

PTFA Minutes – 7.30 pm 23rd August 2018

The Oak Tree, Newton le Willows

Attendees:

Joanne Lapersonne (Chair)

Vicky Gregory – Minutes

Kathryn Harrison

Apologies:

Olivia Lewis (Treasurer)

Rebecca Wong

Fionnula Byrne

Gerry Shaw

Sally Weston

Gillian PL Moore

Melanie Lockwood

Rebecca Jones

Welcome BBQ Actions:

1.	Agree Date – Friday 7 th September from 6pm(JL)	Closed
2.	Letter to parents - pre summer holidays (KH)	Closed
3.	Facebook advert (KH)	Closed
4.	Facebook reminder (KH/VG)	Open
5.	Reminder text/text to new starters w/c 3/9 (JL/JH)	Open
6.	PTFA members to confirm who can support this event (ALL)	Open
7.	Wet weather plan – assess week of the BBQ (ALL)	Pending
8.	Tools: BBQ – on site Gas (JL) Gazebo (price pop up VG or JL to loan) Utensils (JL) Drinks dispenser (Price/source VG)	Open
9.	Food & Drink: BYOB Y Tea & coffee Y Hot Dogs Y Lidded cups Y Juice Y (Check)	Open

	To buy 6.9.18 (VG): 80 burgers 80 burger buns 40 hotdog buns Veggie burgers (1 pack) Napkins Sauce	
10	Other Raffle prize check school office (VG) Float (BBQ & Raffle) (OL) Buy raffle books x 2 (VG) Wholesale card to VG (OL/VG) Games (school – check with JH)	Open Open Open Open Open

Macmillan Coffee Morning:

1.	Dependent on sufficient number volunteers being available on morning of 28 th September.	
2.	Check with school if infant school can host on that day (JL)	Open
3.	Existing PTFA members to confirm if available to support (ALL)	Open
4.	Request JH text parents asking for volunteers (JL)	Open
5.	Decision to proceed pending the above (ALL)	Open

Christmas Fair:

1.	Agree date with school – suggest Sunday 2 nd December (JL)	Open
2.	Agree venue with school – suggest Junior School (JL)	Open
3.	Consider ideas for Christmas fair to discuss with group at planning meeting (ALL)	Open

Design a Christmas Card:

1.	Contact Willow Printing to agree to proceed & understand process & time lines ahead of Christmas planning meeting (JL)	Open
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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

Future Projects:

1.	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 	Open
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	<ul style="list-style-type: none"> - Preferred location & timing of future events - Potential barriers to taking part <p>Scope out wording & liaise with the school – Adapt wording from KH template</p>	
2.	Obtain a school calendar of events to create a 12 month PTFA event planner in agreement with the School (TBC)	Pending

Next meeting TBC after Welcome BBQ

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ALL WELCOME!