

**Broadway East
PTFA
23rd April 2018**

Minutes

1. Attendees

Judith Devlin, Sarah Hughes, Sarah Baylis, Jo Shewring, Jen Scott, Claire Jones

2. Apologies

Nicola Harper, Jess Quinn, Suzanna Patterson, Priyanka Subudhi.

3. Bags to School

Bags confirmed to be collected on Wednesday morning, Agreed that no text reminder required and reminders were sent via Whatsapp groups instead. No requirement for Claire and Sarah B to attend as reception staff able to help when van arrives.

4. KS1 Cake Sale

KS1 Cake sale due to taken place on 4th May. Slips need to go out to parents to make them aware.

Action:

Sarah B to arrange slips for the cake sale to go in school bags.

5. Fathers Day

Agreed to be dealt with in future meeting with letters going out around 18th May.

6. Sponsored bounce

Arranged by Jen and date confirmed as 21st June. Discussed that this is not ideal but is due to SATs being carried out in May.

7. Summer Fair

Summer Fair is 30th June. Sarah H has already received a £20 donation from Tesco. Emails have gone to Sainsbury's and Asda. Susanna has also sent a message to confirm she has sent lots of letters for raffle prizes. Jen and Claire will also ask their contacts. Tots to Teams also normally give a £100 voucher.

In addition to the raffle, proposed stalls discussed include:

Pie Face – Judith and Claire to bring these. Agreed was popular previously.
Bottle Stall/Lucky dip – Jen has agreed to supervise this. Donations required.
Toy stall – Will require a request for donations
Balloon stall – Sarah H to man this. Agreed that this went down well last time.
School Council stall – Miss Sawyer to arrange.
Book and DVD stall – will require a request for donations
Teddy tombola
Tea and Coffee/Cake stall – Agreed scones for a cream tea and Pimms as options. Judith has requested that more than one helper man this stall.
Face Painting and Tattoos – Claire to source tattoos for this stall.
Sit on/Ride on Race track – potentially borrow trikes etc from reception for younger children on playground.
Inflatable slide – Will be booked by Jen when she books for sponsored bounce.
Coconut shy – may be one in the school. Coconut prices to be sourced.
Wellie Throw
Hook a duck
Preloved Uniform stall
BBQ
Beer truck – to be checked with Jess

A dance performance was previously discussed and Claire has asked Lucy. Some children have dance classes on Saturday mornings and some may not wish to miss the fair. Also discussed whether Gosforth Voices or other older children may wish to play pocket trumpet/ukulele. Mr Burnett/Mrs Walker to be consulted.

Also discussed whether to ask the clubs in the school (e.g. Rookie Golf, Football, Taekwondo etc) whether they would like to come and promote themselves with possible taster sessions through the fair.

Discussed the possibility of time slot sign-up sheets for helpers for stalls for the summer fayre – specifically the one for the BBQ could be promoted at same time as sign up for Fathers Day lunches.

Flyer discussed for distribution in bags – also asking for PTFA helpers as lost lots of Year 4 PTFA helpers. Also discussed letter for new starter about PTFA and to invite them to Summer Fair for distribution in their joining packs. Jen to send templates to Sarah B.

Actions:

Claire to source tattoos.

Inflatable slide to be booked by Jen.

Sarah B to amend flyer for school bag and amend letter for new starters pack.

Sarah H to check with clubs.

UPDATE: Moxie beer truck confirmed as booked for fair.

8. End of Year Treat

Last year was 'Party animals' treat. Suggestions discussed included Circus skills, magician and Science party. Jen agreed to look into Science party.

Ice cream van needs to also be arranged for last day of term. Jen has agreed to book.

UPDATE: Mr Jazza booked for 20th July by Jen.

UPDATE: Professor Onesmith is available to come to school on Thurs 5th or Friday 13th July. Jen to check with school which is best.

9. Date and time of next meeting:

Next meeting confirmed as Friday 11th May at 9am.

ADDENDUM 1: Treasurer report – April 2018

Broadway East PTFA update Report

Update of events and funds to 23/4/18 since Sept 2017

Cake Stalls (Key Stage 2)

Income	£ 264.00
Expenses	<u>-£ 40.59</u>
Profit	<u>£ 223.41</u>

Halloween Disco

Income-	£ 451.30
Expenses	<u>-£ 138.70</u>
Profit	<u>£ 312.60</u>

Christmas Cards

Income(No Expenses)	£ 211.00
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Christmas fair (includes extra raffle sales at carol concert)

Income	£ 1242.65
Expenses	<u>-£ 385.09</u>
Profit	<u>£ 857.56</u>

Mother's Day Lunches

Income(No Expenses)	£298.45
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Mother's Day Gifts

Income	£390.00
Expenses	<u>-£116.86</u>
Profit	<u>£273.14</u>

Easter Egg Competition

Income (No Expenses)	£94.00
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Easter Disco

Income	£441.70
Expenses	<u>-£137.18</u>
Profit	<u>£304.52</u>

PTA Expenses

NCPTA Insurance	-£105.00
Lottery Licence	-£ 20.00
Donations to school	<u>-£5170.97</u>
	<u>-£5295.97</u>

Balance brought forward	£9768.11
Net profit/loss after above events(includes PTA expenses)	<u>-£2721.29</u>
Current Balance	<u>£7046.82</u>