

PTFA Meeting: 8pm 7th January 2019. Hare and Hounds, Shenstone.

Present: Anna Woodford, Kirsten Emson, Lizzie Faulks, Nicky Kirk, Robin Elt, Will, Jo Hunter and Oli Stokes.

Apologies: Dawn Smout, Matt Morris, Claire, Sarah Gilder and Kelly Yardley.

Agenda

- Last meeting minutes: Oli to update the previous minutes to include costs approval for the After School Club funds. A declaration needs to be added the minutes as Anna, Lizzie, Jo, Dawn and Kelly have children in After School Club. Oli to send all previous finalised minutes to Mrs Burgess for upload to the website
- Bank Balance is currently £7,288.30 with £73.20 in cash. This figure takes into account our January Insurance Payment.
- Christmas Fayre was a success raising over £1,200. There are lots of bottles left over, therefore we may consider reducing this cost for this stall next year. Anna thanked everyone for their help and hard work.
- Anna has put in a request for £250 from her work for matched funding.
- Christmas decorations: Traditionally, the PTFA has paid for the table decorations at the children's Christmas lunch. Two lots of decorations were accidentally purchased in December 2018. The group agreed to cover the cost of the second sets of decorations.
- Christmas Cards. Jo asked if there is scope to have key stage one to create the cards as part of school activities. Anna to ask Mrs James or Miss Edwards.
- Scooter Friday: The group discussed about running Scooter Friday on a set schedule to allow parents and carers advanced notification to bring money. Anna to speak to Mrs James about using the top playground earlier (around 3pm). We could use the opportunity to sell remaining biscuits left since the Christmas Fayre.
- The group agreed to publicise the PTFA Facebook group via posters and newsletters. Anna to send out an email to advertise the Facebook group. To incentivise the Facebook page, we may try a competition. 'Like the Facebook page in February, to have the chance to win two bottles of wine'. Will advised that we have to use the caveat 'If you like the page, you consent to have your name visible to other users.' The group agreed to add more useful detail to the Facebook page, such as upcoming events. This will be useful prior to running the competition.
- The group agreed to sell uniform during the upcoming Parents evening. Sarah will be asked to check on the uniform situation prior to Parents evening.
- Forest School Suits update: Order to another 60 suits will cost around £1,600. If the school make the purchase, the VAT can be claimed back. Therefore we will refund the school for this amount.
- iPads: The school has requested we can buy six iPads. Will found similar tablets: Samsung Galaxy Tab A @ £159 through Currys. 10.1 inch screen with a similar speed processor. Anna to speak to the school to see if the alternative is acceptable. Either way, the group approved purchasing another six tablets for the school.
- Water fountain: We need to obtain a quote from Mr Johnson to fit the water fountain. The fountain itself cost around £350, and will be placed in the top playground under the canopy.

- 'Artist in Residence': The team felt an option that incorporated an activity with the children would be best. Anna to follow-up with Miss Edwards. Lynnzie Law has children at the school and has also completed similar work for other schools.
- Events for January to July 2019. Three weeks should be left between advertising and ticket deadlines. The group agreed that dates of upcoming events in book bags and via the Facebook page.
 - Disco: Provisionally booked for Friday 8th February. Last year had 101 children attending the event. Nicky has the DJ equipment and licence. Set-up time is 20 minutes. Anna to find the letter sent out to parents and check the availability of the hall. Disco to start at 5.15pm. Kirsten to check drinks / crisps in the cupboard. Crisps (50 bags) and brioche (50 bags) need to be purchased. Biscuits and sweets can be used from the cupboard.
 - Volunteers: Lizzie
 - Quiz: Friday 22nd March could be possible date for the quiz, subject to the availability of the hall. Attendees will be allowed to bring their own alcohol with a fish and chip supper included in the ticket price. Dawn to write the quiz questions. Anna to check the availability of the hall on this date.
 - Lego Challenge: Years 4 to 6. Provisional date 18th March. Could be a team event. Poll to be conducted with WhatsApp groups. £3.50 to be charged with a drink and a snack. Kirsten to follow-up with Toni.
 - Volunteers: Oli, Jo and Anna
 - Easter: Break-up on 12th April. KS1 bonnets will be run again. Anna will check to ensure that no clashes with other events. Friday 5th April pencilled in for Easter Bonnet Parade. Advertising to start 18th March. No raffle will be run this year.
 - Parent's film night: Possibly outside 'Festival'? Inside the hall could be used as a contingency. Would be costs at £3.50 with a drink and popcorn. The licence would cost £85 and £91 or 35% of the takings (whichever is higher), therefore might rule this event out due to costs.
 - Children Film night could be moved to October or used in place of Flip and Dippy.
 - Summer Fayre: Booked for Friday 14th June.
 - Flip and Dippy: Adults and children have to pay for tickets at around £4 each with a family ticket available. We would need to have around 100 to 150 children. The clowns request a 6.20 to 8pm slot, this might be too late for some of the children. Target age group to Year 1 to 4. Kirsten to canvas the Reception parents for their opinions. This will be run later on in the year, possibly 17th May after SATs are completed.
 - Leavers Party: PTFA could offer money to support (but not organise) the party. Anna to speak to Miss Edwards.
 - A 'No bang Bonfire' idea was suggested for November.
- Next meeting date: Monday 4th March at 8pm in Hare and Hounds.
- Meeting closed at 10.40pm.