



The Richard Clarke First School

PTFA Minutes

Friday 19th September 2014 at 9.00am
School Staff Room

Present – Kay Hanson, Katja Murray, Karen Care, Linda Farrington, Sarah Heathcote, Nicki Evans, Claire Collier, Sarah Stevenson, Susan Mayman, Natalie Stewart, Betty Ward, Charlotte Farrington.

Apologies – Martin Rowley, Clare Peart, Clare Brister, Jenny Barnes.

Approval of Minutes: from 5th September 2014 (Nicki Evans)

Matters Arising:-

It was discussed that due to the Rainbows sleepover on the 28th November 2014, the Christmas Fair / Fashion Show would now be on the 21st November 2014, agreed by all that the date seemed good.

*Christmas Fair / Fashion Show:-

N.Stewart mentioned that people didn't do well at making much money at last year's event, although the school did, so it has been discussed that we would have more specific stalls this year rather than having local businesses in, –Eg :- Raffle, Cake stall, Face painting, Glitter Tattoos, Refreshments – Mulled wine, sausage rolls and cakes, W.I – to sell things like jams (Stuff people can buy to take away)..., N.Stewart & N.Evans also mentioned about having a stall with children's jewelry (necklaces/bracelets) as gift sets so children can buy and take away and make at home.

Mentioned also to maybe ask groups like the local netball team and football team if they would like to have a stall.

K.Hanson asked when the license for the Events/ Alcohol on the premises runs out, S.Stevenson to check on the certificate but to also check with C. Brister. (S.Stevenson checked and it was only valid for the Richards evening in July).

(N. Evans said that she had a license?! S.Stevenson to liaise with N.Evans, to sort license for the event on the 21st November.

Suggested also to maybe use Mr Welshs room for face painting(Also to increase the price for face painting this year and maybe have extra help), Hall – For the fashion show/ Catwalk, Reception class – for the clothes.

- Recycling of School Uniform:-

S.Heathcote mentioned that she started a website a couple of years ago for recycling of school uniform. There would be an account set up, she would wash the uniforms and keep them at home and sell via the website, this would save the PTFA having to sell in the playground, (Save any embarrassment on parents buying second hand clothes on the playground) she would take a small fee but the rest would go to the PTFA, all in favour, great idea – thank you.

Gardening Club:-

- L.Farrington & C.Farrington discussed about forthcoming fundraising event, if the PTFA would be happy to do tea, coffee, cakes and a raffle, they would split the profits with the PTFA. Linda discussed that it was a Champion bake off (? Sat 28th Feb 15) 50p to enter, Children and Adult sections (Children's separated by 1st school, middle and upper school) , Sweet and savory sections, also to get the girls school involved in judging the cakes, a celebrity baker has also been contacted, Linda waiting for date confirmation. Linda has all the information re the day.
- N.Stewart offered to design the invites / posters. N.Stewart also said she would contact Emma Bridgewater shop to donate a raffle prize/gift.
- School Calendar :-
- S.Stevenson discussed that the fee for printing 100 A3 Calendars – 13 pages was the same fee as last year, working out at £480 – this includes the VAT, K.Hanson asked S.Stevenson if she could liaise with L.Haywood to see if we can claim the VAT back to keep the costs down, by the school ordering it and for the PTFA to pay school. S.Stevenson discussed with L.Haywood, this is doable, for Lee at Whitelodge printing to email L.Haywood, S.Stevenson has contacted Lee to do this.
- Photographs being taken on the 10th October 2014.
 - S.Stevenson to get the Pre-order forms for the calendar sent out ASAP so that we will have an idea if we need to be ordering more. (Done on 3/10/14)
 - Also to have the calendars ready for the Christmas Fair on 21st November.
- Sarah mentioned that businesses had been contacting her to advertise again in the calendar.

* School disco Friday October 17th 2014 5.30pm- 7.00pm

Sarah to put up a volunteers list for the disco (Done)

Betty to price up the crisps and purchase 130 packets. C.Collier will order and collect the rolls and sauces. Nicki will order and collect the sausages from Wilsons butchers.

Susan will sort the Glow sticks again and offered to sell them on the evening.

* Race Night:-

Sarah to liaise with C.Peart what advertising or tickets the scouts would like us to sell, also to put in the school newsletter , promote parents to come as it's a family event.– Done,

- Circus Workshop:-
- Kay Hanson confirmed that the Circus workshop had been booked for January 2015 (£350 or each child to pay £3 each..., there would be a workshop for each class and a show in the afternoon for the parents.
- K.Care, discussed about the Ludlow food festival, where they do school visits... Science with food, (£250-£300 for the day) very fun day food with sport...eg – using bananas to play the piano? To do in summer term.
- The school's choir was discussed for return in autumn? On a Tuesday or Wednesday, an individual from the school still to make contact with Reverend Simon Davis. ? For the choir to sing in church on Armistice Day.

* Future events / plans: -

K.Hanson discussed with all what we should do for the Harvest festival this year.. All in favour for the children to bring in Food items again for the Rugeley Food bank.

Discussed if we were doing a bookfair? To do at the harvest festival in Mr.Welshs room.

S.Mayman asked if someone would be doing the Christmas shoe box appeal this year, for overseas children?

N.Evans mentioned about doing a 10k run

S.Stevenson mentioned that her husband and three of the other dads were hoping to do the Full Marmonte in France next year for charity, and donating some of the money raised to school and a large amount to Cancer.

Also discussed doing a sponsored read or spell with the children next year as the sponsored maths went well this year.

S.Stevenson also mentioned that she had been asked by some parents could we buy DVD of the children's Christmas show or of their school year assemblies, to raise funds for the school. K.Hanson asked S.Stevenson to do a letter from the PTFA to all parents if they would give their permission for the children to be filmed of the play and then for the copies to be sold to parents or donations made.

Matters for discussion: -

N.Stewart mentioned that the Evergreens have a cake/coffee day in Church House, end of March? N.Evans to speak to the Evergreens to see if they would be interested for the children to come and sing and be involved with the school.

Any Other Business:-

Massive Thank you to Martin Rowley who in the summer holidays laid the slabs for the shed in the Reception class play area – Thank you.

It was discussed to start using the Abbots Bromley website to advertise events, but to also check that we wasn't clashing with other events in the village.

N.Evans asked if we could advertise in the newsletter that Abbots Bromley Community First Responders were in need of new recruits, S.Stevenson to do. (Done)

S.Stevenson to update Parent Questionnaire and for it to be handed out at the harvest festival to parents? If this will raise more interest in response to new ideas for the PTFA, as only 7 was handed in from last year's response.

Date for next meeting:-Not been arranged as yet