**PTFA Meeting Minutes – 21/10/2019**

**Attendees:** Anne-Marie Saxton, Charlotte Adams, Jenny Dry, Lucy Cooper, Lesley Laws, Kim McCormack, Brian Kinlan

**Apologies:** Ruth Scarisbrick, Adelina Turner, Rachael Garside, Rich Carr

1. **Review of Fashion Show**

The Fashion Show held at school on 26/9/19 was a great success – we had enough attendees to secure £100 worth of vouchers for the raffle and have our deposit returned. Total of £800.22 raised through ticket, bar and raffle sales.

1. **Treasurer’s report**

We have gained the following so far this academic year:

* £393.95 HMRC gift aid from summer sponsored run
* £800.22 Fashion show
* £92.00 Hoodies
* £40.95 Fruity Friday
* £24.87 easyfundraising

Our current bank balance is £2862.69

1. **Planning of future events**

Halloween

* Rota was passed around and helpers confirmed availability. Will also circulate on whatsapp group
* Snacks, drinks and prizes have been purchased
* We have access to the hall from 3pm and decorations have been bought ready to decorate as soon as we have access

Christmas Craft Day

* We need more volunteers! Will ask on whatsapp group if there are any other helpers available for the day. Volunteers confirmed are Anne-Marie Saxton, Charlotte Adams, Lesley Laws and Kim McCormack
* Agreed on £10 per child for 4 hours
* Crafts to be decided (possible cupcake decorating with Lesley)
* Need to confirm with school re children to adult ratios

Secret Santa

* We have cleared and inventoried the pfta cupboard to ascertain remaining stock and set up a spreadsheet to track what we are purchasing
* We have clarified what we have already bought since the start of term and updated the spreadsheet accordingly
* Brainstormed ideas for gifts to look out for when out and about: Jewellery, photo frames, candles, slime
* PTFA members to keep an eye out for toiletries (£1 or under)
* Speak to Rich about getting more stock

Hamper Assembly

* Anne-Marie to buy cellophane for wrapping hampers
* 13/12/19 to assemble hampers at Charlotte’s house
* Charlotte agreed to store all items collected on Christmas Jumper Day at her house

Summer Fair

* Discussed holding the summer fair on a Saturday this year in order to recoup the funds we will miss from not having a ball this year
* Consider change of name (fete? Festival?)
* Potential to have a performance/show by the pupils
* Look into temporary events license for alcohol sale
* Promote on social media
* Check with Lorraine about inflatables (is it just bouncy castles that are vetoed? Could we have giant subbuteo/gladiator duel/sumo suits?) and banners on the school fence
* Consider holding it ever other year on a Saturday
* Ask local businesses to sponsor events/activities
* Briefly talked about charging for entry (wristband system) and free activities once inside
1. **Outstanding items from previous minutes**
* Rotary – sponsored event colour run using new track. Lorraine to speak to Rotary to discus
* Consider a ‘fall’ ball in the absence of the summer ball in 2020
1. **New Secretary**

Anna Howarth has unfortunately had to step down as secretary for this year. Offered the role out to the attending members and Kim McCormack was appointed as the new secretary by a unanimous vote.

1. **Other items/actions**
* To query with school – are PTFA members required to have CRB checks for events such as the Halloween Disco and Christmas Craft Day
* We won a bubble kit worth £250 through a PTFA magazine subscriptions – have donated to school
* Check with school about holding a end of year disco/Year 6 prom instead of a Valentines disco this year – what dates are available
* Think about how we communicate our goal of raising £10,000 to support replacement of IT equipment and discuss at the next meeting
* Continue to allow children to buy 7 presents at secret santa as this was successful
* Consider a ‘fall’ ball in the absence of the summer ball in 2020
1. **Next Meetings**

The next meeting will take place on **Monday 25th November, 7pm at the Lion** to discuss Christmas events

The meeting after that will be held **Monday 13th January, 7pm at the Lion** to discuss upcoming events and the Summer Fair

All welcome to attend. Please let Charlotte Adams or Jen Dry know if you would like adding to the PTFA whatsapp group.