

PTFA Minutes – 7.30 pm 1st May 2018

The Oak Tree, Newton le Willows

Attendees:

Joanne Lapersonne (Chair)

Olivia Lewis (Treasurer)

Vicky Gregory – Minutes

Kathryn Harrison

Gerry Shaw

Rebecca Wong

Apologies:

Gillian PL Moore

Melanie Lockwood

Rebecca Jones

Fionnula Byrne

Sally Weston

Summer Fayre Actions:

1.	Provisional date of 30 th June to be finalised with school (KH)	Open
2.	Proposal (ALL):- <ul style="list-style-type: none">- <i>Summer fair</i>- <i>Weekend – Times to be confirmed</i>- <i>unticketed</i>- <i>Venue – Junior School field & orchard (in school building if weather requires)</i>- <i>Theme – TBC potentially no theme with variety of interesting displays/activities or animal theme (reptile or farm animals)</i>- <i>H&S – Lidded cups for tea & coffee, BBQ, ensure bouncy castles, etc are fully risk assessed & have insurance</i>- <i>Potential activities:</i><ul style="list-style-type: none">- Grand raffle- Bottle tombola- Bric-a-brac stall- Drinks- Ice-cream Van- Cakes (bake off?)- Slime station (?)- Tin can alley	Open

	<ul style="list-style-type: none"> - Splat the rat - Hook a duck - Lucky dip - Face painting, tattoos, nails - Shoot out - Golf - Open the box - Laundry Man - Guess the name of the teddy - Band/music - Animals - Bouncy castle/obstacle course - Truck - Photobooth 	
3.	<p>Grand raffle:-</p> <ul style="list-style-type: none"> - Investigate licence to sell tickets in advance to enhance ticket sales (OL) - List of previous donators (JL) - Donation letter signed by Mrs Dean (JL) w/c 7th split by PTFA member - Contact potential donators (agree in advance to avoid overlap) ALL - Note to parents for donations 	Open
4.	<p>Games:-</p> <ul style="list-style-type: none"> - Visit school & produce itinerary of PTFA property (GS & KH, JL?) - Agree if any further equipment/props needs (TBC) - Tombola & Bric a brac – speak to School about non uniform day for donations – bottles, unwanted toys, books, fancy dress (KH) - List of last year’s prizes (OL) - List of last year’s charges (OL) - Check school deals with Baker Ross/Andersons (JL) 	Open
5.	<p>BBQ:-</p> <ul style="list-style-type: none"> - PTFA BBQ - PTFA Gazebo - Gas Bottle (JL) - Burgers - Hot Dogs - Buns - Onions - Drinks (Hot & Cold) - Crisps (JL) 	Open
6.	<p>Activities:-</p> <ul style="list-style-type: none"> - Gazebos – request to parents (TBC) - Reptiles – Quote (SW) - Farm Animals - Quote (KH) - Ferrets - Quote(VG) - Bouncy castle/slide/assault course Quote (SW) - Lorry (GS) 	Open

	- Note to parents – interest in stalls, volunteers, dads get involved, face painter, save the date (VG – when date confirmed)	
7.	Letter to parents (TBC)	Pending
8.	Draft artwork – posters, online, teasers (TBC)	Pending
9.	Advertise in Newsletter & Social Media (TBC)	Pending
10	Liaise with school re risk assessment (TBC)	Pending
11	Neighbour letter (TBC)	Pending
12	Identify volunteers & roles (TBC)	Pending
13	Float (OL)	Pending

Future Projects:

1.	Used clothes donation box – explore with school	Open
2.	Discuss option to sell 2 nd hand uniform and/or 2 nd hand fancy dress costumes with school (KH – email to RD/JH)	Open
3.	Explore survey options to engage with parents/guardians (ALL) <i>Initial ideas included;</i> <ul style="list-style-type: none"> - Paper version to go home with letters - Anonymous with year of child & option to provide name as contact - What would you like to see the PTFA contribute towards - Type of events you be interested in attending - Preferred location & timing of future events - Potential barriers to taking part <i>Scope out wording & liaise with the school – Adapt wording from KH template</i>	Reopen in Sept.
4.	Obtain a school calendar of events to create a 12 month PTFA event planner in agreement with the School (TBC)	Pending

Administration:

1.	All future requests for funding to be brought to PTFA meetings (JL)	Open
2.	Set min balance in PTFA account	Open
3.	Gmail Password (JL)	Open
4.	Build awareness of where PTFA funding supports the school & pupils – newsletter, social media (TBC)	Open
5.	Thank you cards to donors for Easter Bingo(GM)	Open
6.	Assess GDPR impacts to PTFA & report back to the group (VG)	Open
7.	Refresh existing PTFA Facebook page & share welcome message (KH)	Open

Next meeting Wednesday 16th May at 7.30 pm

The Oak Tree, Newton-le-Willows

ALL WELCOME!

Closed Agenda Items from Previous Meetings

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
4.	Arrange for agreed minutes to be saved to the school website/spider (VG)	Closed
5.	As a temporary measure store all templates/PTFA data in folders in email account. (KH/VG)	Closed
6.	Collect email addresses for distribution of minutes (VG)	Closed
7.	Explore option of PTFA Facebook page (KH)	Closed
8.	Organise a tour of access to PTFA equipment and catalogue (KH & GS with JH)	Closed - See above
9.	Renew lottery licence: - Obtain details from school (VG) and pay (OL)	Closed
10	Email response to Vimto (VG)	Closed