



The Richard Clarke First School

PTFA Minutes

Friday 18th September 2015 at 9.00am
School Office

Present – Kay Hanson (K.H), Claire Collier (C.C), Sarah Stevenson (S.S), Natalie Stewart (N.S), Jenny Barnes (J.B), Sarah Woods (S.W), Jane Wall (J.W), Betty Ward (B.W) and Natasha Lindsay (N.L).

Apologies – Nicki Evans, Susan Mayman, Sian Nicholls, Caroline Ashton, Katja Murray.

Matters Arising:-

- KH - Open Morning at RCFS – 3rd October 2015, 09.30 – 11.30am

(To promote the school and the outstanding development of its pupils in the village and the surrounding areas).

PTFA – Teas / Coffees and chat to the general public (Set up – 09.00am)

(SS, NS, NL and BW) able to help.

Teachers / Pupils – Classrooms, Governors, Past/Present pupils in uniforms, Staff from Oldfields School.

Posters/Banners/leaflets – To collect from school office Monday 21/09/15

Distributors - - BW – Colton /Rugeley, KH – Tom Thumb, SW – Armitage, Hillridware, JW – Stramshall, CC – Yoxall, Newborough and NL – Surrounding Tesco's.

- KH – Outdoor area, To order 6 benches(Potting, picnic) and 2 Chalkboards
Pupils will benefit from Outdoor classroom in the courtyard outside Yr 1 and 2 classrooms, Active world sets, Weather vane, also friendship bench.
NS to look into friendship bench, KH to email list to ptfa on other wishes for outdoor shopping list. (All keen on outdoor ideas and eager to start purchasing)
KH has also applied for funding from the lottery, for £10,000 – if successful this will be for the Timber trail, 95% successful so far.....
KH also applied to Ernest Cook Trust for funding – sadly got turned down, SW is going to reapply – Thank you.
- Halloween Disco – 16th October – confirmed 5.30 – 7.00pm, SS to put volunteers list up
- School Calendar – In favour to do again for 2016.
£7 per calendar, SS to contact sponsors and send pre order slips out.
Nicki Evans & Martin Gasser kindly offered to take photo's again, (Date for this to be confirmed with KH) SS also asked KH to kindly send her inset dates from September 2016 – December.
- NS spoke about pupils doing Christmas cards, JW spoke about a site called – All my own work, who do cards, bags, mugs etc. of pupils art work. JB and NS looking into costings of best deal? To hand leaflets out at school disco / harvest festival for parents' interest.

- Christmas Show – Richard Clarkes Got Talent Show – 4th December
Each year to do show, NS also mentioned about Parents joining in/taking part. KH to speak to other teachers. It was agreed by all, with shows taking part and with expense of other stuff agreed entrance fee of £2.00 to include tea/coffee only.
- SS enquired about Harvest Festival – Agreed by all for pupils to bring in food for the food bank. SS to liaise with Louise Haywood for letters to go out to parents in advance.

Future events / plans: -

- ? Burns Night – January 2016? To discuss at another meeting...
- SS on behalf of Susan, discussed that maybe it should be a tradition that the current Year 3 parents organize The Richards evening with the support of the PTFA. Susan has kindly done a list from this year's evening of quantities bought/used or not required – which can be used as a guide.
Also agreed to continue using the magician and the Hog roast man.
- NS enquired if Bike rack could be moved from side of Year 3 classroom, to ? outside year 4, it would be out of sight, but mainly more sheltered from the weather.
- SW discussed about Shoe box appeal – Support from PTFA to help purchase some fillers, e.g. – coloured pencils ?£20, SW to go into school and speak to pupils, also send each child home with shoe box, wrapping paper and list of what can be included, to be handed out 22nd October 2015. NS to look into purchasing pencils, may be able to get good deal, to liase with SW.

Matters for discussion: - SS read on behalf of Susan Mayman, if the PTFA could have a school bookers account? (Costco was too far away and too expensive, if school had one, we order what we require for such school events, then pay school – less vat, then on items that hadn't been used up, we could send back), all in favour. SS to ask Susan to arrange please.

SS to liase with Sian Nicholls to do cheque for Louise Haywood for the donation towards school trips for each pupil, 114 children this year.
Funds from PTFA also required for Christmas gifts.

Any Other Business:-

SS on behalf of Susan asked if the tree by PTFA shed could be trimmed as it was getting in the way of shed door, KH to speak to Alan - Caretaker

Also SS enquired if we PTFA could purchase a battery operated light for in the shed, this was also agreed.

Date for next meeting:-Not been arranged as yet SS to email a few suggestions for dates to plan after October Half Term.