

Minutes from PTFA meeting held on Wednesday 6th January at 6pm

Present: Hannah Rigler (HR), Emma Smith (ES), Ursula Taxis (UT) and Carol Wee (CW).

- 1. Apologies-**Apologies were received from Lisa Drudge (LD), Susannah de Ferry Foster, Tracy Maley (TM), Emma Procter (EP) and Claire Feltham (CF).
- 2. Minutes from last meeting-**The minutes of the meeting held on 11th November were agreed.
- 3. Treasurer Report-** CW informed the meeting that last two cake sales had raised £122 and the Glow Party for KS2 had raised £263. On a very positive note, the Christmas raffle had raised £448 and refreshments from the KS1 Christmas plays had raised £70. The committee paid out £275 for a coach for Ash class and £300 for money for each of the classes for Christmas. The balance for the current account stands at £10,993.81, with £6000 earmarked for the Reception class play area. The balance for the deposit account stands at £841.59. CW noted that the school had also received £2500 of funding from the Cheese Festival. We agreed it would be useful to mention the funding from the Cheese Festival in the next PTFA newsletter as well as the fact that the committee had applied to 25 organisations in recent times for funding. HR will ask Susannah to include this in the newsletter. CW will bring Bank Mandate forms to the next meeting for members to sign. **ACTION: CW and HR**
- 4. Christmas events debrief-raffle, plays, party-** It was agreed that the events leading up to Christmas had gone well. It was noted that the raffle had been a particular success and it was felt that the prizes were a contributing factor. The Christmas party had gone well with enough helpers to make it work. The committee noted that help from those not on the committee was crucial though to the success of such events. One thing to be noted for next year will be to make sure we book the loan of the Santa costume in with The Ark at a much earlier date. It was agreed to add this to the current schedule as a task for September alongside other arrangements for the

Christmas party. It was also suggested that the PTFA have a table at the summer fete to advertise the committee and sign up helpers for key events, such as the Christmas party. HR suggested that the helpers email list didn't seem fit for purpose and suggested moving to a schoolwide text to look for help. This was agreed to be a good idea. HR will check with Jenny Hanson about the logistics of this, including the number of characters allowed in a text from the school texting service.

Action: HR and Susannah

5. Cake sales arrangements (Acers 15th Jan, Ash 12th Feb, Oaks 26th Feb) – ES

mentioned that she had posted about the cake sales on the parents' Facebook page. It was agreed that ES would add to the message to ask for helpers for all three sales. CW offered her help for the 15th January, if required. CW will ensure a float is available for each sale and this will be left in the school office. It was felt a text message to all parents for offers of help may be a good idea to make sure those parents who do not use Facebook are also contacted.

Action: ES and CW

- 6. Sponsored walk-5th Feb** – This event will be open to all families as it was last year, with the walk starting at 1.20pm from the school. HR mentioned she had already ordered the hot chocolate for the children on their return from the walk. CW will source biscuits. It was recognised that some of the older children had found the walk a little too short last year so ES will contact TM to ask if KS2 children can do a longer route. ES will also find a template for a sponsorship form and amend accordingly for this year. It was agreed that the event should be advertised within the newsletter as well a text message be sent to all parents. ES will also contact Jane Cheney regarding posters to advertise the event.

Action: ES, CW and Susannah

CW left the meeting.

- 7. KS1 Sports party-26th Feb-** In a similar vein to the KS2 Glow party, the PTFA will serve sausages in rolls, crisps and squash for the children. HR will approach Sarah Mawer about leading some organised games for the children as well as ask TM to purchase finger rolls, crisps and organise prizes for the games. Susannah will buy the sausages

again and we will need to check on the number of napkins and the amount of squash left from the KS2 Glow party. NOTE-we will not be giving the children glow bracelets at this event. ES will adapt the flyer for the event and make sure this is given out in book bags. ES will also ask Jane if she is able to produce a poster to advertise the event. CW offered her help for the event. ES will also be able to help and UT will be able to help from 4.30pm. ES will also ask Jenny Hanson a text to ask for help for the party from parents.

Action: ES, HR, CW and Susannah

8. AOB

- a. *Review of KS2 Glow party:* It was felt that this event had been a success with 68 children attending and a good amount of money being raised. The food had been unproblematic and the children enjoyed the dancing. The dance competition had been a particular success. One suggestion for the future is to consider the use of lanyards with the glowsticks because they were being spun around by some children at great speed with the risk of them hitting a fellow pupil.
- b. *Lissy Carr:* UT explained that Lissy had offered to organise a sponsored walk for parents. It was agreed that a weekend date in March would be a good time for this event to be held. UT will contact Lissy to thank her for the kind offer and ask her to choose a date that suits her. The PTFA can then produce a sponsor form for the event. Action: UT
- c. *Event at Comins Tea House:* Michelle Comins has offered to organise an event for parents, either an afternoon tea or dinner. ES will contact her to say thank you for the offer and explore the options further, including costs and numbers. It was suggested that maybe Michelle would also be interested in a stall at the summer fete. ES will ask her about this. Action: ES
- d. *Travelling Trends show:* UT asked if anyone had heard of Travelling Trends, a company that bring some of the last season's fashions from high street stores to the school (or other venue) and then those attending the event are able to purchase the clothes. It was agreed that this sounded like a good idea. The date of 13th July was suggested using the school hall to host the show. HR and UT will look into this further. Action: HR and UT

- e. *Rag Bag*: HR explained that this company were no longer coming to the school because it was too far, and we were too rural, for them to come from their current location. HR is currently looking at alternatives.

9. Date of next meeting-1st March,6pm, at Hannah's house.

The meeting ended at 8.35pm.