

PTFA summer Fair Meeting Monday 15th May 2023

Meeting via Teams

1. *Attendees:*
 - Present: Nicky, Angela, Matt, Ashley, Pauline, Steph, Helen, Jodie
 - Apologies: None
2. Finance Update:
 - a. £7,429 in the bank at present
 - b. The previous head stated we would pay for half the library cost, and we have paid £3,000.
 - c. The process needs to be improved for future requests, and future requests should be submitted by email.
3. Upcoming Dates:
 - a. Refreshments at Sports Day 9.30 to 11.30 on KS1 Thursday 28th and KS2 is Friday 29th September. 9.00am start. We have cans of soft drinks in the cupboard.
 - i. Helpers: 28th Helen, Nicky, Pauline, Jodie. 29th – Jodie
 - ii. The schools risk assessment will be used
 - b. Christmas Cards:
 - i. Packs will be sent out to classes. Anna Woodford will organise this event.
 - ii. Steph to create a poster for the event.
 - iii. Timings to be confirmed
 - c. Parents Evening Refreshments:
 - i. 17th and 19th October. Set 3pm to 7pm on the 17th. The session on the 19th starts at 3pm to 5.30pm
 - ii. Helpers: 17th Helen, Oli, Jodie
 - d. Halloween Disco:
 - i. Date 27th October. 3.30pm to 4.30pm
 - ii. Non-school Uniform Day, then children will be taken from class to the Disco.
 - iii. Disperse will be handled by the school.
 - iv. Tuckshop will be run alongside temporary tattoos. Crisps and cakes are needed to refill the cupboard. The group agreed to this cost.
 - v. Available for Reception onwards.
 - vi. Would be worth checking if any Reception kids
 - vii. DJ will charge £50, the group agreed to the cost.
 - viii. Steph to create a poster
4. Christmas Fayre date 8th December 2023
 - a. Discussions with should the fayre be inside or outside. Matt K suggested a marquee. Steph will make contact with a parent (of a child in her child's class) in the school who has marquees- is there any chance of a discount as it's for the school.
 - b. Dates for the donations;
 - i. 17th November 2023: teddy donations
 - ii. 24th November 2023: gifts and sweets
 - iii. 1st December 2023: bottles
 - c. Meetings to discuss Christmas planning before half term and after; A meeting is needed before half term for the Christmas planning: date chosen is 2nd October 2023 at 19.30, to be held at the Swan pub (Chaddesley) Jodie to check with the Swan if they are happy for us to use the room. Steph to produce a poster. Helen S has requested a virtual teams/WhatsApp video call as she cannot make the meeting at the pub.

- d. Prizes for raffle – if anyone knows any companies they can approach to ask for prize donations? Thanks you cards for donations: Nicky has spoken to the school about this.
 - e. Christmas jumper donations. A box (potential using the teddy donations box-but changing the labels on the box to Christmas jumper labels) to be put into the foyer area the first week after Halloween along with Sending out messages asking for donations.
 - f. Leigh confirmed to be Father Christmas.
5. Disco name: Halloween disco. When posters are produced: they are to advertise any fancy dress or own clothes welcome. Years: Reception- year 6
 - a. Cost: £3.00 disco & non uniform
 - b. £1.00 non uniform only (not attending disco)
 - c. Preschool & nursery : discussed if a small disco could be arranged. A discussion with the school/teachers involved if they would be happy with this. To be held on an afternoon in school hours. Miss Hathaway & her speaker to provide the music and dancing. Miss Champ would need to be consulted. If given the go ahead: Charge of £1.50 and sweets/biscuits to be included- an allergy check would be needed.
 6. Pauline asked if any teachers came to the PTFA meetings, when she was involved with the PTFA with her children's school- teachers were present at the meetings.
 7. Monday 9th October 2023 date decided for the AGM, virtual meeting (in the hope more will be able to join) the meeting start time 20.00/20.15 – as the meeting should only be short.
 8. Meeting finished at 21.00hrs