

St Nicholas CE VA Primary School
PTFA Meeting Tuesday 6th November 2018

1. **Present:** Tanya Mason-Flynn (Chair), MJ James (Vice Chair), Carol Wee, Emma West, Emma Proctor, Sarah McNab (Nursery Manager, The Ark), Hannah Frampton, Laura Cooke, Claire Feltham, Fiona Platts (Secretary).
2. **Apologies:** Alice Chapman
3. **Minutes of AGM.**

These were accepted without amendments.

4. **Chair Report**

KS1 Christmas Party to take place on 7th December from 4pm – 6pm.
Tanya put forward lots of ideas including:

- Children to wear PJ's
- Possible Polar Express Story Theme
- Carousel of activities
- Event to be held in school hall
- 4 activity stations proposed
- Hot chocolate, hot dogs and sandwiches all proposed

MJ emphasised need to consider funds in order to make sure ticket prices cover the cost of the event.

Sarah said tree going up on 3rd December.

PTFA in general agreement that PTFA could take on finding a tree for the school.

Craft Fair 17th Nov.

Tanya will be there. Carol to provide float for the day.

Already prepared:

- 12 pudding decorations
- 3 trees
- 3 other decorations
- 25 candy canes
- 8 bottles
- 15 candles
- 12 rustic decorations
- Gift tags

- 25 Santa keys
- 3 memo boards

Still to do:

- Reindeer recipe / labels
- 12 puddings
- 3 boards
- 12 spray bottles
- 3 stars to decorate
- 2 stars to make
- Hot chocolate stirrers
- 2 Christmas cakes

Carol donating 2 small Christmas Cakes for fair and 1 large one for raffle.

All craft to be finished at MJ's house Friday 9th November.

MJ to lend some Christmas Table Cloths.

All of which amounts to craft fair being all but fully prepped.

Hampers

Four hampers plus tissue already obtained.

Another evening party sorting out the hampers a possibility.

MJ said hoping to be 2 weeks ahead of last year in terms of timing.

Need to find locations for the hampers. **MJ to action.**

Fiona to ask in Swan.

Tanya to ask in The Exchange.

Carol to ask at work.

Christmas Party

Slips need to be out for parents Monday 9th.

150 children approximately in school – usually cater for 160.

Baguettes a possible alternative to sandwiches.

Tanya to put food list on WhatsApp.

MJ to ask at village shop about baguettes.

Carol has 160 chocolate lollies – but these could perhaps be handed out on the last day of school.

Nativities / Lions Float

- 2nd December – Lions Float 4.30pm Child Okeford. **Tanya** will be there as will **Emma** if she can get childcare.
- 11th December – **MJ** and **Tanya** to attend.
- 12th December – **Claire Feltham, MJ & Tanya** available.
- 13th December – **Claire Feltham & MJ** available.

Tea, coffee and mince pies will be provided.

Need to find out how much the school received in funds last year. **Sarah to action.**

Sponsored Bounce / Climb.

Tanya wondered if school would mind children being taken to Clayesmore.

Claire F suggested Hanford School Minibus. Claire to find out if Hanford will lend minibus. **Claire to action.**

MJ can drive minibus.

Need to find out if Stur High will lend minibus. **Tanya to action.**

Clayesmore breaks up 28th March.

Child Okeford breaks up 5th April.

Sarah suggested Monday or Wednesday.

Carol suggested Friday 29th March.

Need to ask Jenny if any of these dates are good for the school. **Tanya to action.**

As soon as date is confirmed bouncy castle needs to be booked. **Carol to action.**

PTFA catering of sporting events.

Tanya suggested there was opportunity for PTFA to cater sporting events. Clair and Carol both indicated this had been tried in the past with very little success.

Classlist

- On the positive side the people on Classlist are using it.
- Less positive is that lots of people are not on it yet.
- Tanya felt it was good opportunity for one way communication from teachers.
- Sarah said the teachers might use it to issue reminders and will discuss with the other teachers. **Sarah to action.**
- Sarah expressed concerns about forwarding photos on this platform.

5. AOB

There was some discussion about possible future fundraising events including Christmas Bingo and Easter Bingo. Sarah suggested it might be worth talking to other schools who do this successfully.

A race night was also suggested possibly with Ploughman's / sharing platter.

An end of term party was suggested. Tom Clements was suggested as possible entertainment. **Tanya to find out how much this would cost.**

Claire having trouble with giving machine website. It was confirmed that reference number to use is: 58455.

Sarah asked about the oven. MJ confirmed that we're waiting to get someone to have a look at it.

Sarah enquired about whiteboards. Steve indicated at AGM that hiring is probably a better option. **Carol to check end date of current lease.**

Sarah said school council would like to replace the boat. The money for this is to come from the Tesco funding. Carol would like to wait until the funds are in place before pursuing this further.

An auction of promises was suggested. MJ suggested the Tithe Barn as a suitable venue for this.

6. **Date of next meeting.**

Tuesday 27th November 2018 7.30pm.