

PTFA Meeting: 8pm 28<sup>th</sup> January 2020. Hare and Hounds, Shenstone.

Present: Anna Woodford, Kirsten Emson, Lizzie Faulks, Sarah Gilder, Nicky Kirk, Jo Hunter, Jodie Poole and Oli Stokes.

Apologies: Paula Boomer, Claire Dawson, Matt Morris, Toni Mason, Kelly Yardley

Agenda

1. Apologies: Paula Boomer, Claire Dawson, Matt Morris, Toni Mason and Kelly Yardley
2. Approval of the last minutes: The minutes are under review and will be shared shortly.
3. Financial update: Bank balance £3,530.06 as of 28<sup>th</sup> January 2020.
4. Christmas Fayre Review: The event went well and raised more than previous years. Feedback was positive across the board. For next year, we will label the bottles as they are put out, rather than pre-labelling them. The group agreed that the Grotto in particular was fantastically well decorated, and thanks should be passed on to Toni for her help and hard work.
5. Second hand Nativity Costumes: The school won't have space to store the donated costumes. This would need to be organised in November prior to the sending out of the letters for the next Nativity. Costumes will be made available for optional donations.
6. iPads: Cost £1,700 to £1,800 for six iPads. The groups agreed to authorise the final 6 iPads purchase.
7. What are we Fundraising for? The school have requested plastic glass for the greenhouse, as they already have the frame. The greenhouse floor consisting of slabs central walkway and gravel. A work bench would be required too. The group agreed these items for the greenhouse will take priority. Seating for the school field has also been requested. And a shed on the field for sports equipment. Sarah will investigate getting a bulk order for all of these items.
8. Quiz (6<sup>th</sup> March to start at 7.15 to 7.30pm arrival for a 7.45pm start)
  - a. Post on Facebook has been prepared by Kirsten.
  - b. Volunteer to write the quiz. Jodie to ask the quiz master from the Swan pub in Chaddesley Corbett. Six rounds are needed
  - c. Matt will be Quiz Master for the evening. Quiz Masters Assistant will be Oli.
  - d. Attendees will be asked to bring their own non-disposable cutlery and cups to avoid plastic waste.
  - e. Smoking will not be permitted on the school premises.
  - f. £8 per person with a £1 extra for gravy.
  - g. Anna will create the letter
  - h. Matt will get prices from the chip shop for the order.
  - i. A request will go out for raffle prizes.
  - j. Set-up: From 6.45pm. Lizzie and Jodie will help set-up.
  - k. Posters to be created by Anna.
9. Flip and Dippy (27<sup>th</sup> March):
  - a. Posters to be laminated by Sarah. Seven posters will be needed. To be put up the week after half term.
  - b. Given the performance area, how many can we fit into the hall. Anna to look into this.
  - c. Launch the colouring competition within the next two weeks. Sarah to get 230 copies of the colouring competition. If Sarah can receive a pdf, she can include instructions. An

email will be sent out too around the competition and the event. The deadline will be 28<sup>th</sup> February.

- d. Ticket price will be £4 per adult/child. To charge for babies. Jo to check with Flip and Dippy.
  - e. Tickets and a ticket list will need to be created.
  - f. Letters to be sent out the week after half term.
  - g. Refreshments – biscuits from cupboard. Buy squash. Bring own cups/bottles reminder. Cups will be available at a charge of 10p. 20p/biscuit. 20p squash. 50p hot drinks
10. VE Day: 8<sup>th</sup> May 11am to 4pm in the Orchard.
- a. A Facebook poll will be organised to ascertain interest in attendance
  - b. The PTFA cannot pay for this event, therefore the Chaddesley Parish Council for support. The PTFA can help to support the event, but the Parish Council must organise this event.
  - c. A risk assessment would need to be completed and liability insurance may be needed.
  - d. Sarah to approach the Parish Council around the viability of the event.
  - e. Bring your own picnic will be advertised.
  - f. Children activities. PTFA to sort the stalls.
  - g. Outside stalls will be encouraged
  - h. Grass cutting and ground preparation could be needed.
  - i. Parking available at the school and possibly The Talbot and the Doctors surgery.
  - j. Toilets have been confirmed and numbers need to be confirmed
  - k. A marquee (including a hessian floor) maybe needed for the performers
  - l. Punch and Judy and film society could be approached
  - m. 1940s fancy dress may be run
  - n. Nicky to investigate an ice cream van.
  - o. The Swan could be approached about putting up a temporary bar. A temporary event notice maybe needed.
  - p. Another meeting will be required to review this in greater detail. Meeting to be held before half term. Provisionally set for 10<sup>th</sup> February at 8pm.
11. Party Plates hiring scheme: PTA to buy class sets (40 plates/cups) and hire it out to children's birthday parties. To investigate interest and charge of potentially £5 with a £20 deposit. IKEA costings.
12. Meeting closed at 10.45pm.