



PTFA MEETING – 9TH NOVEMBER 2018 MINUTES

1. Apologies

Jess Quinn, Katherine Winter, Nicola Harper, Claire Jones, Fiona Padgett, Jen Scott, Priyanka Subudhi.

2. Committee Changes

- Co-chairs - Judith Devlin and Sarah Baylis – proposed by Sarah Hughes and seconded by Jo Shewring.
- Position of Secretary still vacant.
- Sarah Stanley and Jess Quinn to manage the Facebook page.
- Jean Audsley agreed to look at what is involved with the Treasurer role. Sarah Hughes to contact Priyanka and arrange a meeting with Jean and forms for banking. All at meeting agreed they could assist with banking.

3. Facebook/Twitter update

- Facebook PTFA page is being managed by Jess and Sarah Stanley but Sarah Hughes to look at passing over the Twitter page to Jess.
- Uptake on PTFA Facebook page due to leaflets at Harvest Festival has lead to 35 numbers for prize draw. Random number generator used to select winner of plant and chocolates. Number 3 – Claire Percival confirmed as winner, posted on Facebook and prize to be passed to her.
- Agreed that Facebook and Twitter details need to be included on every communication. Also a bigger push is required on new starters.

4. Purchasing Update

- Mrs McMillan has been able to order new outdoor activity equipment for the reception garden. PTFA are purchasing tables and benches which will be portable ready for the school move.
- It was agreed that targeted fundraising should be used in the future for Cake Sales etc and not just concentrate on reception. Cake sales to be swapped around so that Reception sale is first to raise money specifically for reception items. Mrs McMillan has provided details of, as requested, two further items that would enhance the area and reception learning. These are an Outdoor discovery table (£239.94 inc VAT) and Mud Kitchen Activity Set (£137.94).

- Other suggestions discussed included fundraising for PE equipment, contacting Northumbria water for Summer Fair, Community token waiting list and Marks and Spencer Charity of the Year.
- Twitter and Facebook to be used to ask what supporters want from the PTFA and also to thank businesses that donate to us. Business advertisers also discussed and at least a £20 donation suggested.

5. Event dates

- Winter Disco – 14th November
- Christmas Fair – 5th December
- Reception Cake sale – January – date TBC
- Mother’s Day Gifts – week commencing 11th and 18th March.
- Spring Disco – 27th March
- KS2 Cake Sale – May – date TBC
- Father’s Day Gifts – week commencing 20th May and 3rd June.
- Summer Fair – 22nd June – TBC
- Cake Sale – July – date TBC
- Summer Disco – July – date TBC

Other events tbc – Sponsored bounce date, end of year treats, Welly swap/branded uniform sale, Social evenings in Jan and Feb.

6. Winter Disco

- Lisa has organised the disco and 5 volunteers are available to help at present. A Facebook post will need to be made to request further volunteers.

7. Christmas Fair

- Stalls discussed - see attached Christmas Fair stall list.
- Letter to be composed to ask for help and cracker jokes. Parentmail message nearer the Fair.

8. AOB

None.

9. Date of Next Meeting

Next meeting dates: 30th November (Christmas Fair planning only) and 11th Jan (Normal Meeting).