

ST NICHOLAS SCHOOL CE VA PRIMARY SCHOOL

PTFA MEETING MINUTES

Monday 21st November 2016, 7.30pm

Present: Claire Feltham, Tanya Mason-Flynn, Katie Morton, Alice Chapman

1. Apologies: Ursula Taxis, Hannah Rigler, Susannah de Ferry Foster, Carol Wee, Tracy Maley, Coralie Sanders

2. PTFA Christmas Party

The date for this year's PTFA Christmas Party is Thursday 15th December. It was emphasised that plenty of help from parents (10 to 15 helpers) is required on the morning of this event (preparing food and setting up). It was agreed that Year 6 should assist in decorating the tables.

- **Hannah & Susannah** have agreed to organize the provision slips again (each child is asked to contribute an item towards the meal)
- **Carol** has agreed to organize the sundries (banqueting roll, napkins etc.)
- **Tracy** agreed to ask COMPACT for a Santa volunteer and costume. **Tanya** to follow this up with Tracy.
- **Claire, Katie and Alice** are available to help on the day although Katie and Alice will have their younger children there. Other helpers are **Emma S, Carol, Jane Side and Kirsty Baird (AM or PM only)**.
- **Claire** to announce the need for more helpers at assembly Friday 25th November.
- Consideration to be given to making a board up for volunteers to put their names down on.

3. Christmas Cards

Carol has successfully arranged for these to be made, many thanks.

4. Christmas Play Raffles & Refreshments

Reception/ Acorns: Monday 5th December, 2pm & 6pm

Year 1 / Chestnuts: Thursday 8th December, 2pm & 6pm

Year 2 / Willows: Tuesday 13th December, 2pm & 6pm

	2pm	2pm	6pm	6pm
5th Dec	Kirsty	Debbie Ohares mum	Serena	Tanya
8th Dec	Alice	TBC	Carol	TBC
13th Dec	Claire	Emma	Alice	Emma

Helpers will be needed to sell raffle tickets and provide refreshments at each performance. Tea, coffee, hot chocolate and mince pies required.

Confirmed Raffle prizes:

- Christmas cake from Carol
- Cake from Alice's mum
- £30 Hall & Woodhouse voucher
- 8 pack of Badger beer
- 1 hour facial from Sweet Solutions
- Plant from Rustic Rose
- Cream tea for 4 from Stur of the Moment
- Saucepan from Harts
- Tea and cake for 2 from Café Expresso
- Tickets for the Exchange
- Pudding from Christine's Puddings
- £10 voucher for Gold Hill Organic Shop
- Prize TBC from Child Okeford Stores
- Swimming vouchers from Blandford Leisure Centre
- Virginia Haywood food hamper
- Prize TBC from Agnes and Vera
- Smart Watch
- Pamper Hamper from Susannah
- Others TBC Saxon **Katie**, Gold Hill Café **Alice**, Holebrooks **Mrs Sanders**, Indian and Fish & Chip shop **Tanya**

Text to be sent from the school (**Katie**) to ask for raffle donations from parents. **Tanya** to request on Facebook.

Katie to complete ticket template to go in book bags and to be sold at the School plays.

5. Cake Sales

The first cake sale was held on **Friday 4th November - Acorns** (Reception). Enough helpers came forward on the day and over £80 was raised (exact amount to be confirmed).

6. Year Calendar / Future Fundraising

Tanya had kindly drawn up a calendar of proposed events to be discussed and agreed. Event calendar needs to be revised at the next meeting as proposed may not be feasible with current level of PTFA members. Consideration to be given to the possibility of fundraising alongside the Ark.

Fundraising goals are for a healthy eating initiative (details TBC) and music instruments (details TBC)

We need to highlight the Giving Machine and what this entails to parents, particularly those that are new to the school.

7. AOB

- i. Still need to confirm that new cheque signatory mandates have been set up for Tanya and Katie.
- ii. Current helper list to be updated including contact details and preferred method (**Katie**). Recruitment drive for new PTFA members / helpers needed? It would be helpful to have a representative from each class.

Date of Next Meeting

To be confirmed.

Meeting closed at 9.30pm