

PTFA Minutes – 7.30 pm 7th March 2018

The Oak Tree, Newton le Willows

Attendees:

Joanne Lapersonne (Committee Member – Chair)

Kathryn Harrison (Committee Member)

Gerry Shaw (Committee Member)

Vicky Gregory (Committee Member) – Minutes

Sally Weston (Committee Member)

Olivia Lewis (Committee Member - Treasurer)

Melanie Lockwood

Apologies:

Gillian PL Moore (Committee Member)

Rebecca Wong

Fionnula Byrne

Rebecca Jones

Easter Bingo Actions:

1.	Advertisement on Facebook page once placed in newsletter (VG)	Closed
2.	Agree ticket pricing structure (ALL): <i>Max 100 tickets on first come first served basis</i> <i>Sold at £1.00 each inc 1 raffle ticket & juice</i> <i>Purchase of books on the evening £3</i> <i>Raffle tickets £1 per strip</i>	Closed
3.	Letter to parents re tickets and co-ordination of tickets (JH) <i>Return slip to school to receive tickets*</i> <i>Tickets will be sent home with children in one last this week/early next</i>	Open*
4.	Source crisps (Walkers contact) (JL) <i>Donation from Walkers</i>	Closed
5.	Source beverages (Vanessa) (JL) <i>Tea, coffee, lidded cups purchased</i>	Closed
6.	Purchase food from Costco (JL & ML Tues 20th) <i>Hot dogs & veg option (60/10), buns, sauce, milk, juice</i> <i>Proposed prices:</i> <i>Hot Dog £1.50</i> <i>Crisps 50p</i> <i>Tea & Coffee £1</i> <i>Squash free</i>	Open

7.	Source Raffle books (JL) – <i>JL's house</i>	Closed
8.	Source Dabbers: <i>RJ/FB ordered propose selling 50p each</i>	Closed
9.	Prizes (Raffle & Bingo): <i>PTFA to purchase chocolate prizes (TBC) Potential contact at TESCO/Home Bargains (TBC)</i> <i>Contact Vimto for Hamper (JL)</i> <i>Canvas Print (JL)</i> <i>Sweets (GM) – Hamper donated by Sweet Memories</i> <i>Little Laboratory voucher donated by RW</i>	Open
10	Amend donation request letter (JL)	Closed
11	Donation/non-uniform in Newsletter (JL) – No longer required	Closed
12	Volunteers (School & Parent):- <u><i>School</i></u> <i>Mrs Dean</i> <i>Mrs Cunliffe (prov)</i> <i>Jenny Hughes</i> <u><i>Parents</i></u> <i>Kathryn Harrison</i> <i>Vicky Gregory</i> <i>Joanne Lapersonne</i> <i>Gerry Shaw</i> <i>Gill PL Moore</i> <i>Rebecca Jones (TBC)</i> <i>Fionnula Byrne (TBC)</i> <i>Melanie Lockwood</i> <i>Sally Weston</i> <i>Finalise names/numbers at the next meeting</i> <i>Bingo Caller – Jo Lapersonne</i>	Open
13	Draft and send “neighbours letter (JL) – <i>drafted requires sending near event</i>	Open
14	Check Bookers card access (JL) <i>PTFA have a Bookers card but not COSTCO</i>	Closed
15	Design event poster (KH)	Closed
16	Extra induction Pans (GS)	Open
17	Bingo cage (JL)	Open
18	Float for food & tickets (OL)	Open
19	Provide event update to school/information for event risk assessment (JL)	Open

For information:-

- Provide receipts for all purchases to OL to be reimbursed
- Submissions to school newsletter no later than 2pm on Thursdays

Future Projects:

1.	Explore the viability with school of an event to mark royal wedding (19 th May or the week before to avoid clash with First Holy Communion) (JL) - <i>Fancy dress for the children</i> - <i>BBQ after school (no alcohol)</i>	Open
2.	Consider ideas for Summer Fayre (ALL) <i>Suggestions to explore included:-</i>	Open

	<ul style="list-style-type: none"> - <i>Science theme</i> - <i>Transport e.g. sit in an lorry, mustang, fire engine, miniature railway</i> - <i>Stalls e.g. splat the rat, tombola, etc</i> - <i>Bouncy castle/inflatable assault course</i> - <i>Out to play/Forest school activities</i> - <i>Sports star</i> <p><i>Explore options in more detail post Easter event. Discuss dates with school (JL) 30th June?</i></p>	
3.	Consider future options to sell 2 nd hand uniform and/or 2 nd hand fancy dress costumes (ALL)	Open
4.	<p>Explore survey options to engage with parents/guardians (ALL) <i>Initial ideas included;</i></p> <ul style="list-style-type: none"> - <i>Paper version to go home with letters</i> - <i>Anonymous with year of child & option to provide name</i> - <i>What would you like to see the PTFA contribute towards</i> - <i>Type of events you be interested in attending</i> - <i>Preferred location & timing of future events</i> - <i>Potential barriers to taking part</i> <p><i>Scope out wording & liaise with the school post Easter event</i></p>	Open

Administration:

1.	Arrange for agreed minutes to be saved to the school website/spider (VG)	Closed
2.	As a temporary measure store all templates/PTFA data in folders in email account. (KH/VG)	Open
3.	Organise a tour of access to PTFA equipment and catalogue (TBC)	Open
4.	<p>Renew lottery licence:</p> <ul style="list-style-type: none"> - Obtain details from school (VG) and pay (OL) 	Open
5.	All future requests for funding to be brought to PTFA meetings (JL)	Open
6.	Build awareness of where PTFA funding supports the school & pupils (TBC)	Open

Next meeting Monday 19th March at 7.30 pm

The Oak Tree, Newton-le-Willows

ALL WELCOME!

Proposed agenda items for next meeting:

- Focus on final planning/arrangements for Easter bingo

Closed Agenda Items from Previous Meetings

Easter Bingo Actions:

1.	Date of Easter Bingo agreed with school (JL): <i>22nd March 2018 6.00 - 8pm (5.30 set up) at Junior School</i>	Closed
2.	Advertisement in newsletter (JL): <i>Friday 23rd February 2018</i>	Closed
3.	Agree who will monitor sales on daily basis: <i>Junior School (JH)</i> <i>Infant School (KH)</i>	Closed
4.	Agree food and beverages (ALL): <i>Hot dogs</i> <i>Vegetarian option (hot dogs if available)</i> <i>Buns</i> <i>Crisps (50p)</i> <i>Tea, coffee and squash</i>	Closed
5.	Source Bingo tickets (JL) – At School	Closed

Administration:

1.	Renew PTFA membership (JL)	Closed
2.	Liaise with previous chair re PTFA data, log-ins, etc. (JL) <i>AT will arrange transfer of treasury files, Elfridges products and has provided email details.</i>	Closed
3.	Agree who will regularly monitor PTFA email inbox (ALL) <i>KH has agreed to monitor</i> <i>Password available to committee members</i>	Closed