

1ptfa1920

Friday, 1 November 2019 08:51

Apols Saf Claire R Sarah B Karen C
Present Liz Simon Steph Eleanor Mel Gemma Sam Sarah

1 Risk Assessments

- Teresa updated info. PTFA will need to be responsible for own risk assessment for events.
- Presented a version of risk assessment form but will need to be investigated further. Action Simon.

2 Disco

- Would PTFA fund a Christmas disco? Agreed.
- Need to find a date. Action Liz
- Need member of staff. Action Mel
- Offer of local business to fund disco- clarification needed.
- Provisional times. KS1 5.30- 6.30 KS2 6.45-7.45
- Food/refreshments discussed tbc

3 PTFA funding

- Agreed not to retrospectively fund Dinosaur Park. Mel has updated procedures for staff so that PTFA will be aware of such events in future.
- Theatre Alibi to be paid for by PTFA -£600
- Reception and yr1 to have entertainment paid for as well. Tbc
- No requests yet from classes.

4 Committee

- The committee and the parent helper lists were clarified.
- Committee:
Toby, Steph, Eleanor, Sarah Watkins, Sarah Bale, Sam Spry, Nicky, Karen Chapman, Gemma Greenaway, Saf Mabin.
- Parent Helpers:
Ailey, Lisa, Tamsin, Chrissie, Sophie Holder, Susannah Bowyer, Lisa Buzzard, Rebecca Leach, Lucy Lewis, Kirsty Sandbach, Samantha Townsend, Shannon Hester

5 Christmas Shop

- Environmental wrapping paper decided. Agreed that brown paper would be used.
- Sibling presents discussed. Alternatives to sweets- stationery?
- Santa's visit. Books to be ordered and wrapped(brown paper). Action Steph.

6 Christmas market

- Food- hot turkey rolls. Action Steph for baps
- Mulled wine. Can use Steve's licence. Committee to look out for cheap mulled wine. Dozen bottles needed. Non alcoholic version needed as well.
- Stalls-
 - Bottle tombola. Being in a bottle Fri29th
 - Glitter tattoo (eco)
 - Jam jar tombola
 - Raffle - Christmas hamper as main prize. Donation sources discussed. Different hampers discussed. Tbc. Tickets action Ailey.
 - Santa's grotto. Gifts to be sourced.
 - Discussion to be continued next week.

Next Meeting Friday 8th @8.45