

MINUTES FROM PTFA MEETING - MONDAY 4TH MARCH 2019

ATTENDEES:	TANYA MAY, HANNAH GARLAND, DANIELLE WARREN
	NICOLE DZENDROWSKA, SARAH DAFFURN, SARAH CLARKE
	ALICE MARTIN, BECKY ILLIFE, HAYLEY SMITH

OBJECTIVES OF MEETING

- * TO DISCUSS IMMINENT UPCOMING ACTIVITIES & EVENTS & ENSURE ALL POINTS ARE COVERED TO ACHIEVE
- * TO DISCUSS NEW EVENTS & INITIATIVES TO BE ADDED TO THE PTFA CALENDAR
- * TO DISCUSS WHAT MONEY THE SCHOOL REQUIRES & FOR WHAT PURPOSE

INTRODUCTION

THE PTFA HAVE BEEN TASKED TO RAISE £10,000 FOR A NEW TRIM TRAIL IN THE PLAYGROUND
THE SCHOOL HAVE ALSO REQUESTED £1,000 FOR NEW TABLES FOR BEECH CLASS - THIS MONEY IS ALREADY I

TOPIC	INFORMATION
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EVENTS ALREADY PLANNED:

MOTHERS DAY POP UP SHOP	THIS HAS ALREADY BEEN ORGANISED BY HAYLEY SMITH & A COUPLE OF OTHER PARENTS
EASTER ACTIVITIES	THIS IS A SCHOOL RUN EVENT, BUT PTFA PURCHASE PRIZES FOR THE COMPETITIONS RUN
SUMMER FETE	SUMMER FETE TO BE RUN AFTER THE SCHOOL SPORTS DAY
SCHOOL DISCOS	RUN MORE OF THEM ANNUALLY DONT HAVE AS MANY STALLS - GIVE CHILDREN A BAG OF GOODIES WHEN THEY ARRIVE & PAY THE ENTRANCE FEE - MORE TIME FOR DANCING!!

OTHER SUGGESTIONS FOR EVENTS/INITIATIVES:

FATHERS DAY POP UP SHOP	MIRROR THE MOTHERS DAY SHOP FOR DADS
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CHRISTMAS FAIR	
2ND HAND BOOK SALE	
CHEESE & WINE NIGHT/GIN NIGHT	
QUIZ NIGHT FOR PARENTS	SCHOOL HAS AN ALCOHOL LICENCE SO COULD SELL CANS/WINE ETC
CONCERT	HOLD A CONCERT AND INVITE ALL VILLAGERS
BUCKET FOR LOOSE CHANGE	
FOREST SCHOOL	ANY EVENTS THAT COULD BE HELD WITHIN IT TO RAISE MONEY?
ICE CREAM FRIDAYS	SELL ICE LOLLIES AFTER SCHOOL ON FRIDAYS DURING THE SUMMER MONTHS
SMARTIES TUBES	SEND SMARTIES TUBES HOME AND COLLECT LOOSE CHANGE
HAMPERS	WHEN HOLDING NON SCHOOL UNIFORM DAYS - BRING IN A GIFT RATHER THAN DONATE. HAMPERS WILL THEN BE MADE UP OUT OF THE DONATED GIFTS AND RAFFLED OFF AT THE SUMMEDR FETE & CHRISTMAS NATIVITIES
ANY OTHER BUSINESS:	
LEAVERS PRESENTS	INSTEAD OF PENS GIFT THE YEAR 6'S WITH HOODIES WITH THE CLASS NAMES ON THE BACK
EASY FUNDRAISING	A FREE WAY TO BRING IN EXTRA MONEY TO THE SCHOOL
AMAZON FUNDRAISING	SIMILAR TO EASY FUNDRAISING
CHARITY COIN BOX IN SUPPERMARKET	COIN DROP FOUND IN SUPERMARKETS TO RAISE MONEY
ALL ADVERTISING & COMMUNICATION	FACEBOOK - SCHOOLS PAGE FACEBOOK - PTFA PAGE NEWSLETTERS CORRESPONDENCE ADDED TO SCHOOLS WEBSITE ADVERTISE EVENTS LOCALLY IN PARISH MAGAZINE - LEAFLET DROPS
WHAT DO THE CHILDREN WANT RUN - ACTIVITIES/EVENTS	TO BE DISCUSSED IN AN ASSEMBLY
PRODUCE DOCUMENT FOR PARENT HELPERS	TO ESTABLISH WHO IS WILLING TO HELP AT WHAT EVENT; SET UP, AT THE ACTUAL EVENT ETC

NEXT MEETING - SCHEDULED FOR FRIDAY 22ND MARCH 2019 AT 9AM IN THE SCHOOL LIBRARY - OPEN TO .

VE SUCCESSFUL RUNNING OF THE EVENTS

N THE PTFA BANK ACCOUNT SO IT WAS AGREED THAT THIS COULD BE GIVEN TO THE SCHOOL

ACTION	ACTION FROM WHO
<p>ESTABLISH TIME FOR POP UP SHOP TO TAKE PLACE ON FRIDAY 29TH MARCH 2019 NEED HELPERS FOR THE STALL</p> <p>ADD INFORMATION TO NEWSLETTER</p> <p>PRODUCE A POSTER ADVERTISING THE POP UP SHOP & DISPLAY</p>	<p>HAYLEY SMITH & SARAH DAFFURN ALL OF PTFA NICOLE DZENDROWSKA NICOLE DZENDROWSKA</p>
<p>PURCHASE PRIZES FOR EGG ROLLING - 4 IN TOTAL - 1 PER CLASS BUY, BOIL AND DELIVER A TRAY OF BOILED EGGS TO EACH CLASS ON 05/04/2019 - 4 TRAYS IN TOTAL PURCHASE PRIZES FOR EASTER EGG HUNT - 4 IN TOTAL - 1 PER CLASS PURCHASE PRIZES FOR WINNERS OF EASTER CAKE & BISCUIT COMPETITIONS - 4 IN TOTAL - 1 PER CLASS SET UP THE TABLES FOR THE CAKE SALE @ 11AM - EITHER IN A CLASSROOM OR OUTSIDE (WEATHER PERMITTING) ASSIST WITH THE CAKE SALE @ 2PM</p>	<p>HANNAH GARLAND ALL OF PTFA HANNAH GARLAND HANNAH GARLAND TO BE DECIDED TO BE DECIDED</p>
<p>ORGANISE STALLS ORGANISE BOUNCY CASTLES - INSURANCE NEEDS TO BE LOOKED INTO ADVERTISE TO VILLAGE VIA LEAFLET DROP/PARISH COUNCIL PLAIRS/BRADING STALL ALCOHOL TOMBOLA - GET BOTTLES/CANS DONATED HAMPERS NEED TO BE PRODUCED & RAFFLED OFF AT FETE</p>	<p>ALL OF PTFA DANIELLE WARREN ALL OF PTFA DANIELLE WARREN ALL OF PTFA</p>
<p>PRIOR TO DISCOS PREPARE BAGS OF GOODIES</p>	<p>ALL OF PTFA</p>
<p>PURCHASE 120 FATHERS DAY GIFTS TO BE SOLD</p>	<p>ALICE MARTIN</p>

TIME AGREED WITH THE SCHOOL TO SET UP THE STALL ON 14/06/2019	TANYA MAY NICOLE DZENDROWSKA
PRODUCE A POSTER ADVERTISING THE POP UP SHOP & DISPLAY	
BRING A BOTTLE TO THE EVENING	
	TANYA MAY
	DANIELLE WARREN
NEED TO PURCHASE LOLLIES FROM A SUPERMARKET	
SET UP A TABLE IN THE PLAYGROUND PRIOR TO THE END OF DAY	

NEED TO PURCHASE 14 HOODIES FOR YEAR 6	
ESTABLISH LOG IN DETAILS	NICOLE DZENDROWSKA
PRODUCE POSTER ADVERTISING INITIATIVE	NICOLE DZENDROWSKA
COMMUNICATE INITIATIVE TO THE PARENTS	NICOLE DZENDROWSKA
ESTABLISH LOG IN DETAILS	DANIELLE WARREN
PRODUCE POSTER ADVERTISING INITIATIVE	
COMMUNICATE INITIATIVE TO THE PARENTS	
INVESTIGATE	HANNAH GARLAND
TO BE SET UP	SARAH DAFFURN & SARAH CLARKE
TO BE SENT OUT TO PARENTS WITH IMPORTANT INFO & AT LEAST QUARTERLY	TANYA MAY NICOLE DZENDROWSKA
PTFA WEBPAGE	SARAH DAFFURN & SARAH CLARKE
	ALL OF PTFA
	SARAH DAFFURN

ALL PARENTS/GRANDPARENTS/GUARDIANS/PRESCHOOL CHILDREN

. WHEN REQUIRED

DATE TO BE ACTIONED BY

08/03/2019
22/03/2019
05/04/2019
05/04/2019
05/04/2019
05/04/2019

14/06/2019

