

PTFA Meeting – Minutes

20-06-2024

In attendance (virtual)

Kerry Powell
Helen Law
Katie Schreiber
Gemma Russill
Claire Levis
Carolina Halawa

Teachers Wish List	<ul style="list-style-type: none">• Maple class rug<ul style="list-style-type: none">○ Suggestion to clean current Maple class rug and if that is not successful, we will purchase a new one.• Maths supplies for whole school<ul style="list-style-type: none">○ All voted in agreement to purchase the Maths equipment• Den for Rainbow room<ul style="list-style-type: none">○ All voted in agreement of purchasing the sensory den.
Sports Day – PTFA Jobs	<ul style="list-style-type: none">• Gemma, Katie, Helen, Caroline, Kerry available for set up from 10am.• BBQ<ul style="list-style-type: none">○ Collect BBQ from Claire Levis○ Arrange Gas bottle○ Mike Brunsdon will run BBQ with helpers○ Arrange sausages & burgers with Perry Hill (Claire)• Pavillon<ul style="list-style-type: none">○ Helpers needed to serve tea & cakes○ Ask at Church for help?• Stalls<ul style="list-style-type: none">○ Bottle Tombola (mufti day)○ Teddy tombola○ Sweeties○ Trinkets/cheap toys (check at Cash n Carry)○ Games area<ul style="list-style-type: none">▪ Coconut shy▪ Crazy golf▪ Space hoppers▪ Wet sponge the teacher (need volunteer!)• Check schedule of sports events and cross check lay out with Mr Elphick• Advertise sports day in the village• Class Whatsapp chats

	<ul style="list-style-type: none"> ○ Request volunteers for set up, run stalls and tidy up. ○ Request for cakes ● Ground sheets – purchase to keep ● Bar Offering Beer & Prosecco & Pimms & Squash – check supplies ● Add details of sports day to weekly school newsletter ● Helpers needed (12) <ul style="list-style-type: none"> ○ Cakes – 2 ○ Bar – 2 ○ BBQ – 2 ○ Milk bottle lid Tombola – 3 ○ Sweets -1 ○ Tat – 1 ○ Games – 1
School Disco	<ul style="list-style-type: none"> ● Confirmed for 18th July 3.15pm-4.30pm ● Arrange survey order form ● Advertise amongst parents via class Whatsapp groups ● Check for helpers ● Running on the playground ● Check music works ● Think about games <ul style="list-style-type: none"> ○ Basketball nets ○ Penalty shoot out ○ Limbo ● Check options at cash n carry for summer accessory (bubbles etc) ● Glitter tattoos?
2 nd Hand Uniform	<ul style="list-style-type: none"> ● New system working well ● Use the lists created to keep on top of supplies ● Every term new donations need a sort through ● Operate now with new ordering system ● Advertise new system amongst the class whatsapp groups ● Create an order form for Annette/school office ● Add all forms to dropbox
Grants & Fundraising	<ul style="list-style-type: none"> ● New focus for fundraising? <ul style="list-style-type: none"> ○ Check with school ○ Library revamp? ● Amazon Wishlist and match funding ● Check facebook PTFA pages for inspiration ● Advertise fundraising successes and purchases at the start of September terms
AGM 2024	<ul style="list-style-type: none"> ● Suggestion for meeting on Sept 26 <ul style="list-style-type: none"> ○ Check how long AGM should be advertised for in advance?
Bank account	<ul style="list-style-type: none"> ● Apply for new Natwest bank account <ul style="list-style-type: none"> ○ Check lead time for new account