

PTFA Meeting Minutes (amended)

13 Mar 2018, 19:00 – 20:05

Present: Lisa, Faye, Paula, Abbi, Nina, Fumiyo

Apology: Ashley, Kevin, Michelle, Tracy, Leanne, Laura

1) Reflection of the event in February & March

Bake Sale

Bake Sale in Feb (YR&6) went very well. Total of £224.60 was made for 2 days Sale.

Bake Sale in March (Y1&5) – Monday 12th- £80.30 so far and we will sell the left overs tomorrow (14th March) again. We could not do it today due to the lack of volunteers.

*Note: Total of £145.15 for 2 days sale

The difference

- Reminder text on the day (bring coins to buy cakes) did not go out.
- Because of snow, date changed- the day after mother's day. It was also Reception classes' Stay& Play- the children& parents released earlier (= left school before Sale started).
- Only outside of the small hall (inside would be better) were used
- Amount of donation (YrR has 3 classes) were different.

Further actions:

- **Faye** will check with Alison Re: small hall usage for clubs and change the date of next Bake sale (Y2&4) if required.
- Make sure Text reminder go out on the day of the Bake Sale for whole school.
- **Nina** to make different design poster to get more attention to each Bake Sale.

Chocolate Bingo- we did not discuss this today (next meeting for improvement/result)

2) Ladies Pamper & Shopping Evening

We have confirmed 4 treatment providers (massage/reiki/tarot cards/reflexology) and 6 retailers (bags/scarves, candles, cosmetics, etc.). We need more therapist & retailers such as jewellers.

We discussed regarding to increase the tickets price but concluded to keep it £3 with a welcome drink (alcoholic or non-alcoholic).

Alcohol licence would be £24 for full licence/ event and we agreed to get it. We will source drinks from supermarket etc. We also would like to sell food (Sushi, Samosa, finger food, etc.).

Laura is approaching companies to get samples etc. to make gift bags for the night. Also we will do the raffle.

Tickets for therapies/entry will be sold from Monday 16th April (the first day back to next term) at School office.

The volunteers on the night: Lisa, Faye, Paula, Abbi, Nina, Fumiyo are all available on the night.

Further actions:

Faye to create poster to advertise the event & organise alcohol licence & tickets.

Paula to re-advertise on FB. **Abbi** to put it on the next PTFA Newsletter (soon to be out).

Everyone who knows therapists/retailers to contact them.

Abbi to investigate glasses (wine/champagne/highball) hire for the event.

Fumiyo to lead food to sell.

3) Alteration of amount of donation to Each Year group

PTFA agreed to give £100 to each year group previously. There was a proposal from the school to increase £50 for Reception year as the group has 3 classrooms. Additional £50 makes the same donation per child. This was approved today's meeting unanimously.

4) Application for Kent Police Lost property donation

Kent Police donate money raised by selling unclaimed lost properties to various charities, which apply to get donation. Laura prepared for the application form and ready to apply with PTFA's approval. This was approved today's meeting unanimously.

5) Any other businesses

Owl Sanctuary still hasn't respond to the enquiry for the summer fair.

There is Sports Day on June 7th- we could sell refreshments/ice-creams? We will add this to the event list of this year. Also school discos at the end of the school year (16th July).

The PTFA are still waiting for Hornbeam's class teacher to agree a date for the pizza party as their reward for the summer fair last year. Paula and Abbi to chase up with her to choose a date in the final week of this term.

We will focus on Bake Sale & organisation for Pamper Evening in the next meeting as well as other upcoming events, namely the Royal wedding picnic and the summer fair.

Next Meeting: Tuesday 17th April 1900 hours at Cherry Tree (the pub nearest the school)