



## PTFA AGENDA: November 6<sup>th</sup> MINUTES

Welcome

Attendance – Karen Hudson, Anita Berry, Tasha Leach, Jackie Vincent, Vivienne Kennedy, Emily Ashworth, Emma Hughes, Gavin Hughes

Apologies – Nic Grice, Christine Swarbrick, Lyndsey Winkleman-Ruff, Catherine Porter, Danielle Davidson, Vanessa Glew, Keely Duffy, Helen Boucher, Louise Ashcroft, Katy Weller, Hayley Mcgrath

Minutes from last meeting review – Newsletter created & sent, Facebook utilised more, PTFA email set up.

Last event information (Disco) – Infant disco very well attended, discussed profit

### Points to Discuss: Communication & Transparency

#### **Utilise the Facebook page more:**

Upload Meeting Agendas & Minutes, allow further discussion on each post for those who couldn't make the meeting. Current members of Facebook page encouraged to add any school Facebook friends they feel might want to be involved with the page.

Post more on page: upcoming events & meetings, pictures from events, volunteers needed, create a forum on Facebook page to discuss ideas

**Thoughts on recent posts?** Good to see more posts, useful reminders for events

**Newsletter: thoughts on first one?** Bright, prefer to keep as email rather than paper handout, links to Facebook good idea, school newsletter to feature links to blog and website. Update PTFA area of website.

Use the newsletter to keep everyone informed of funds raised for each event, not just every now & then.

Make sure raffle winners numbers are published (e.g. for those who didn't attend the event no one knew if all prizes were won/claimed on the night etc).

Can we encourage more parents to become members/volunteer by emphasising that if they can't attend meetings etc they can still participate in certain events/contribute to events when they can, use Facebook/WhatsApp to request volunteers.

General PTFA Business/Issues –

Do we need to have lots of lines of communication? Or should we concentrate on 1/2?

Discussed all communication going electronically & opinions on this

Signatories changed and paperwork should start going to KH again.

Minutes to be added to Facebook page & website.

To review Parentkind/PTA public liability options, check current policy.

AM notes risk assessments for PTFA created & written.

### Upcoming Events – Christmas Fair 29<sup>th</sup> November 3.15pm

Setting up – Discussed setting up and floor plan, need to factor in space in hall for all stalls, possibility of moving some stalls/games into HUB but will need to ensure lots of signs in place so they are not missed, to review floor plan & decide.

New Stall ideas – New ideas from TL, adding in more Christmas themed games, all agreed great, will need stall allocation & prizes purchased, some stall preparation needed for games.

Volunteer allocation – setting up, stalls, cakes, refreshments, other (e.g. raffle/Lego etc) – List of final stalls & volunteers will be produced & shared with parents, (Facebook), sign up sheet on door if more needed?

Shout out to parents to bake – Facebook, then sign up sheet in school (have a few confirmed already – many thanks)

Face painter needs to be contacted.

Discussed raffle – look into finding opportunities to sell tickets to wider community (maybe blue anchor, old bakery, antiques shop)

Refreshments – AB to sort mulled wine & mince pies, price lists – check supplies, especially cups – Savoury options discussed – hotdogs, pizza – to review options and decide.

AM to ask TESCO for donation, gift Lego for Lego club & source guess the weight cake.

Outside Stalls – confirmations? A few stalls confirmed, need to produce final list and add to floor plan

Grotto – DBS required for Santa, JV to sort presents. Santa in school – presents discussed

- sticking with stationary.



**Other events:**

Children in Need Bake Sale 16<sup>th</sup> November – School council event not PTFA

Santa Dash 19<sup>th</sup> December – Check dates, Vanessa to sort

PTFA Christmas shop in Golden Time 14<sup>th</sup> December – KH&JV ready with gifts and documents

AOB? – Sponsored walk/ Treasure Hunt idea – AM to try and source

Business sponsors? To review and discuss possible race night/casino night

AM & TL discussed next meeting venue – possible venues to attract turnout – pub, sat aft/sun morn toddler group, after school with childcare – to review and get opinions

Thank you to everyone in attendance & everyone who has offered to help at fair already.

Next Meeting Date : Tuesday January 15<sup>th</sup> 7pm (unless otherwise advertised).