



**Minutes of the PTFA Meeting  
Held on Monday 05 November 2018  
At 17:00 in the staff room**

**Present:**

<b>Ashley Willis</b>	PTFA Chair (chair of the meeting)
Alison Robinson	PTFA Chair
Mrs D Wilson	School Head Teacher
Dave Linger	PTFA Treasurer
Rev. Al	St Botolph's Church
Viv Synan	PTFA Committee Member
Carol Hewerdine	PTFA Committee Member
Jenny Prest	PTFA Committee Member
Tara Jones	PTFA Committee Member
Liz Davison	PTFA Committee Member
Sian Perry	PTFA Committee Member
Ian Freeman	PTFA Committee Member
Kerrie Linger	PTFA Committee Member
Emily Munton	PTFA Secretary (minute taker)

**ACTION**

**1 Apologies**

Apologies were received from Diane Jarvis, Julie Croft, Ruth Fox, Darren Hanman, Stewart Lee Higgins and Sally Watt.

**2 Treasurers Report (Dave Linger)**

The smarties fundraiser was a huge success raising £674. The initial outlay was £103 for the smarties, with a further £30 to cover the cost of a £1 voucher per child in the winning class.

With £100.97p Mrs Brown's class were the winners. Along with their voucher, it was decided that the children in the winning class get to choose the KS1 film for film night (from a selection offered to them).

Miss Cooper's class was a close second and so they will be choosing the film for the KS2 film night (again from a selection offered to them).

The current PTFA balance stands at £2934.50p (£1607 of which is cash).

The cost for the panto needs to come out of this which is £300.

Alison mentioned that the charity number had been requested on Alison

Facebook with the possibility of receiving some matched funding.

Robinson

### 3 Head Teacher Update (Mrs Wilson)

Mrs Wilson is currently looking into funding a new library for the School as the current one isn't really fit for purpose as it's now getting a little old and tatty. A current quote stands at £15,000, however, Mrs Wilson is in discussions to hopefully reduce this as much as possible. Anything that the PTFA can donate to this figure would be gratefully received.

PTFA to discuss

Ashley mentioned the selling of old School books again, of which are no longer needed for the School as she is happy to do this. Ashley and Mrs Wilson to discuss further.

Ashley Willis & Mrs Wilson

Mrs Wilson would like to pass on her gratitude and say a massive thank-you to everyone for their continued support.

### 4 Red, Gold and Green Day – Friday 23<sup>rd</sup> November 2018

The volunteers sheet was sent round for members to add their availability to help with this day. If you are able to help out then please let Ashley or Alison know.

PTFA committee

The Christmas trees are to be put up on Thursday 29<sup>th</sup> November after 13:30 and need to be taken down again on the last day of term. A sheet was sent round for people's availability for this as well but if you are able to help then please contact Ashley or Alison.

PTFA committee

### 5 Christmas Fair – Friday 30<sup>th</sup> November 2018

**Helpers** – the list of availability was sent out for helpers throughout the day and at the fair itself. The list of stalls so far is included at the end of these minutes. This is just for VIEWING ONLY, please contact Ashley (ideally via text) to have your name added to your preferred stall. Ashley will do her best, however, please note that this can't be 100% guaranteed, especially if everyone opts for the same stall!

PTFA committee

**Raffle prizes** – are greatly needed so if anyone knows of anywhere that may be willing to provide something, please contact them asap. There is a letter to send out, which has been written by a child at School again, after the success of the previous one for the Summer Fair.

A list of places that normally get given a letter was available at the meeting for members to take and distribute copies of the letter, which will be available to collect from the office.

Ashley reported that even some of the places that usually provide raffle prizes are not so keen this year so there is a huge need. Jump revolution have said they will give and so Ashley asked that if someone is going in the near future, could they please take a letter and then collect the voucher?

**Competition – Christmas Delights.** Alison explained that this year's competition is going to be called Christmas Delights – where the children can make anything relating to Christmas out of food. It could be a

reindeer, a wreath, a tree and they can bake/cook it or use any other food item to create it. These are not being made to actually be consumed by anyone so won't be judged on taste, just how it looks. The PTFA are going to promote this to the children in assembly. The cost will be 50p per entry.

Alison  
Robinson /  
Ashley Willis

**Year 6 Helpers** – Mrs Wilson stated that Year 6 helpers will be available again. It was decided that a maximum of 20 would be sufficient.

**Outside Stalls** – Ashley stated that a few more outside stalls would be very welcomed so if you know of anyone then please contact Ashley.

Ashley also reported that she'd been approached by Rachel Cushway who asked if she would be able to have a stall selling candy floss and milkshakes. After a discussion, it was decided that she wouldn't be allowed this time as the cost of the stall to Rachel wouldn't be as much as what could potentially be made by the PTFA selling their own refreshments as this is usually a huge success.

**Show Choir** – Mrs Brunt is happy to open the Christmas Fair with the show choir.

**Refreshments** – Alison suggested pre-cooking sausages in the School kitchen throughout the day and keeping them warm for the Fair. The smell will hopefully entice people to buy them! Viv and Carol are going to sort this between them, as well as meeting the daily requirements in the kitchen. Viv offered to make the hot chocolates again too. Non-alcoholic mulled wine was discussed but it was reported that it hadn't been a very good seller in the past so it was decided not to go ahead with that for this year. Kerrie is going to source the sausages from the usual butchers.

Viv Synan &  
Carol  
Hewerdine

Kerrie Linger

**Stalls** – Ashley has come up with a 'jars of joy' stall idea. People have been donating empty jars (more are still needed) for anyone to volunteer and fill with any little treat ideas. A variety would be ideal to appeal to everyone. PTFA members are going to take the lead then parents may be asked at a later date if needed. It was discussed that parents could potentially do this instead of the raffle donations on red, gold and green day but then concern was raised that we would fall short of raffle donations so Mrs Wilson suggested staff to help out. Ideally Ashley is looking for around 50 and they will either be sold individually or as a raffle/tombola.

PTFA  
committee  
and School  
staff

More cellophane is required for the raffle hampers and Alison reported that this is on order. Tara volunteered to vamp up some of the empty bottles (that have been previously donated) with lights and decals to potentially add to raffle prizes or for selling/tombola on their own.

Tara Jones

If anyone has any tinsel they are willing to donate, please bring it into School for the attention of the PTFA.

Alison is going to build a large Christmas Tree, where she is going to slot in paper cups (covered in green and red paper) for children to come along and 'poke' the cup to win that prize. However, it needs a name as "poke-a-tree" didn't seem very suitable!

Alison  
Robinson

Alison also said that she would like to use the chimney from last year. It's going to be set out like a Santa's Grotto, Stewart Lee Diggins volunteered (prior to the meeting) to dress up as Santa for parents to take photos of their child/ren with him. 50p donations would be welcomed for this.

**Reverse Hamper** – Ashley mentioned arranging the reverse hamper again this year, where the children bring in donations of any non-perishable items, food, toiletries etc to the Christmas Fair. These will then be donated to the New Life Centre (via Ian, who volunteered to transport it all) for distributing to those in need over the festive period so donations will be gratefully received. Alison is going to try and borrow a supermarket shopping trolley again.

Ian Freeman

Alison  
Robinson

## 6 **Film Night – Monday 17<sup>th</sup> December 2018**

This year the PTFA are trying a different approach and have decided to split it down into KS1 and KS2 groups so that age appropriate movies can be chosen slightly easier.

KS1 suggestions were the Snowman, the Snowdog, the Gruffalo and the Gruffalo's Child – Mrs Brown's class to choose. This will run from 15:15 – 16:30. One film will be shown after a little bit of outside exercise to let off steam first because the children will have been sat watching the Panto prior to this. They will then be given their snack and possibly play a few games, time dependant.

PTFA – Mrs  
Brown's class

KS2 suggestions were Home Alone, Polar Express, Elf, Santa Claus the Movie and Miracle on 34<sup>th</sup> Street – Miss Cooper's class to choose. This will run from 16:45 – 19:30. Again, one film will be chosen for this as well as these are longer.

PTFA – Miss  
Cooper's  
class

Volunteers are required for this to go ahead so if anyone is available, please let Ashley or Alison know.

PTFA  
committee

As it is split this year, it was decided to provide just a snack and drink, (like at the discos) as it would get too complicated and possibly expensive, trying to deliver hot food twice. Popcorn was most favourable as the snack this time.

Once the films have been chosen then the gifts will be thought of and purchased to go with them.

PTFA  
committee

## 7 **Clothing Collection – Monday 10<sup>th</sup> December 2018**

Alison reported that the next clothing collection is arranged for Monday 10<sup>th</sup> December. There are already some bags waiting in the PTFA cupboard. If anyone has any bags but are struggling to store them then please feel free to bring them into School for storing.

## 8 **Breakfast with Santa – Friday 07<sup>th</sup> December 2018**

Stewart Lee Diggins offered (prior to the meeting) to dress as Santa for the breakfast with Santa morning at School. Ian offered that should it be needed, he could borrow a Santa's outfit from the New Life Centre.

Stewart Lee  
Diggins

Further details will follow via parentmail closer to the date.

## **9 Panto – Monday 17<sup>th</sup> December 2018**

The panto is at 14:00 on Monday 17<sup>th</sup> November, for all of the School to watch.

It was raised that this happens to fall on the same day selected for the film night but this could not be helped and neither can be altered. It was suggested that the PTFA take the children straight outside to wear off some steam and energy from sitting watching the panto (and whilst the hall is being tidied) before the film night begins.

## **10 PTFA Night Out – Friday 18<sup>th</sup> January 2019**

It was decided, like usual, to have a belated Christmas meal out in January. The date for this has been selected as Friday 18<sup>th</sup> January 2019 so put it in your new diaries and details will follow in due course!

## **11 AOB**

On behalf of Rev Mark, Rev Al would like to mention the St Botolph's Church Panto – Eric the Christmas Angel. It is being held at School on Sunday 25<sup>th</sup> November at 16:00 – 18:00. Posters are up promoting it and tickets are available either from the School office or online. It is £3.50p per ticket or £12 for 4 tickets. Parents/Carers MUST purchase a ticket and stay with their child/ren at all times. This event is open to the whole community.

Alison has said that she'll run a refreshments stall in the interval and any help with it would be appreciated – please let her know if you are going and able to help as well.

Also, on Sunday 11<sup>th</sup> November 2018, there will be a remembrance service being held at St Botolph's Church at 10:45 to mark the centenary of the First World War. Everyone is very welcome.

Wednesday 13<sup>th</sup> February 2019 was selected for the next School disco.

## **12 Date of the Next Meeting – Monday 09<sup>th</sup> March 2019**

With no more business to discuss, the meeting was closed at 17:35 with Ashley thanking everyone for attending and Mrs Wilson also thanking everyone for their time too.

The next meeting will be held on Monday 11<sup>th</sup> March 2019 at 17:00 in the School staff room.

PTFA  
committee

## Stalls and Helpers for Christmas Fair

<u>Stall</u>	No of helpers	<u>Helpers</u>
Wine & Water table	1	
Secret Present room	3	Tara
Glitter Tattoos	3	
Chocolate Tombola	2	
Cake Stall/Refreshments	4	Viv, Carol
Red, Gold and Green Sweet bags	2	
Raffle	2	Kerrie & Alison
Teddy Tombola Throw a snowball through Frosty's button hole	2	
Jars of joy	1	

Tipsy Tombola	2	
Whisky	1	
Tinsel pull	1	
Punch a pot	1	
Grotto	1	Fc
Pre loved books	1	

\*Being done together

### This Years Outside Stalls

- 1)Usbourne books - Sarah
- 2) Charlotte Morey
- 3) Gemma Harvey
- 4) Kirsty Beard