

## PTFA Meeting Tuesday 27<sup>th</sup> September 2021 at 8.30pm

Online call held via Zoom

### 1. Attendees

Present: Anna Woodford, Kirsten Emson, Matt Morris, Nicky Kirk, John Kane, Jodie Poole, Sarah Guilder, Pippa Raeside, Jo Southworth and Oli Stokes.

Apologies: Lizzie Faulks and Angela

### 2. Autumn Fayre

- a. Sarah to check if we have tombola tickets and bin bags in the PTFA cupboard.
- b. Refreshment supplies: Matt to get hot chocolate, tea bags. Matt to borrow ceramic mugs, as needed.
- c. Nicky, Oli, Pippa and Jodie to help set-up Tombola (prizes in ticket order), second-hand uniform and a Cake stall.
- d. John to provide a gazebo, in case of inclement weather.
- e. The Fayre will be set-up outside reception class.
- f. Float is £20 per stall. Set-up to start at 12pm. Three or four stalls could be set to provide social distancing.
- g. Anna to prepare a risk assessment. Hand Sanitiser and gloves to be provided. PTFA members to bring their own hand gel, if manning the stalls, and wear facemasks at our own discretion.

### 3. Halloween Disco

- a. To be run on 22<sup>nd</sup> October.
- b. Set-up will take around 15 minutes. The football team should leave the hall at 4.30. Therefore the event will run from 5pm to 6pm.
- c. Price will remain at £2 per child
- d. Children will bring their own water bottles.
- e. 150 packets of crisps to be purchased, and dairy free biscuits (Party rings and Oreos etc). 4 Bottles of squash to be brought.
- f. Sign in needs to be completed. Sign-in slips via the printed ticket in PTFA-Events, as this approach worked well two years ago. Dietary information needs to be tracked as part of the booking process.
- g. Low-key decorations to be provided by the PTFA
- h. Non-uniform day to be held on the same day as the disco. We will not be prescribing a fee for non-uniform day, rather we will request donations.
- i. Jodie, Nick, Kirsten, Pippa and Sarah (TBC) to support the disco.

### 4. DBS Checked PTFA team members:

- a. DBS checked: John, Nicky, Oli, Anna, Sarah, Jodie, Jo, Kirsten and Matt all have DBS checks approved by the school.

### 5. Meeting closed at 9.50pm.