

Minutes of PTFA meeting 8pm Wednesday 19th January 2022 via zoom

Attendees KP, EH, AT, CP, GD

10. Apologies LM, NS, KH

KH cannot continue on the commit due to work commitments. AT checked and PTFA can function as 6 as a minimum number and we are currently 7 without KH. **AT to remove KH from charity commission.**

11. Minutes from last meeting (Action: AT to let Hever PTA mum know KP and NS happy to be involved)

KP emailed Hever Mum re but hasn't heard back - **KP to chase**

12. Jumble sale

KP spoke to BH re new dates. Date decided on Sat 26th February. Jumble sale is usually advertised for approximately a month beforehand in Friday ads. **KP to advertise and put in newsletter and whatsapp groups.**

Sub-committee: KP, EH, AT

From last minutes helpers who said they could help set up: KH, NS, GD, CP to help on set up on Friday after school. NS, AT to possibly help on the Saturday.

KP to check to see if Mr D move his club so we can set up

13. Disco

New date of Friday 11th February. 18th March disco cancelled.

Theme decided to be neon.

CP to check if we can use previous licence FB paid for.

CP to update flyer to new Neon theme.

AT to check bar stock, but possibly may not be at the event.

KP To put in newsletter and whatsapp to advertise.

AT to supply list of everyone who's already paid for previous disco in November which was cancelled due to Covid. (currently £244 has been paid)

14. Christmas

AT currently working on the breakdown of money raised from Christmas activities.

Approximate figure of £1584 profit. Once figure finalised, thank you email/letter for anyone who paid for an adverts or raffle prize can be written and sent out.

KP to check template for this letter on drop box.

15. Drop / email removal old PTFA – previous committee members FB and RR been removed from committee by AT and CP has removed GDPR forms from PTFA file

16. New Bank account

Before the PTFA bank account can change from CAFF bank to Nat West, the name of the PTFA on the charity commission needs to be exactly the same as the bank name, which currently it is not. AT has written to CAFF bank to change the name of the PTFA so they match, St Mary's school Hartfield PTFA. All members present in agreement of name change.

17. Friday treats

The PTFA has received its first order for sweetie cones for a birthday party.

Discussion around Friday tuck shop. It was agreed a healthier option would need to be included, especially if this were to run regularly. Popcorn was decided to be the healthy option.

KP to test making popcorn and see how long it stays fresh so we can work out when this would be need to be made in advance. Suggested to initially as a trial to make up 100 bags and ask for a donation and work out profit.

Reminders would need to be sent out beforehand.

18. Easter Hamper

KP suggested the idea of an Easter raffle for an Easter Hamper. **KP to double check with BH that this could be a viable option and would be OK as we are a church school. AT to check if we would need to have the Lottery licence number on the raffle tickets**

19. Bingo Balls – currently up to approximately 44 bingo balls. The bingo machine goes up to 99 so there is plenty room for more balls to be sold.

KP to send a reminder round about bingo balls.

20. Other fundraising ideas. - Quiz night, Sponsored bounce.

In order to help raise the target £6k for the year, ideas were discussed in terms of additional events that the PTFA could put on throughout the remainder of the year, in addition to our current programme of events.

Sponsored bounce – hire a bouncy castle and each child could do a sponsored bounce for one minute. Could possibly be tied into sports day with a small prize for biggest number of bounces.

Discussion around possibility of a quiz night. Comedy night previously held by PTFA. AT has a list of 110 questions to use. Potential date of Saturday 23rd April. **KP to ask village hall re cost of hire.**

21. AOB.

Mayfayre – date is 27th May. As this date is near the Queens Jubilee, there was talk of making this event larger than the usual tea and cakes and possibly adding a BBQ to this event, which would also create extra profit.

The sponsored bounce could possibly happen on this event.

22. Date of next meeting Wednesday 8pm via zoom.

If anyone would like to know full names of committee members please contact the PTFA at PTFAHartfield@gmail.com