



The Richard Clarke First School PTFA  
Head Teacher: Mrs Kay Hanson

PTFA meeting  
Wednesday 22<sup>nd</sup> March 2017  
8pm

Minutes

- **Present**

Caroline Ashton, Sarah Stevenson, Natasha Lindsay, Sian Nicolls, Jenny Barnes

- **Apologies**

, Susan Mayman, Claire Collier, Kat Murray, Fiona Maunder

- **Plans for future events**

- 1. Easter Egg raffle. £1 for a strip, 6 strips for £5**

We have had a generous and very special Easter Egg donation that is ideal for a raffle. Could we leave it in the office for next week and perhaps some of us to volunteer on some days in the run up to have it out on a table and encourage more ticket sales. Winner announced at the Spring Sing.

- 2. Big breakfast/Curriculum experience: Saturday 6<sup>th</sup> May 10.30-12pm (£3 per person and this includes a bacon or sausage bap and refill on hot drinks/soft drinks)**

This has been really successful before and a nice chance to have a Saturday morning start-might be a nice opportunity to celebrate the curriculum displays around the school without the pressure on the teachers of parent consultations? Would be good to also invite pre-school to be reception parents to help with transition.

A chance to find out about mastery maths/English

Home learning activities/approaches

Any new resources

Walk around all the classrooms

**We need:**

Bacon and Sausage baps (serve out of the hatches from the kitchen)-talk to Simon

Brown sauce, ketchup, mustard

Fruit juice, water

Coffee

Tea

- 3. Summer fair: Friday 7<sup>th</sup> July 3.30-5. No entry free, charge for t-shirt**

The PTFA will source and buy plain white t-shirts for everyone and teachers with their classes decorate them in some way (tye dye, fabric paint, applique etc) and then do a fashion show. (Some parents and PTFA members might be able to help out with this depending on what days/times this is done.

Y4s to run some stalls as before

Games as last year (splat the rat, skittles, bottle stalls, hook a duck). Need to find out from Betty about Splat the Rat.

Tomobola jam jars- each class is allocated a theme and parents are asked to bring in a jam jar (per child) filled with a themed idea (dried fruit, smelly stuff, chocolate, biscuits/cookies, stationary, hair accessories, mini action/toy figures, craft stuff-stickers, glue, glitter tubes)  
Sian to look into PTFA website for raffle prizes

Cake sale, tea and coffee,

#### **4. The Richards (July 20th) £8 per parent, grandparent and £5.50 extra siblings. All Y4 children, Richard Clarke staff and volunteers are guests and are free**

Invitation: Parents arrive around 6, family photos, drinks, magician, then awards and then food and dancing. Finish around 10pm. Dress to impress

#### **Actions**

Tens licence-Natasha to do

Magician is booked. Phat magic : Caroline to finalise times

Louise has booked photographer (academy photos)

Possible 10p roll and £1 roll game for children and adults.

#### **Resourcing**

We need a new red carpet (put a plea out in the newsletter and sarah will ask around)

Sarah to ask Rashema about pudding

Hog roast. (Natasha to ask gemma curran and/or Claire collier to get quotes),

Sian to email Natasha list of food and supplies

One big bowl of green salad and coleslaw, pudding, Prosecco (20), larger, white and red wine pims and lemonade (welcome drink) and soft drinks for children.

Need to check plates, plastic forks, plastic spoons, plastic cocktail glasses, napkins, curly straws and cocktail umbrellas.

We need to send a letter out requesting help from Y3 parents (who get in for free). NL to draft a letter to go out with May half term newsletter. Will put a rota up nearer the time.

#### **Help**

Set up: 3.30-6 (welcome drinks table, pims (strawberries and cucumber) non-alcoholic drinks, beer in fridge and set hog roast and pudding table)

2/3 running the bar

Clear up/washing up

- **Spending and finance**

Ensure Paula Tomlison gets reimbursed for the money spent on SEND resources- PTFA need to pursue what has been bought with previous cheque and identify what needs to be bought. The PTFA are really pleased to go through and see how much of the money raised has been spent.

PTFA will pay for a trolley (£219) for packed lunches

- **Any other Business**

AGM mid-June: Caroline is happy to remain as chair, Sian as treasurer (one more year) and Natasha as secretary