

PTFA Meeting: 8pm 17th September 2018. Hare and Hounds, Shenstone.

Present: Anna Woodford, Lizzie Faulks, Kirsten Emson, Sarah Gilder, Jo Hunter, Kelly Yardley and Oli Stokes.

Apologies: Claire Dawson, Dawn Smout, Matt Morris, Rachel Jordan.

Agenda

- Approval of minutes of last meeting.
- Summer Fayre Review: Takings were perhaps lower than expected. Will need to revisit strategy around stalls and organisation to improve footfall for next year. Feedback to be sought from groups within the school to seek ideas for further improvements. Planning to start next term.
- Forest school suits: New sizes needed, ideally in navy rather than green. Each suit is around £18 a set, and the small adult is around £20. The cost was approved last year. Anna to chase up order. VAT can be claimed back if the school places the order. Five storage boxes are needed at around £8 each. The meeting approved the purchase.
- After School Club: Have requested money for a plastic-covered, double-fronted notice board. Sarah and Kelly to look into costs. They have also requested £50 for materials for activities such as art. This request was approved.
- October Event: Dawn investigating a film society, unlikely to happen this term.
- Flip and Dippy or Lego Party. Kirsten and Lizzie to follow-up with Toni regarding a Lego Party, in particular with regard to the numbers that could be catered. A competition element may encourage involvement. Three weeks should be given between letters in book bags and deadline to encourage participation. Thursday 8th November is the provisional date.
- Flip and Dippy to be run on a Monday or Thursday in February. Jo to investigate an earlier start time to see if the performance can be run after school.
- Scooter Friday Rota: Kirsten, Sarah, Lizzie, Jo. Sarah and Kelly to wash and separate the latest bag of lost property. WhatsApp to be used to seek out further volunteers to run each week.
 - o Friday 28th September – Kirsten. Sarah to help set-up.
 - o Friday 16th November – Lizzie / Jo
 - o Friday 11th January – Sarah
 - o Friday 18th January – Kirsten. Sarah to help set-up.
 - o Provisional extra date in January too.
 - o Friday 1st March – Jo
 - o Friday 5th April – Lizzie
 - o Friday 10th May – Volunteer to be sought using WhatApp
- Golf Day: Did not receive enough support, so it was cancelled.
- Christmas cards: Worked well last year and will be repeated. Anna to create the packs explaining the process. Monday 12th November was selected to sort out the envelopes after drop-off time. Deadline would Friday 9th November. Kelly to collect on Tuesday and Wednesday, Lizzie to collect on Monday and Thursday, Anna to collect on Friday.
- Christmas Fayre – Provisionally planned for 30th November. Request for teddy bears to be sent out shortly. Planning meeting to be scheduled Monday 15th October.
- Coffee mornings: Not feasible within the school conference room, but it could potentially be run after the Achievement assembly.

- Parents evenings refreshments: To be run the same as last year Tuesday 16th and Thursday 18th October.
- Date of next meeting: Christmas Fayre planning meeting to be on Monday 15th October.
- AOB:
 - o Claire Dawson has found that Joules run a sale session. We could keep entry fee, however we need to understand more around minimum numbers.
 - o Water Fountain: Need to know how much the School Council raised at the Summer Fayre. Lizzie to ask Miss Flude.
- Meeting close: Meeting closed at 10.20pm.