools confirmed as £116.00

4. KS1 Cake Sale

KS1 Cake sale on 4th May raised £229.60. More helpers were required as very busy. Agreed that on note for Reception cake sale more information is required that if there are less than 8 helpers, the Cake sale will not be able to go ahead. Cake selection was agreed to be amazing and agreed that pricing structure should be 50p per cake (or 2 for 50p) for future sale.

5. Summer Fair

Sign up sheets discussed. These will be displayed for all stalls and if a stall doesn't have sufficient volunteers then that stall cannot go ahead. Agreed that hour slots would be best with half hour setup/finish included. These are therefore 10.30-12 and 12-1.30.

Sarah H to ask GPFS if we are able to use their hall on 30th June.

Moxie beer truck booked and all profit from the beer truck will go to PTFA, they will also provide cheaper beers and other drinks. It was, therefore, agreed that Pimms will no longer be provided by PTFA stall but that tea/coffee/squash will still be provided with scones and cake.

Amendments agreed for new parents PTFA sheet, which includes details of Summer fayre. Also agreed that 2 sheets will be used for communication via pupils, one immediately and one closer to the fair asking for help. Content for these was discussed.

Raffle tickets discussed – Sarah H to check with Jen.

It was agreed a date was required for the Non-uniform day in exchange for bottle pull prizes. Sarah H to check when is convenient.

Teddy tombola – agreed that better organisation and spares will be required for this.

Cup stall discussed. This is normally organised by reception staff so Sarah H will speak to Mrs Mingoia.

Tattoo stall – It was agreed to buy Football – to tie in with the World Cup – and Superhero tattoos. If bought in bulk these can be used in the future. Claire to source.

Actions:

Sarah H to produce sign up sheets.

Sarah H to ask GPFS if we are able to use their hall on 30th June.

Sarah B to make amendments to new parents sheet and Summer Fair leaflets (x2).

Sarah H to check with Jen re:raffle.

Sarah H to check on date for Non Uniform 'bottle pull prize' day.

Claire to source tattoos.

6. Father's Day Gifts and lunches.

Letters will be required to go out before 18th May, with the sign-up sheets for lunches being available in the last week of half term. Meals hoping to be 18th to 22nd June. Sarah B to amend letter to parents/carers and agreed we should include a paragraph about paying in advance to help with organisation.

Gifts agreed to be completed after half term – week beginning 4th June – charge will be £2.50. Volunteers will be requested for Father's Day gift completion. Some sharpie-type pens need to be sourced.

Action:

Sarah B to write updated Father's Day sheet.

7. Date and time of next meeting:

Next meeting TBC.