

PTFA Meeting: 8pm 4th March 2019. Hare and Hounds, Shenstone.

Present: Anna Woodford, Kirsten Emson, Matt Morris, Dawn Smout, Jo Hunter, Lizzie Faulks, Kelly Yardley, Sarah Gilder, Claire Dawson, Nicky Kirk and Oli Stokes.

Apologies: Kate Duncan.

Agenda

- Last meeting minutes were accepted. Oli to update the minutes and submit to Mrs Burgess for upload on the website.
- Vice chair: Dawn has stepped down as she doesn't feel she can dedicate the time. The chair thanked Dawn for her help and hard work. Kirsten volunteered to take the role of vice chairperson. The committee agreed to co-opt Kirsten and the group welcomed her to the position.
- Financial update: £6352 in the bank. And £30 in cash.
- Forest School suits have been purchased. No further forest school suits need to be purchased for the foreseeable future.
- Water Fountain: Ongoing. Mr Johnson to provide a quote.
- iPads: We have authorised the purchase of six iPads. Mrs James confirmed that they would prefer iPads due to a bad experience with other brands, availability of free Apple training and ease of use. Anna to speak to Kate Forman as she may be able to obtain reused iPads.
- Artist in residence: Would involve an artist working with the children to create a shared project. As this would benefit the children and they would hand a legacy for future children. The group approved the school to investigate this further.
- Leavers' Party: Our position is that we would be happy to contribute around £100 to an event being organised by the school.
- Facebook:
 - o The Facebook page has 136 members. With regard to increasing the number of views of our Facebook, we first need to add all of our events to the year to ensure the most useful content is available. The group agreed to proceed with the competition with a random draw of everybody who liked the page over a given period will win a prize.
 - o We would need to consider a process how we can review the page each year to remove users whose children have left the school. Kirsten to follow-up Mrs Burgess with regard to member clean-up.
 - o The group also discussed adding novel content on a regular basis to increase interest in the Facebook page. Kirsten kindly agreed to take this on.
- Parents Evening:
 - o 5th March: Set-up: Sarah. Kelly to clear-up.
 - o 7th March: Set up: Sarah. Anna and Kirsten to clear-up. Matt to collect the money at the end of Thursday too.
 - o Cups need to be purchased. Matt to follow-up and have at least 400 cups to be delivered at school before the 5th March.
 - o Twelve packets of biscuits, 4 pints of milk, wooden stirrers and tea spoons need to be purchased too.

- 20p per item will be charged.
- Disco Review:
 - We had 120 attendees and made £406.31.
 - The event went well, however there was an issue with children hanging around the toilets. The boys showers were also turned on and made a mess. Anna to discuss with Mrs James impact to our Scooter Friday. The school has a new rule where the children are not permitted to return to school after 3.30pm to use the toilets. The showers will be locked next year, and a DBS checked person or teacher will be in the toilets for the evening.
 - Refreshments went well and made around £80, but more needed to be purchased for next year's event. We should include notifications in the letters on how much each snack item will cost. Cup usage was very high, and we ran out of plastic cups. We will look to employ another process next year, such as children bringing their own bottles to refill. Biscuits ran out during the evening too. Therefore, we will try to try the retain biscuits from the summer then make a decision how many biscuits need to be purchased.
 - A strict deadline we be employed in future years to avoid late entrants, with no exceptions.
- Quiz 22nd March: Two staff team have entered. We would like ten teams, if possible.
 - Deadline will be 6pm on Thursday 14th March. Matt will check the box and place the chip shop order.
 - Oli to put up posters on 5th March.
 - Dawn will write the quiz and will be Quiz Master's assistant.
 - Matt Woodford will be Quiz Master.
 - We will buy Dawn and Matt's dinner as a thank you.
 - Wine will be given as a prize.
 - Matt will run a raffle too.
 - Attendees should bring their own cups too.
- Lego Party 25th March:
 - The party will start after school and finish at 5.15pm.
 - PTA member with a DBS will need to collect kids from class rooms.
 - Sarah and Nicky to help out if needed.
 - Oli to see if a teacher can support pick-up of children.
 - Oli to buy biscuits and squash. Water bottles can be used.
 - Oli to empty Collection box each day too.
- Easter:
 - Bonnets, Eggs and Gardens will be run as per last year. We will not provide card for bonnets this year, however it can be requested from the PTFA Website. To be launched 18th March, with the parade around the 5th April. Anna to check the date with the school.
- Flip and Dippy:
 - The clowns are unavailable in June, therefore we thought this could be replaced with a film night. We will look to make booking for the following year, ideally when the nights are lighter.

- Flip and Dippy take 50% of the takings and 50% of the raffle, for which they provide prizes, if you follow their marketing plan. The cost is £250 if we do not follow their marketing plan.
 - The event would finish at 8pm, so may exclude younger children.
- Film Night:
 - Anna to follow-up with the Film Club directly with regard to obtaining a licence and report back to the group.
- Summer Fayre:
 - If different classes to bring different items. i.e. one class bring biscuits, another two bring sweets etc.
 - We need to look at methods to have all attendees at sports day to pass through the Fayre. Different locations for the Fayre could be utilised and Rowberries could potentially be used as a car park. This would allow for us to use the playground for the Fayre. The area in front of the school in tandem with the Reception Playground could be potentially used too.
 - Burger van, ice creams and bouncy castle need to be booked in the next couple of weeks. The food vans should be ready to serve at 12.45pm.
 - Sarah to have a meeting with the older children to find out what they would like to see at the Fayre.
 - Nicky, Matt and Sarah will run a raffle and obtain prizes. The raffle will be drawn at the Summer Fayre. The raffle licence to sell tickets in advance is £40, then £20 to renew each year.
- Talent Show (rather than competition) Being organised by the school council.
 - Fair-trade refreshments will be provided by the PTFA.
 - Choir and dance group will take part too.
 - Auditions to take place on 30th April and the 1st May at lunchtime, 12pm to 1pm. Jo, Kirsten, Claire and Sarah to support.
 - Show to take place on the 23rd May after school. Jo, Kirsten, Nicky and Lizzie to support. Miss Copson will assist too.
 - Two minutes slot per act.
- Meeting Minutes: Oli to submit all meeting minutes to Mrs Burgess to upload for the website. The Chair, Financial Officer and Secretary will all create papers folders.
- Next meeting date to discuss the Summer Fayre in detail:
 - Monday 8th April at 8pm in Hare and Hounds.
- Meeting closed at 10.45pm.