

PTFA meeting 01/11/2017- Minutes

Apologies- Nina, Leanne, Laura

Minutes of last meeting- everyone received via email and all agreed.

Action points arising from previous meeting:

- Faye- Password reset for Twitter account and passed onto Laura- **Complete.**
- Ashley to pass on social media policy- **carried over to next meeting**
- Faye to add Paula and Nina to admin for FB account- **Complete**
- Everyone to send photos to PTFA email- **carried over to next meeting**
- Ashley to draw up a wishlist for expenditures up to £7,000- **Complete: 10-12 new chromebooks and two new whiteboards requested and agreed.**
- Faye to create “operations folder” with details of suppliers, contacts etc for events- **ongoing; new info to be added as events organised throughout the year.**
- Post of secretary still vacant- **carried over to next meeting.**

Outside areas

Ashley fed back to the meeting on Karen Meakin-Scott’s behalf. The plan is to zone vacant outside areas for use at play times, as well as some outside learning, for example a mini forest school area, areas of planting and more shaded areas. Quotes are being organised ASAP for fencing to get the areas zoned off, which will be paid for from funding already secured by the school. PTFA funds to be used to fund the remainder of the project, and designs to be shared with the parents to advertise what we are raising funds for this year. **Action:** PTFA volunteers to clear some of the areas, agreed for 11/11/2017 at 10am. Ashley to ask for further volunteers from the school via a notice sent to parents next week.

Communication-

PTFA newsletter discussed and agreed- **Action:** Faye/Lisa to send info to Abby who will compile it into a format to be sent out. Faye/Alison to look for a template that has been used previously. **Action:** Ashley to talk to Mrs Walker about tying the newsletter in with the school news crew.

Lisa also suggested a feature of “I haven’t got time to help the PTFA” and other myths, which was agreed to be incorporated individually as part of the newsletter.

Action: AGM minutes also to go up on the PTFA page on the school website.

Events- ideas for the upcoming year included:

- Cricket match with Wateringbury Cricket Club (Abby)
- Event for Mother’s and Father’s Days
- Race night
- Christmas & Easter Chocolate Bingo
- Nearly new sales- uniform sales at the end of every second term and Toys/Games in time for Christmas 2018
- Quiz, possibly with a meal, eg curry

- Classroom cake sales, to be done by year groups
- Boot fair- to be tried in January 2018, can be more regular if successful. Suggested £5 a pitch and 50p entrance. PTFA to organise refreshments/ hot food.
- Fashion show
- Ice creams in the summer term
- Balloons, eg for Valentine's Day and possibly for other occasions
- Band night
- Pamper/psychic night
- Christmas fair- 2nd December 2017/Summer fair- agreed date 7th July 2018.
- Christmas film/PJ event- would need the input of some teachers to volunteer.
- Spring/Autumn fair
- Inflatables event in the summer
- Just giving page for the school.
- Easy fundraising website **Action:** Lisa to chase up details if we already have an account set up.

It was felt that focus needed to be given to the upcoming Christmas events, so a full timetable for the other events to be done at the end of this term.

Christmas:

- Christmas fayre/Shopping event- 2nd December. To include outside stallholders as well as Chocolate Heaven, refreshments, Santa's grotto and PTFA stalls selling plant and food gifts (cakes etc). Discussion around admission fee and agreed for £1 per adult which will include a hot drink. Donations from parents of cakes/tombola items/ chocolates.

Actions for Christmas fair:

1. Post to be added to FaceBook to publicise event and ask for outside stallholders (anyone interested to email westboroughptfa@gmail.com).
 2. Faye/Paula to liaise regarding designing a poster for the fair. To be sent to Kevin to be printed off as A5 leaflets.
 3. Lisa to liaise with Laura regarding approaching local businesses for raffle/tombola prizes as well as chocolates and materials for potted bulbs.
 4. Lisa to contact Hadlum printers regarding a large banner for the fayre, to be reused for future years.
- "Secrets" room- Agreed to rename it Christmas Gift Shop following concerns raised by some parents regarding use of the word "secrets". Taking place on Friday 8th December during school time. Volunteers needed, especially for the morning. Wrapping party on Thursday 7th December in the evening. **Action:** Alison to compile paperwork
 - Nearly new sale- toys and games- discussed as an idea but agreed too tight for time to organise it for this year so agreed to carry it forward for next year.

Reminder re Open Day helpers: 8th November 9:30am FS & EK; 2pm MB &?
14th November 7pm LR, FP, AS

Any other business None

Meeting closed.

Next meeting Tuesday 14th November 2017 at 7:30pm in the meeting room.