

PTFA Meeting: 8pm 1<sup>st</sup> October 2019. Hare and Hounds, Shenstone.

Present: Anna Woodford, Kirsten Emson, Matt Morris, Lizzie Faulks, Kelly Yardley, Sarah Gilder, Nicky Kirk, Jo Hunter, Jodie Poole and Oli Stokes.

Apologies: Claire Dawson

Agenda

1. Apologies. Claire Dawson sent her apologies
2. Approval of minutes of last meeting. The AGM minutes were accepted.
3. Finance: The total amount stands at £4393.75
4. Parent Pay: The question was asked if we can accept ParentPay for PTFA events. The fee to use it is 1.5% + VAT. The group decided the use of ParentPay was not viable. We will also make it clear we cannot accept Childcare vouchers.
5. Fundraising:
  - a. Mural was suggested by Miss Edwards. She is looking into the associated cost. This would be a workshop completed by the children. This initiative will be considered once the other requests for funds have been received from the school.
  - b. iPads: Six more iPads are to be ordered. That will give us 30 in total.
6. DBS Checks: Anna, Oli, Nicky, Kirsten, Jody, Kelly and Sarah are DBS checked. Anna will check the duration and the renewal process.
7. Plastic Prizes: Due to non-recyclable plastic falling out of favour, the group agreed to stop buying more toys once the existing prize bucket was emptied. Anna to send out an email to confirm. This will be included in the newsletter and Facebook page.
8. Lego Party: The Lego Party was a success. Kirsten reported that tickets could be useful for future events, including the disco. Nicky did not get access to the hall until later than expected. Tidying up took an hour after the close of the event. The event made around £85 profit.
9. Disco will take place on 8<sup>th</sup> November 5pm to 6.15pm. The DJ can get access at 4.30. Anna to confirm with Mrs Burgess. We had 101 attendees in 2018. Mr Johnson will turn off the showers for the event.
  - a. Anna to draft a letter and this will be sent out next week (w/c 7<sup>th</sup> Oct). Childcare vouchers will not be accepted. Parents with children in Reception will be permitted to stay for the duration, if needed.
  - b. Tickets will be £3 per child. Email to be sent out on the day to remind around bringing water bottles to the event. Lizzie will create the tickets.
  - c. Temporary tattoos can be sold too. Allergies will be recorded on the consent form. Sarah to create a consolidated list of children with allergies to be used on the evening.
  - d. Refreshments: Children will be reminded to bring water bottles. Cups will be provided to the children who forget theirs. A tuckshop will be run as per last year. Sweetie cones can be used. We have lots of pre-packed biscuits and wrapped sweets. We will purchase some crisps to sell. Kirsten to purchase crisps and check the dilute squash levels. Kirsten will also buy 30 plastic, reusable cups too.
  - e. Volunteers: Kirsten, Sarah, Jo, Jodie, Nicky and Lizzie. Mrs Edwards will support checking the toilets. A ratio of 1 to 10 will be needed.

- f. Decorations. Toni to provide decorations. Additional decoration donations can be accepted.
  - g. Tables will be put out for each year group to have their drinks bottles.
  - h. Lizzie will create posters for the event.
10. Parents evening is on the 15<sup>th</sup> and 17<sup>th</sup> October.
- a. Matt and Anna can tidy up on Tuesday 15<sup>th</sup>. Sarah and Nicky will set-up.
  - b. Kirsten can tidy up on Thursday 17<sup>th</sup>. Sarah will set-up.
  - c. Teas, coffees and biscuits will be provided.
  - d. We will provide disposable
  - e. Sarah will create big signs with recommended donations. 20p per biscuit, to be placed on higher shelf to stop children taking the biscuits.
  - f. Matt to investigate purchase of our own clothes rail for the uniform sale.
  - g. Anna to investigate the use of the dishwasher to clean the school mugs.
  - h. Matt to provide 100 mugs.
11. Christmas cards:
- a. Anna has ordered the packs for the Christmas cards and the should be here w/c 7<sup>th</sup> October.
  - b. Matt will organise stapling of the class forms.
  - c. Forms to be sent out w/c 14<sup>th</sup> October.
  - d. The deadline will be the week after half term. Monday 11<sup>th</sup> will be a meeting to organise the responses.
  - e. The box for collections will be out on 4<sup>th</sup> November for one week. Collections as follows:
    - i. Monday: Anna
    - ii. Tuesday: Sarah
    - iii. Wednesday: Kelly
    - iv. Thursday: Kirsten
    - v. Friday: Oli
12. Christmas Fayre:
- a. The Fayre will be on the 6<sup>th</sup> December.
  - b. Non Uniform days:
    - i. 22<sup>nd</sup> November (Teddy's & Tombola – Nicky/Kirsten/Lizzie/Jo/Jodie to collect)
    - ii. 29<sup>th</sup> November (Decorated boxes – Kirsten/Kelly/Lizzie/Jo/Jodie to collect)
    - iii. 6<sup>th</sup> December (Bottles Kirsten/Kelly/Lizzie/Jo/Jodie to collect). Sarah, Kelly, Anna and Oli can wash teddies.
  - c. Teddy's won't be wrapped in cellophane this year.
  - d. Grotto:
    - i. Timetable: We will schedule times slots and offer options before or during the Fayre itself.
    - ii. Elfing: Kirsten to support during school hours. Oli and Kelly to cover the both sessions TBC. Reserve Elf: Jodie.
    - iii. Pre-wrapped presents to be sought from Andersons.
    - iv. Father Christmas: Matt and Danny to be approached.
    - v. Decorate the grotto on Friday morning.

- e. Sarah to source cheap lights. Two sets of 200 lights with an extension cord.
  - f. Poster needs to be created for the Grotto. Kelly to create.
  - g. Lizzie to purchase decorated boxes
  - h. Sweetie Cones: Sarah to create 100 sweetie cones.
  - i. Prizes for games: TBD next meeting
  - j. Tables to be provided by Matt. Sarah to look at transportation.
  - k. Outside stalls: Will not be invited due to the available space.
13. AOB
14. Next meeting 11<sup>th</sup> November TBC.
15. Meeting closed at 10.01pm