



Minutes 31st January 2020

- 1) **Attending:** Joanne Feltham (Chair), Vicki Gibson (Treasurer), Gemma Brown, Sarah Beaumont, Karen Kellet, Fiona Averill, Gemma Barrett, Nik Clarke
- 2) **Apologies:** Juliette Craven, Sam Graham, Taryn Hainsworth.
- 3) **a. Resignation of current Secretary:** Juliette has decided to step down from the role as secretary.
b. Appointment of new Secretary: Sarah Beaumont has volunteered to take on the role of secretary with Gemma Brown as vice secretary. It was discussed that all committee roles are now filled in accordance to our PTFA constitution.
- 4) **Treasurer's Report:** Vicki shared her finance report from September 2019 to January 2020. Total raised so far is £3108.75. Monies spent is £986.59.
- 5) **Current Fundraising – Big Small Change Challenge:** All classes have now begun collecting loose change. This will run until the Easter holidays. The class with the most money raised will win a treat – still undecided due to not knowing how much money will be raised. A percentage of the money will also be donated to the link school in Mara that Mrs Berry is visiting.
- 6) **Happy School Bags collections booked 6th March, 2/10/2020, 5/03/2021, 1/10/2021:** Collections will take place between 9-10am. There is a small amount of room in the shed in the garden for anyone bringing full bags earlier than the collection date and PTFA members are also willing to store some bags at home in the run up to collection. Bags and posters will be delivered asap from the company. **Action: JF to send out information to school, ask school to add to calendar.**
- 7) **Spring Disco**
 - a. **Sweets – order same from Makro?** Yes, some chocolates too. **Action: JF order sweets.**
 - b. **Theme** – Undecided so far – ideas: Masked ball, superheroes and princesses, UV disco.
 - c. **Tuck shop toys-** to be confirmed when theme decided. Some slap bands left over from previous disco.
 - d. **Photo booth-** backdrop and inflatable props. Charge £1 per photo. Set up in the tuck shop area around the corner. Photos delivered the following week to school.
 - e. **Staff** – Two members of staff will be attending as well as Claire Berry.
 - f. **Helpers-** Joanne, Vicki, Gemma Barret, Gemma Brown, Sarah, Fiona (tbc), Nik (tbc). Ask for other parent volunteers too.
Action: JF to add disco to calendar. Ask school to put tickets on school money - £3 per ticket. JF complete risk assessment.
It was discussed that preschool have their own disco at the end of the year for leavers.
JF to discuss with preschool how he PTFA can contribute to this.

- 8) **Mothers' Day Wrap – date? 19th March tbc – JF to check with school re date and location/time.**
- a. **Gifts bought-** Fiona has purchased 100 so far and will purchase 50 chocolate gifts. We also have spare gifts in the Christmas wrap stock.
 - b. **Cost so far- tbc**
 - c. **Charge per gift-** £2 per gift. Children can purchase more than one gift. Money to be brought in a named envelope with correct amount if possible.
 - d. **Helpers-** Fiona, Sarah, Vicki, Karen, Gemma (half day). Ask other members if they would like to help too.
- Action: JF advertise event when date and time is confirmed.**

9) **Spring Fair 2nd May 2020**

- a. **Tour de Yorkshire Theme**
- b. **Start/finish time-** 10.30/12.30?
- c. **Church involvement** – It was confirmed that St Michael's church would like to join us at the spring fair. We will meet with church to discuss how they would like to be involved but it was proposed that they could have a refreshments area, cake stall and another stall free of charge and collecting their own takings. Any other stalls they wish to have would be charged at a table fee.
- d. **Stalls/games-** lots of suggestions for 50p/£1 games and stalls. We already have lots of tombola prizes collected. Perhaps have a dress down day in exchange for a chocolate tombola prize? Traditional games that are easy to run.
- e. **Business stalls – charge? Who?** Advertise for local businesses to attend. £15 per stall plus a raffle prize.
- f. **BBQ?** Vicki to talk with scouts to see if they'd like to do bbq like the do at the gala.
- g. **Invite choir/samba drums?** – JF has spoken to Samba teacher who is organising something for the day. JF to ask choir too.
- h. **Ask football coach about penalty shoot?** – Approach local football coach and school coach to run a slot.
- i. **Stocks for the staff** – We need to source some stocks for staff!
Also discussed parking – ask at the Shoulder as well as Duke William to ease congestion.
Use of school car park?

10) **Family hour craft club? After school.** It was agreed that this would be a good family link event where families could spend some time together. Possibly after Easter as March is very busy. After school families can come to the hall and do a craft activity, have a snack and drink etc. Sarah and Gemma can source craft packs and we would charge a small fee to cover this.

11) **Lanyards for identification at school events** – It was agreed that we should have some kind of identification for when events are going on so that parents, staff and children know who we are. A new logo was proposed to relaunch the PTFA and JF will source lanyards. These will be kept and handed out at events for people helping and collected back in to reuse next time.

12) **AOB**

- a. **Valentine's Pop up shop** – School council will sell a selection of valentine's gifts. We have some left from last year and JF to order a few more. This will be 14th Feb.

- b. **Noticeboard** – Claire Berry has arranged for us to have a display board in school. Mrs Nalton is currently rearranging the display and will organise for us to put our posters, pictures of events etc on there as well as having our thermometer in the main entrance.
- c. **Uniform Shop** – We have a lot of surplus nearly new uniform in school. Fiona has sorted through this and has arranged to offer this to parents for a donation. We will trial a sale on the 14th Feb 2.45-3.45 in the music room to see if this is well received. It was also discussed that we could have an order form system for parents who cannot attend to put in an order and Fiona will collect the uniform and the office send it back to parents.
JF to advertise, ask school to add to calendar and send email inviting parents to the shop.
- d. **Purchase requests** – We have been asked if we could purchase some sets of reception class reading books. This has been met with approval and we have agreed to provide 4 sets of book. **JF to talk with Miss Shields to discuss purchasing. We could purchase more sets if needed or sets for other classes. We would like the old books to be sorted and donated.**
Young Voices torches – JF to check with office to see if we have provided these. New banner to be made for the next concert!
Request for a class set of cups and a jug for the school. Sarah and Gemma to source. JF to discuss with Claire Berry re: class set of Bibles for the new RE scheme.
- e. **24th March – Parents eve refreshments**
- f. **Y6 Leavers** – Last year the cost of this was very high. **JF to discuss with Miss Shields regarding leavers treat.**
- g. **Newsletter** – It was agreed that the PTFA would create a termly newsletter to let parents know of our successes and future events.
- h. **Easter Raffle – 3 raffle prizes Nik will make up hampers. Ask for a donation from parents for hampers. JF has some left from Christmas too. PTFA to contribute to raffle too. Tickets sold as before.**

13) Next meeting – 25/02/2020 Planning Meeting for Spring Fair. Venue – Duke William. Time tbc.

Minutes prepared by Joanne Feltham 02/02/2020