

## **PTFA Meeting minutes**

09 Jan 2018 19:00-20:45 (at Meeting Room)

**Present:** Paula, Nina, Leanne, Abbi, Faye, Lisa, Ashley, Kevin, Fumiyo

### ***Reflection/Feedback***

#### **Christmas Fair:**

Total of £1604.54 in (around £600 surplus & resources, mainly prizes, for next few years)

Positives: quite a good turn up (200+ adults attended), attendees feedback was good

Improvement for next year

- 11am start was too early & we probably should do 2 hours rather than 3 hours.
- Need to plan/organise from September to get more volunteers/ audience to attend.
- Delegate more work (again, get more volunteers to share the workload)
- More tickets for tombola/ chocolate so less chance to win but more to participate.
- Separate place for eating/drinking & buggy parks. – Again, early prep gives more of layout plan for the Fair and we would plan the flow of people. Could allocate some other places outside covered area/ corridor as parts of the floor plan.
- Decollation can be better- Children can do decollating competition for A4 printed themed flame. Winners can get a prize and all participants' work can be used as a nice decollation for the hall/ corridor.
- Popular attractions were;
  - Refreshments (most profitable too)-needed more hands in kitchen
  - Chocolate Tombola
  - Tombola
  - Slime making- needed more resources
  - Snowball Game- we could put more of those 'little indoor activities' to attract children.

#### **Christmas Gift Shop: £522.30 (surplus)**

400-500 presents left for next year- so next year's expenditure would be smaller.

We need certain amount of volunteers for the day. We need 4 people for the entrance and 1 person each for a section (men/women/unisex).

We need certain number of volunteers secured for the collection of money.

**2<sup>nd</sup> Hand Uniform sale:** Made £99.00

**Events to come for the rest of school year** \*Person/people for the action in blue, actions to take in Green

## February

Monday 5<sup>th</sup>: Bake Sale (YrR/6)- Action: [Nina to create poster for Bake Sale](#), [Paula to put information on FB](#).

Thursday 22<sup>nd</sup>: Chocolate Bingo- Starts at 15.15 hours (No School Staff available for this event though Ashley can help starting of the event). 50p a game and try to do as many games as possible. Also do spot prize & more prizes to keep audience going. [Faye & Lisa to organise the event & delegate work for volunteers available on the day](#). Ask [Alison to send texts to parents to remind the event](#).

## March

Monday 5<sup>th</sup>: Bake Sale (Yr 1 & 5)

## April

Monday 23<sup>rd</sup>: Bake Sale (Yr2 & 4)

Friday 27<sup>th</sup>: Pamper Evening (7pm-) Beauty therapy/ massage/nail treatment etc. Plus Shopping (hand bags, jewelleries etc.)- [Anyone who knows people who runs those small or large businesses start contacting them ASAP](#) ([Ashley](#) knows few; [Faye](#) may contact gin tasting for the company?)

## May

Friday 18<sup>th</sup>: Royal Wedding Event (Picnic/ music-Nina can bring brass band?/ BBQ) Combine with Yr 3 Bake Sale. [Detail planning in the next meeting](#).

June- No Events

## July

Saturday 7<sup>th</sup>: Summer Fair

Fire Engine – [Ashley](#) to provide contact for a parent who is a fire fighter. ([Detail planning in the next meeting](#))

DJ- [Fumiyo](#) to contact Hullabaloo (Scouts) if they are available for the Summer Fair.

## Summery Note:

Immediate Action requires for Pamper Evening & some organisation for the Summer Fair. Start contacting if you know people and bring the information back to the next meeting please.

Car Boot Sale- not this year (profit is too small for the effort with all the upcoming events).

**Next Meeting:** Tuesday 30<sup>th</sup> January 19:00 hours