

PTFA Team meeting Minutes

24 April 2024

Virtual – KP, HL, GR, KS

EVENTS

Mayfair Planning (24 May)		
	<ul style="list-style-type: none"> • Confirm School Tasks <ul style="list-style-type: none"> ○ Maypole delivery & set up ○ Music/AV equipment ○ May Crowns ○ May King & Queen be involved in dancing? ○ Parent communication <ul style="list-style-type: none"> ▪ Timings ▪ Instructions for pick up ▪ Bring a picnic blanket/refreshments available 	<ul style="list-style-type: none"> ○ Mrs R ○ Mrs R ○ Check with Maple Class/Miss Bews ○ Mrs R / Maple Class ○ Mrs R
	<ul style="list-style-type: none"> • PTFA Tasks <ul style="list-style-type: none"> ○ Request for volunteers ○ Request for cakes ○ Set up of marquees ○ Set up Whats app sub chat for helpers ○ Flyer? ○ Bake challenge categories ○ Alcohol license ○ Shopping ○ Arrange float 	<ul style="list-style-type: none"> ○ KS/Class reps ○ KS/Class reps ○ KP/Colin ○ KP ○ HL/Aaron ○ KP/Mrs R ○ KS ○ KP ○ GR
Movie night (Date TBC)		
	<ul style="list-style-type: none"> • Check with School: <ul style="list-style-type: none"> ○ Date ○ Split KS1/2? ○ Film choice ○ Offer food ○ Playground run around before film ○ Volunteers from School? ○ Use of two classrooms ○ WIFI/Film access on whiteboards? 	<p><u>KP/Mrs R</u></p>
	<ul style="list-style-type: none"> • PTFA Tasks: <ul style="list-style-type: none"> ○ Check how to stream film – Netflix/Disney ○ Price ○ Advertise with parents ○ Catering – hot dogs, popcorn & drink ○ Catering order form ○ Volunteers/set up ○ Film selection <ul style="list-style-type: none"> ○ Whatsapp vote? 	
Sports Day (12 or 19 July)		
	<ul style="list-style-type: none"> • School Tasks: <ul style="list-style-type: none"> ○ Communication to parents – timings/pick up/summer social/catering & refreshments ○ Mr Elphick to confirm activities ○ Arrange for line painting on croft • PTFA Tasks: <ul style="list-style-type: none"> ○ Catering 	

	<ul style="list-style-type: none"> ○ Request for cakes ○ Marquees & set up ○ Volunteers ○ Flyer ○ Sweetie stall ○ Trinket stall ○ Arrange PTFA sports day call 13 June 	
Hartfield Village Fete (07 Sept)	<ul style="list-style-type: none"> • Check school stall offering <ul style="list-style-type: none"> ○ KS/RR to discuss hosting school stall • KP/HL away 	
Sewing event (TBC)	<ul style="list-style-type: none"> • To be discussed with School 	
Leavers Party 23 July	<ul style="list-style-type: none"> • Year 6 only 	
End of Term Disco (w/c 17 or 24 June)	<ul style="list-style-type: none"> • Confirm plans with school <ul style="list-style-type: none"> ○ Playground venue ○ Farewell to Year 6 	
Quiz night (host September)	<ul style="list-style-type: none"> • TBC 	

Other

- Lilac bake sale
 - KP check new date
 - GR arrange float
- Bingo
 - GR make March & April payments – check PTFA e-mail
- Grants
 - School to confirm new Wishlist /fundraising target
 - PTFA to investigate grant opportunities (such as Gatwick Trust etc)
- 2nd hand uniform
 - Uniform now sorted into good quality stock
 - KS to create uniform list sheets to be laminated
 - Consider storage options
 - Consider offering text ordering system for parents
- 50p Fridays
 - Reinstate when weather improves
 - Check with Mrs R
- Thank you gift for Duncan
 - KS/KP to arrange 'beer glass' crate of beers
- Charities Commission
 - Check to ensure only KP/GR/KS/HL are only members listed
- New bank account
 - Tidy Charities commission names & open new Natwest account
- New recruits
 - Add Caroline & Claire to PTFA WhatsApp group
- PTFA Template/logo
 - Ask Aaron Batson to help with PTFA Template/flyer for future events

Next meeting 13 June