



PTFA Minutes

Date: 14th November 2019

Time: 3:45pm

Venue: St Michael's & All Angels Pre School

Attendees: Joanne Feltham, Vicki Gibson, Claire Berry, Gemma Barrett, Gemma Brown, Sarah Beaumont, Fiona Averill, Karen Kellet, Nik Clarke.

Agenda:

- 1) Apologies
- 2) Disco
- 3) Upcoming School Events
 - Parents Evening : 26/11/19
 - Xmas Concerts: 17/12/19, 19/12/19
- 4) Raffle
- 5) Christmas Wrap
- 6) PTFA Spending
- 7) INSET day Tree decorating
- 8) AOB

Proceedings:

- 1) Apologies were received by:
 - Sharon Tempest.
 - Juliette Craven
- 2) Disco: Lots of tickets sold, a few still available. Sophie Lawless, Chloe Shields and Claire Berry are staff attending.
Confirmed parent helpers and children attending for risk assessment.
The hall will be available to set up from home time – Gemma and Nik need helpers to decorate.

Actions:

Volunteers to arrive asap on 22/11/19 to help set up and supervise Disco.

- 3) Upcoming events in school were discussed where the PTFA could be visible and provide tea/coffee. As opposed to charging, it was agreed that a donation box would be available during these events.

i. **Parents Evening – 26th November**

✓Karen, Gemma, Juliette, Jo and Vicki all to help.

ii. **KS1 Concerts – 17th December**

Afternoon concert – Gemma Brown, Fiona Averill, Nik Clarke

Evening concert – Jo Feltham, Vicki Gibson, Karen Kellet

iii. **Preschool Concert – 19th December**

2.30pm – Fiona Averill, Sarah Beaumont, Gemma Brown.

- 4) Raffle: Ticket books to be sent home one per family. More are available at the office or Jo Feltham. Prizes requested for raffle.

So far we have – wreath, Sing and Sign Voucher, PT voucher, New beauty shop voucher, Bottomleys voucher, Duke of York voucher, Stainforths butchers, Staff hamper (Fiona organising) PTFA hamper – donations such as chocolate, alcohol etc to be added.

Actions: Jo to ask Alex to send tickets with a letter to families at school.

All to request/collect donations where applicable.

- 5) Christmas Wrap 13th December

Room for requirement available to set up on Thursday 12th pm. Gemma, Gemma, Nik, Vicki and anyone else available to set up please. All presents have been bought. Shop open from 9ish on Friday. Helpers – Gemma Barrett, Nik, Jo, Vicki, Sarah, Karen. Any children that haven't bought on the Friday will get chance the following week with Fiona. Jo will collect children/return to classrooms.

Actions: Jo to ask Alex to send reminder about Christmas Wrap and request children bring money in a named envelope.

- 6) PTFA Spending – School have asked for money to design and print new certificates for celebration worship. JF has sourced these and has been quoted approx. £360. All in agreement to purchase.

Actions: Jo will contact certificate company and purchase year supply of certificates.

- 7) INSET Day 29/11/19. PTFA are sponsoring the Christmas Tree decoration at Bethel Chapel again this year. As it is INSET day there will be no children available to go and decorate. Jo has invited PTFA members and children to come to Bethel to decorate the tree with the things children have made at school from 1pm onwards.

- 8) AOB: Some people have not received a tea towel order form. We have had lots of orders but need more. Jo to talk to Alex about order forms and will put a reminder on email, text and FB page. Order forms to be back on the 22/11/19.

Next meeting to be tbc.

Minutes prepared by J Feltham