



PTFA Meeting Minutes

Date	06/12/18
Time	7:30pm
Venue	Hollybush, Ebstree Road, Seisdon
Attendees:	Steph Harris(SH), Steph Davies(SD) Danielle Harvey(DH) , Jenny Wright (JW) Clare Macdonald (CMac) Rowena Visscher (RV) Helen Crowther-Green(HCC)
Apologies :	Louise Hart (LH) Lisa Dicken (LD) Jenny Wright (JW) Rebecca Harvey(RH), Beth Bloxham(BB) Ruth Hopkins(RH) Jane Woodall(JW) Lisa Dicken(LD) Laura C, Maggie , Beccy S

No	Item/ Description	Action owner	Timescales
1	Actions from previous meeting were reviewed and agreed by all present	all	n/a
2	Magazine Update Magazine has been sent to print To be circulated in school bags 13 th / 14 th Dec - £90 to print - £180 gained through advertisers - Circulation of 100 (84 children) spare copies to advertisers	JW	Wkc 10/12
3	Christmas Fair <ul style="list-style-type: none"> • Volunteers for stalls - All agreed see table below for detail – • Helen kindly agreed to help with Tattoo's on Mondays Fair • Signs telling parents where things are to be created • Using Miss painters room- face painting / glitter tattoo's • JW to confirm if Christmas choir are performing • Suggestion to play Christmas Music in rooms • Reminder to parents via facebook on Monday 17th , don't bring a coat and remember a bag 	HCC JW SH	17/12 Wkc 10/12 17/12
4	Christmas Fair Prizes Confirmed prizes so far for both raffles <ul style="list-style-type: none"> - 2 pieces of jewellery - Wasps Rugby Rucksack - 1 Cream tea voucher for 2 Farmer & Friends - Violet tea room Bridgnorth - £20 Lets go round again - Christmas scene X2 - £10 212 coffee shop 	All	17/12



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	<p>Other suggestions</p> <ul style="list-style-type: none"> - Lads & Dads haircut idea - Prize for Guess who – either use of hamper item or purchase an item - <p>SD to organise thank you cards</p>		
5	<p>Grotto Set Up & Santa Gifts</p> <p>Confirmed helpers on Friday 14th December 1pm: Becci H , Rowena, Steph, Steph, Clare Mac, Selection boxes not to be wrapped to safe wastage on wrapping and environmental concerns</p>	RH, RV,SD, SH CMac	14/12
6	<p>Calendars</p> <p>Photo's to be taken next week by Lisa , Steph D to assist if Lisa unable to come in Ruth / Rowena to help make the calendars - Suggestion to use School photos of reception class (on baubles) if there isn't time to take new photos</p>	RH RV	Wkc 10/12
7	<p>Lucky Dip – Ruth previously volunteered to assist with lucky dip prizes</p>		
8	<p>Refreshments</p> <p>Samosas for refreshments confirm source Hollybush to provide a quote on 100 samosas to Steph H Sausage rolls to be provided by Steph H</p>	SH	17/12/18
9	<p>Christmas Hampers</p> <p>6 hampers required 3 for each fair Volunteers to put hampers together to be confirmed Steph D to confirm</p>	SD	17/12/18
10	<p>Review / approve requests for funding</p> <ul style="list-style-type: none"> - 30 Computer mice for laptops - £182.26- approved - Sporting facilities – school council are fundraising , review sports facilities in new year • Request for the school / Jane to provide a list of items they would like PTFA to fundraise for upcoming year 	SD JW	 Jan 19
11	<p>Update on upcoming PTFA events</p> <ul style="list-style-type: none"> • Non Uniform 7th Dec – all arranged • Christingle (numbers/ oranges) – 9th Dec - everything on track • Film Night 13th Dec- everything in place • Gin tasting night – 8th Feb – 40 people , tickets to go on sale in New year . 	n/a	n/a
12	<p>Risk Assessment For Fair</p> <ul style="list-style-type: none"> • Query whether previous fairs carried out risk assessment for PTFA Fairs/ events 		



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	<ul style="list-style-type: none"> Risk assessment is usually required, DH to draft one for review SD to ask JW if one has previously been done Allergy risk for selling sweets / Food at Fair – Agreed allergy disclaimer to be displayed on stands and stall volunteers to make parents aware on purchases 	DH SD/JW DH	15/12 Wkc 10/12 17/12
13	<p>Any other business –</p> <ul style="list-style-type: none"> Steph D to ask Rich about producing a PTFA Meeting Poster to place in Notice board, Suggestion white box for date/ time so reusable, size A3 SH to post match fundraising post on facebook Suggestion to use PTFA funds for an outside visit for kids to remember the experience- to be added to list of fundraising items in new year Suggestion to have fund for each class per term £50 for teachers to spend on children Clare Macdonald has donated a children's Tepee prize, to be used in summer time events. 	SD SH DH CMac	Jan 2019 Jan 2019 Jan 2019 Summer TBC

Christmas Fair Stall Volunteers		
	Monday - 17 th December KS1	Tuesday 18 th December KS2
Tombola	Rich Davies	Sophie S
Raffle	Louise Hart	Louise Hart
Snowmen	Denise Green	Jo
Lucky Dip	Anna	Anna
Baubles	Santa	Santa
Name the Reindeer	Danielle	Dil
Choc/ Card	Steph D	Steph D
Guess Who	Steph D	Steph D
Sweet Jars	Danielle	Sabs
Tattoo's	Emma S/ Helen	Vicky/ Abi
Face/ Hair	Lucy / Nikki	Lucy / Lydia
Hot Choc/ Reindeer Food	Beth	Beth
Refreshments	Steph H	Jenny?
Calendars	Rowena	Rowena
Elves	Becci H/ Julie	Becci H/ Julie



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