

**MINUTES FROM PTFA MEETING - MONDAY 4TH MARCH 2019**

<b>ATTENDEES:</b>	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 SUCCESSFUL RUNNING OF THE EVENTS
- \* 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 IN THE PTFA BANK ACCOUNT SO IT WAS AGREED THAT THIS COULD BE GIVEN TO THE SCHOOL WHEN REQUIRED

TOPIC	INFORMATION	ACTION	ACTION FROM WHO	DATE TO BE ACTIONED BY
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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	ESTABLISH TIME FOR POP UP SHOP TO TAKE PLACE ON FRIDAY 29TH MARCH 2019 NEED HELPERS FOR THE STALL  ADD INFORMATION TO NEWSLETTER  PRODUCE A POSTER ADVERTISING THE POP UP SHOP & DISPLAY	HAYLEY SMITH & SARAH DAFFURN ALL OF PTFA NICOLE DZENDROWSKA NICOLE DZENDROWSKA	08/03/2019    22/03/2019
EASTER ACTIVITIES	THIS IS A SCHOOL RUN EVENT, BUT PTFA PURCHASE PRIZES FOR THE COMPETITIONS RUN	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	HANNAH GARLAND ALL OF PTFA HANNAH GARLAND HANNAH GARLAND TO BE DECIDED TO BE DECIDED	05/04/2019 05/04/2019 05/04/2019 05/04/2019
SUMMER FETE	SUMMER FETE TO BE RUN AFTER THE SCHOOL SPORTS DAY	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	ALL OF PTFA DANIELLE WARREN ALL OF PTFA DANIELLE WARREN ALL OF PTFA	
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!!	PRIOR TO DISCOS PREPARE BAGS OF GOODIES	ALL OF PTFA	

**OTHER SUGGESTIONS FOR  
EVENTS/INITIATIVES:**

FATHERS DAY POP UP SHOP	MIRROR THE MOTHERS DAY SHOP FOR DADS	PURCHASE 120 FATHERS DAY GIFTS TO BE SOLD TIME AGREED WITH THE SCHOOL TO SET UP THE STALL ON 14/06/2019	ALICE MARTIN TANYA MAY NICOLE DZENDROWSKA	14/06/2019 01/06/2019 01/06/2019
CHRISTMAS FAIR				
2ND HAND BOOK SALE				
CHEESE & WINE NIGHT/GIN NIGHT		BRING A BOTTLE TO THE EVENING		
QUIZ NIGHT FOR PARENTS	SCHOOL HAS AN ALCOHOL LICENCE SO COULD SELL CANS/WINE ETC			
CONCERT	HOLD A CONCERT AND INVITE ALL VILLAGERS		TANYA MAY	
BUCKET FOR LOOSE CHANGE			DANIELLE WARREN	
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	NEED TO PURCHASE LOLLIES FROM A SUPERMARKET  SET UP A TABLE IN THE PLAYGROUND PRIOR TO THE END OF DAY		
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	NEED TO PURCHASE 14 HOODIES FOR YEAR 6		
EASY FUNDRAISING	A FREE WAY TO BRING IN EXTRA MONEY TO THE SCHOOL	ESTABLISH LOG IN DETAILS  PRODUCE POSTER ADVERTISING INITIATIVE  COMMUNICATE INITIATIVE TO THE PARENTS	NICOLE DZENDROWSKA NICOLE DZENDROWSKA NICOLE DZENDROWSKA	
AMAZON FUNDRAISING	SIMILAR TO EASY FUNDRAISING	ESTABLISH LOG IN DETAILS PRODUCE POSTER ADVERTISING INITIATIVE COMMUNICATE INITIATIVE TO THE PARENTS	DANIELLE WARREN	
CHARITY COIN BOX IN SUPPERMARKET	COIN DROP FOUND IN SUPERMARKETS TO RAISE MONEY	INVESTIGATE	HANNAH GARLAND	
ALL ADVERTISING & COMMUNICATION	FACEBOOK - SCHOOLS PAGE FACEBOOK - PTFA PAGE  NEWSLETTERS  CORRESPONDENCE ADDED TO SCHOOLS WEBSITE	TO BE SET UP TO BE SENT OUT TO PARENTS WITH IMPORTANT INFO & AT LEAST QUARTERLY  PTFA WEBPAGE	SARAH DAFFURN & SARAH CLARKE TANYA MAY NICOLE DZENDROWSKA SARAH DAFFURN & SARAH CLARKE	

	ADVERTISE EVENTS LOCALLY IN PARISH MAGAZINE - LEAFLET DROPS		ALL OF PTFA	
WHAT DO THE CHILDREN WANT RUN - ACTIVITIES/EVENTS	TO BE DISCUSSED IN AN ASSEMBLY		SARAH DAFFURN	
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 ALL PARENTS/GRANDPARENTS/GUARDIANS/PRESCHOOL CHILDREN**