

## **PTFA Meeting Minutes**

17 Apr 2018, 19:00 – 21:05

**Present:** Lisa, Faye, Abbi, Michelle, Egne, Fumiyo

**Apology:** Ashley, Nina, Paula, Laura, Kevin, Tracy

### **1) Ladies Pamper & Shopping Evening**

We have confirmed 7 treatment providers (oil/hand massages, reiki, tarot cards, reflexology, nail, Sophrology, mini-massages) and 8 retailers (bags/scarves, candles, soaps, fudges/sweets, Body Shop, Jewellery, Forever Living and Glass Angels). We would like to add a couple more therapists- nail, facial, wax- eye blow etc, or paraffin wax- [Lisa & Faye](#) try to contact some people before the actual night. Lisa went to Market and got some contacts from some retailers. We agreed [Lisa](#) to contact Alpaca wool products, mini cupcakes and preserves sellers to see whether they are interested in coming on the night.

Poster is up at school, tickets are not yet available at office. (See further actions) The glasses are organised- 100 Champagne, 50 highball, 50 wine glasses. Food should be kept vegetarian/ simple (for safety reasons). Alcoholic drinks- we would guess 1-2 drinks per person to purchase (though the wine glasses are relatively small). We will see how many tickets are sold, and then we will source alcoholic drinks. There should be non-alcoholic drinks & hot drinks for people who do not drink alcohol.

Gift bags: Laura has secured some free samples for this and hopes to secure some more before the night.

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

#### ***Further actions:***

[Faye](#) to sort tickets out and be ready at School office from Thursday.

[Abbi](#) to create flyer for the parents and complete PTFA Newsletter. The flyer needs to be out by the end of week.

[Fumiyo](#) to organise food (bhaji, samosa, nuts, crisps etc.)

[Lisa](#) to organise drinks

### **2) Bake Sale (Y2 & 4) on Monday 23<sup>rd</sup> April**

[Faye](#) will ask Alison to text on Friday (to remind Y2&4 parents to bring bakes in on Monday) and on Monday (to remind Bake Sale is on/ to bring coins)

The small hall is available on Monday. In case there are left overs, we will do one on Tuesday as well (outside of the small hall). Monday- Lisa and other year group parents can help out. Tuesday - Fumiyo can help set up but cannot stay after school.

### 3) Summer Fair

DJ: as the cost is relatively high, we will try without hiring a DJ. We will use PA system at school and use it ourselves for announcement etc.

We agreed that we would like to make a banner/posters for Summer Fair.

We discussed ways to further engage class teachers, children and parents in their class stall for the summer fair. It was suggested to approach teachers sooner and give them and the children greater scope to choose what they wanted their stall to be. The last year's winning class had their Pizza Party recently, and we will try to get hold of the photo taken on the day. This year, the winning class should have their prize BEFORE the end of year.

We will plan meetings (including early ones so parents can attend before picking up children) prior to the Summer Fair as we did last year. We need to start earlier so each year group parents can attend these meetings. We are hoping to have enough volunteers for slots so PTFA organising members can float and fill the gaps. We will also have evening meetings alongside to refine plans.

#### **Further actions:**

[Abbi](#) will create a pack for classrooms to engage classroom teacher/ children for Summer Fair to be more relevant to them. Enterprise style and competition will be promoted.

[Lisa](#) to approach Paula for design for fair poster as Christmas one was fantastic!) and inform Archery Club of summer fair date.

Tanabata festival display (7<sup>th</sup> July is Tanabata festival in Japan) – [Fumiyo](#) is still working on it. It will be a simple display (no demand on man power as volunteers are needed for other places) and children can just enjoy a different cultural event in a snap shot.

### 4) Any other businesses (chronological order)

**Sports Day (Thursday 7<sup>th</sup> June):** We could sell refreshments/ice-creams? We will add this to the event list of this year. Talk about in the next meeting.

**\*New Parent Meeting (Thursday 28<sup>th</sup> June):** 18:30-20:00 The school tour for the first 30min then Meet the teachers/staff session for an hour. We need volunteers for providing refreshments for Meet the teachers session.

**\*Play and Stay session (Friday 29<sup>th</sup> June):** 14:00-15:00 Children who would start in September and their parents are invited to be at Play and Stay session. We need volunteers to provide refreshments there.

**\*Meet the Class session (Tuesday 10<sup>th</sup> July):** 13:45-14:45 Children who will start in September are invited to spend time in their new class and classmates with the class teacher for an hour. Parents will wait in a small hall this time. We need volunteers to provide refreshment to the parents.

\*Note: Michelle and Fumiyo will be attending as parents of new comers so cannot help on these events.

***End of Year School Discos (16<sup>th</sup> July):*** It will cost £2.00 per child to attend and crisps, a drink, and biscuits are provided. We need volunteers for each group for the night. YrR-2 (15:30-16:30) & Yr3-5 (16:30-17:30). Fumiyo could probably do younger group, and Lisa could do older group. However, if we get more volunteers, that'll be great.

We will focus on Royal Wedding Picnic & Summer Fair on next meeting.

**Next Meeting:** Tuesday 8<sup>th</sup> May 1900 hours at School