

## PTFA Meeting minutes

30 Jan 2018 19:00- 20:10 (at Meeting Room)

**Present:** Abbi, Faye, Lisa, Ashley, Kevin, Fumiyo

**Apologies:** Tracy, Paula, Nina, Michelle, Leanne

Follow Up from last minutes- action plan

- Ashley talked to few contacts for Pamper Evening but they are not available on that day.
- Fumiyo e-mailed Hullabaloo for summer Fair DJ and has not heard back from them yet. She will make phone call this week to see if they are available.

Upcoming Events:

### February

Monday 5<sup>th</sup>: Bake Sale- Letter went out yesterday (29<sup>th</sup> Jan) to parents of Yr R &6. The information went up on FB page (thank you Paula). Sign-up Sheet went up in the class today. Poster will be up from tomorrow (Faye to check and put up poster). Start setting up from 2.30 and finishes when TLC is over.

Faye is available to support the sale. Lisa could help set up from 14.30- but has conference so cannot stay too long. Fumiyo has conference at 15.50 so can hang around from 14.45- till that time though have 2 children with her. We need more volunteers.

**Further actions:** Ashley to talk to Y6 Ambassadors to support Bake sale if we could get any volunteers on that day. Faye to look at sign-up sheet this week and see how many / what span we get volunteers for the Bake sale. PTFA will fund a new urn for the school. Ashley has ordered one during meeting and sent financial information to Faye (treasurer of PTFA). Ashley will ask Alison to send reminder text for the bake sale (on Friday to Yr R&6 to bring cakes in/on Monday to all years for the actual Sale)

Thursday 22<sup>nd</sup>: Chocolate Bingo- Faye & Lisa to organise and run the event. We certainly require more volunteers (at least 3 people)

**Further actions:** Paula to put information on FB page and ask volunteers. We also talk to people if we could have any volunteers. We have enough chocolate for this event though we always welcome some donation. Ask Alison to send texts to parents to remind the event.

### March

Monday 5<sup>th</sup> Bake Sale (Yr 1&5): We will do the same way as the February one and if required, we could discuss details on next meeting.

## April

Monday 23<sup>rd</sup>: Bake Sale (Yr 2&4)

Friday 27<sup>th</sup>: Ladies Pamper & Shopping Evening

We have not yet confirmed any treatment provider yet. We require immediate action & details for the night.

- Pamper Evening is on Fri 27<sup>th</sup> April 1900 -2200 hours. Therapist can come from 1800 to set up.
- Shop/therapist –we charge £ 15 for each tenant and each tenant will charge their treatment etc.
- Entry ticket will be £3 with a drink.
- Treatments tickets/entry tickets will be sold prior to the event.

**Further actions:** Ashley to ask community if there are any small businesses/therapists who are interested in attending the evening as a tenant through the school newsletter. Faye to look into alcohol licencing for licenced bar on the night. Paula to put an advertisement on FB for tenants. \* If anyone knows beauty therapist/nail artists/ people who does massages etc., please contact them and ask if they are interested in coming to the night.

## May

Friday 18<sup>th</sup>: Royal Wedding Picnic at West Borough Primary School. This is a community event and free of charge to attend. Children and family can bring their own picnics for the afternoon. Activities can be organised by school/volunteers (Tug of War, three legged race, parachute etc. traditional outdoor games). If weather is unbearably bad then we could cancel/modify the event to a smaller scale. Therefore, we try to keep our activities manageable within the school community. Detailed plan will be done nearer the date (crown/tiara competition? wedding dress game - Abbi to source newspaper? )

There will be:

- BBQ (or hot dogs)/Drink/ice-cream
- Bake Sale (Yr 3)
- Brass Band (Thank you Nina for organising this)

### **Further Actions:**

Ashley to inquire Belly Flops (bouncy castle) if they are available on the day & time.

School to provide printed bunting frame (a triangle for each child) to take home to decorate and each class put them together on a string to be a bunting (in early May).

Lisa to advise archery club that we are having an event on this day (Friday 18<sup>th</sup> May).

## July

Saturday 7<sup>th</sup>: Summer Fair Details will be discussed in the further meetings. However, we need to act for booking immediately for display etc.

### **Further Actions:**

Faye to look into previous DJ provider and check if they are available & organise Welly Wagging.

Fumiyo to contact Hullabaloo again & look into Japanese festival theme display (Tanabata).

Ashley will contact the followings for availability: Karate/Premier Sports/ Michelle School of Dance/ Fire engine/ Belly Flop (bouncy castle).

Abbi to organise owl sanctuary

Lisa to contact Archery Club

Face painters- keep looking for local/within community.

### **Summary note:**

All the further actions for each event will be reviewed in the next meeting. Abbi is working on PTFA newsletter and will be completed by the end of this week (thank you for your hard work!). ALL EVENT DATES will be on the newsletter. We also need minutes/ events on the school up on the website (both PTFA page and events in the school calendar). Ashley will double check if they are updated and visible for viewers with website organiser.

**Next Meeting:** Tuesday 27<sup>th</sup> February 19:00 hours