



The Richard Clarke First School

PTFA Minutes

Monday 1<sup>st</sup> June 2015 at 7.00pm  
The Crown

Present – Kay Hanson (K.H), Katja Murray (K.M), Nicki Evans (N.E), Claire Collier (C.C), Sarah Stevenson (S.S), Susan Mayman (S.M), Natalie Stewart (N.S), Sian Nicholls (S.N), Caroline Ashton (C.A).

Apologies – Jenny Barnes.

Matters Arising:-

The Richard Clarke Tea Dance Summer Fair – 3/7/15 – Start at 3.00pm

£3.50 Entrance Fee – Pay on door/ School gate, other gate to be kept locked

Fee includes – Cup of tea, biscuit, strawberry & Chocolate fudge

(N.S – will provide pieces of chocolate fudge, S.N to enquire of deal ref strawberries with relative)

Each year to do a dance,

Stalls to include - Year 4 stalls, Name the bear, Tombola, Book Fair, Bottle stall,

Refreshments – Coffee/ Tea, cakes, sweets, (C.A donate bags for the sweets, N.S donate cupcake cases for the entrance treats)

S.S – To sort information for the school newsletter, requesting for donations for Good quality toys/games, bottle donations, (K.H has several bottle bags to donate)

K.H – Provide free dance lessons

The Richards – 16/7/15

? Black Tie

Discussed to do Hog Roast – C.C has contact and will enquire

Puddings – PTFA to sort

Magician – C.C – To contact Fat magic from last year and S.M will contact JD Magic

S.S – To liaise with Louise Haywood if photographer has been booked and Dictionary's for the year Fours.

Invites – N.S Will kindly sort

S.N – To sort balloons (Red and Gold, 6 lots of 3)

S.S – TENS License

K.H – Year Four memory sticks

S.S & N.E – To check that Rob and Martin will do the bar

S.S - to put up a volunteers list for the Summer Fair & The Richards

\* Future events / plans: -

Jelly Tots Curry Night – 27/6/15, £25 ticket, S.S Liaise with Louise Haywood to advertise in newsletter, more information to see C.C

Due to busy schedule between now and the end of term, was agreed that K.H will provide with school wish list in the new academic year.  
(New netting for outside mentioned and also to spend on outdoor equipment....)

Matters for discussion: -

N.S & S.N to register for the CRB clearance, S.S to send details, also liaise with Louise Haywood with I.D documents

Any Other Business:-

Massive Thank you to Claire Collier who for the last two years has done an amazing job with being the treasurer, she has now sadly resigned from her position, but we welcome Sian Nicholls to the Treasures post – Thank you.

Rob Stevenson to give brief talk re PTFA at Reception Parents Meeting – 2/7/15 – 6.00pm

Date for next meeting:-Not been arranged as yet ....