

MINUTES FROM PTFA MEETING - FRIDAY 22ND MARCH 2019

ATTENDEES:	TANYA MAY, HANNAH GARLAND, DANIELLE WARREN
	NICOLE DZENDROWSKA, ANNE DU BOCK
	BECKY ILLIFE
APOLOGISES	Mel, Beth, Sarah Everett, Hayley Smith & Lauren

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
- * REVIEWED PREVIOUS MINUTES

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	HAYLEY SMITH & SARAH DAFFURN	ACTIONED - CONFIRMED WITH SCHOOL 1pm-2pm
		NEED HELPERS FOR THE STALL	Anne Du Bock, Tanya May & Hayley Smith	ACTIONED
		ADD INFORMATION TO NEWSLETTER	NICOLE DZENDROWSKA	08/03/2019
		PRODUCE A POSTER ADVERTISING THE POP UP SHOP & DISPLAY	NICOLE DZENDROWSKA	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	TANYA MAY	05/04/2019
		BUY, BOIL AND DELIVER A TRAY OF BOILED EGGS TO EACH CLASS ON 05/04/2019 - 4 TRAYS IN TOTAL	TANYA MAY	05/04/2019
		PURCHASE PRIZES FOR EASTER EGG HUNT - 4 IN TOTAL - 1 PER CLASS	TANYA MAY	05/04/2019
		PURCHASE PRIZES FOR WINNERS OF EASTER CAKE & BISCUIT COMPETITIONS - 4 IN TOTAL - 1 PER CLASS	TANYA MAY	05/04/2019
		SET UP THE TABLES FOR THE CAKE SALE @ 11AM - EITHER IN A CLASSROOM OR OUTSIDE (WEATHER PERMITTING)	TANYA MAY	05/04/2019
		ASSIST WITH THE CAKE SALE @ 2PM	TANYA MAY ALL OF PTFA COMMITTEE	05/04/2018
SUMMER FETE	SUMMER FETE TO BE RUN AFTER THE SCHOOL SPORTS DAY	ORGANISE STALLS	ALL OF PTFA	ASAP = PROBABLY NOT DOABLE WEEK COMMENCING 25/03/2019
		ORGANISE BOUNCY CASTLES - INSURANCE NEEDS TO BE LOOKED INTO IF USING DANIELLE'S	DANIELLE WARREN TANYA MAY & HANNAH GARLAND	
		BOOK BOUNCING CASTLE, IF REQUIRED	ALL OF PTFA	DISCUSS AT THE NEXT MEETING
		ADVERTISE TO VILLAGE VIA LEAFLET DROP/PARISH COUNCIL PLAITS/BRADING STALL	DANIELLE WARREN	
		ALCOHOL TOMBOLA - GET BOTTLES/CANS DONATED		
		HAMPERS NEED TO BE PRODUCED & RAFFLED OFF AT FETE	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!!	DISCUSS A MAY 2019 DATE 17th May 2019 WITH SCHOOL PRIOR TO DISCOS PREPARE BAGS OF GOODIES Organise the music/DJ (Shane/Smurf/ Jamie Produce poster to advertise, once date agreed	TANYA MAY ALL OF PTFA Anne Du Bock & Danielle Warren Nicole Dzendrowska	WEEK COMMENCING 25/03/2019 Once date approved with School Once date approved with School
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**OTHER SUGGESTIONS FOR
EVENTS/INITATIVES:**

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 PRODUCE A POSTER ADVERTISING THE POP UP SHOP & DISPLAY	ALICE MARTIN TANYA MAY NICOLE DZENDROWSKA	14/06/2019 01/06/2019 01/06/2019
CHRISTMAS FAIR				
2ND HAND BOOK SALE		HOLD ON WEDNESDAY 24 APRIL 2019 IN THE PLAYGROUND @3:10pm, IF THE SCHOOL AGREE	TANYA MAY	WEEK COMMENCING 25/03/2019
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	School has no alcohol licence but can get a day licence for £20 each time required		
CONCERT	HOLD A CONCERT AND INVITE ALL VILLAGERS		TANYA MAY	WILL LOOK AT FOR 2020
BUCKET FOR LOOSE CHANGE		Need to produce a label/logo explaining what we are raising money for	DANIELLE WARREN/ Tanya May to speak with Loren re placing once at the Kilkenny	
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 PROPOSED DATES 28 JUNE, 5th & 12th JULY 2019 SET UP A TABLE IN THE PLAYGROUND PRIOR TO THE END OF DAY	TANYA MAY TO CHECK DATES WITH SCHOOL	Week commencing 25/03/2019
FISH & CHIPS NIGHT	Fish & Chips night in the village for everyone to attend	Van in the village @ community centre of village hall and sell tickets raising money for the PTFA	TANYA MAY	
SMARTIES TUBES	SEND SMARTIES TUBES HOME AND COLLECT LOOSE CHANGE			
SPONSORED RUN	After school clung has been very busy so would a sponsored run at the end of time will be a good fundraiser?	Speak to Hayley Smith		
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		
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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	ACTIONNED ACTIONNED ACTIONNED
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	ACTIONNED AND ON GOING ACTIONNED AND ON GOING ACTIONNED AND ON GOING ACTIONNED AND ON GOING
	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 MONDAY 29TH APRIL 2019 AT 5PM IN THE ROYAL OAK, ANDOVERSFORD - OPEN TO ALL PARENTS/GRANDPARENTS/GUARDIANS/PRESCHOOL CHILDREN