

PTFA Meeting Minutes

Monday 4th November 2019, 19:00-20:20

In attendance: Ashley Crittenden, , Faye Philips, Chloe Goodchild, Abbi Vallance, Kim Littleboy, Henna Leone, Julia Chambers, Fumiyo Shirota

Apologies: Lisa Roddam, Jennifer Hopkins, Nadine Huntley

Items discussed:

1) Christmas Fair (Sun 1st December)

- Stock take was done last week. The gifts for Grotto will be covered by current stock.
- 6 outside stalls currently on the list
- 8 in-house stalls (craft, lucky dip, pick a lolly, slime, snow ball throwing game, sponge bob tombola, Chocolate tombola, Hoop a bottle)
- Fair Prize Card (collect stamps from different stalls)- **Faye** will prepare it.
- Poster- **Faye** will prepare it. (**Update on 7th Nov**- Paula's brother, who is a professional designer, can provide poster design like previous year. Thank you!)
- Decoration – we will do colouring/decorating competition again this year. This year, we are using Christmas baubles as a template (last year was Christmas jumper). –**Abbi** will prepare the template and it will go out on 18th November
- Abbi contacted Anita and the match fund with Barclay Bank with tombola stall is going ahead.
- Set up for the Grotto/ Fair- we all feel just morning on the day is not long enough from last years' experience. We are considering either Friday (29th) evening or Saturday (30th) morning. We will confirm in the next meeting.
- Grotto- Ashley agreed to use Hobbit Hut for the Grotto. Father Christmas volunteer is confirmed (Kevin Beamon agreed to do this year again-thank you!). **Chloe** and **Kim** will make up gift bags for grotto visitors.
- We also discussed allocation of space for different stalls. We will discuss/ map out more in the next meeting.
- Teachers were asked to donate unwanted items for hamper baskets. **Abbi** will prepare the Hamper accordingly.
- Dates for the donation:

Friday 22nd November- wear own bottoms (Chocolate)

Friday 29th November- wear own clothes (unopen bottled items such as soft drinks, alcoholic drinks, source etc.)

2) Christmas Gift Shop (Friday 13th December)

Order form should come back by 6th December so we have rough idea how many gifts we requires for the Gift shop. **Ashley** will check with the office how we prepared the order form/ envelops last year as it is tricky for PTFA to prepare them with new GDPR and will let us know.

Stock take is done last week. We currently have 140 men's, 396 women's, 183 unisex (80 of which are sweets/chocolate). We need more men's gifts and we communicate among ourselves via WhatsApp to update numbers.

3) Usage of fund raised last year(2018-2019)

As we discussed in AGM, the school would like to use the fund for the following items.

- **Revamp Yr 1 play area** (the confined play area between small hall and Yr 1&2 Classrooms, opposite to the lodge)

Ashley has already received 2 quotations and waiting for another one, which she is expecting to receive in few days, to compare. Once she gets all the quotes back and compared, she will then inform us how much fund is required from PTFA.

- **Sound System** It costs £330.90. We agreed to pay for the item.
- **Outside games for the junior playground:** Replacement of Draughts will be purchased by PTFA. **Abbi** is also going to look at Chess set and its prices.

4) This school year's (2019-2020) fund

- **Visualiser** One of the parents, who is a teacher in secondary school, from the school community suggested to use i-pad instead of visualiser after reading AGM minutes. The school took the suggestion and trialled with existing i-pad in class. After the trial, the teachers found i-pad more versatile and flexible as a tool in the classrooms. In order to provide i-pad for each class, school needs us to fund £2,617. With school's own budget, they can only provide one i-pad among 2 classrooms. So we would like to promote more for gofundme page to reach our goal (£2,000 more).

- **Library books**

5) Quiz night

Jenny secured a person who provides the quiz night and he is free in February. We discussed and decided Friday 28th February 19:00 starts with BYO drink/food. We can look into more in details once we confirm this date/time is suitable for the person.

6) Any other businesses

- **Other KM Charity collaboration**

Applied and approved for KM Big bike ride and charity walk in 2020. Faye, as treasurer, will provide details to KM charity electrically then it will be all set up. Once it is done, we can start promoting the events for our school community to participate/ support other parents/family etc.

- **5p bottle challenge**

The idea was shared for consideration

- **Volunteers for open school day**

13th November 9.30am- (**Kim**), 14th November 2pm- (**Fumiyo**), 7pm- (**Abbi**)

Next Meeting: Monday 18th November 19:00 at Meeting Room