



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

PTFA meeting
Wednesday 20th September 2017
7.15pm

AGENDA

- **Present**

Natasha Lindsay, Sian Nicolls, Alli Cary, Caroline Ashton, Ian Bullock, Louise Bullock, Amanda Dawson-Blower, Michelle Cashmore, Hannah Perkins, Penny Ellis, Sarah Stevenson, Paula Tomlinson, Louise Haywood, Gill Hurst

- **Apologies**

Kay Hanson, Susan Mayman, Claire Collier, Natalie Stewart, Kat Murray, Jenny Barnes

- **Ideas and dates for events for autumn and spring:**

School disco: Friday 10th November 5.30-7pm

To check and buy: finger lights, glo sticks, squash, hot dogs (order less veggie), crisps, sweets/chocolate (Hand stamps or sweet token for 20p worth of haribo or freddo (to ensure children do not eat too many sweets).

Annie, Paula and Sue will serve hot dogs. Natasha/Sian to send Gill a list (for sweets, crisps, buns to buy cash and carry). Natasha to get a note in the newsletter and put up rota.

Christmas fair Wednesday 6th December 3-5pm

Keep the stalls simple (jam jar tombola, grotto, make reindeer food, decorate baubles (Y4), white baubles and sharpees-snowman, pin the nose on Rudolf, teas, coffees, mince pies, guess how many sweets in a jar. Sarah to check with Gemma Vernon to get Santa in.

Ideas for a child and adult luxury hamper for a Christmas raffle to set up before, brass band?

Do we want Christmas cards?

Design done as a home learning activity- with a template. Sarah has looked into this and all three companies will need each pupil's design in before half term break. The profit is split between the company and the school PTFA (e.g. £5 per pack of 12 cards-£3 goes to company, £2 goes to PTFA). Once design is done, parents can order online and can choose from a range of items (cards, tea towels, mugs etc)

Christmas event Monday 18th December

Panto was decided to be a winner. The PTFA will fund this. Perhaps we say that all profit from the school disco will fund the panto trip.

Christmas dinner Tuesday 19th December

Need some mums to dress the table with rolls of Christmas wrapping paper and crackers- need to check and buy.

Christmas party Tuesday 19th December

Santa, presents, squash, biscuits. Need to book santa for this- Sarah to confirm with Gemma Vernon

Check if Claire has bought Christmas gifts. Done, Claire has ordered a good range of lovely books for Christmas presents.

Louise- Promise Auction- February

To raise money for local sports facilities for ABSA. Ran in school hall with bar, food and an auctioneer. Both groups (PTFA and ABSA) offer promises. February. Cricket club and ABSA will organize bar. PTFA to organize food-catering, tables and waiter service. Split the profit.

Bonnie-Race and Pie night- coincide with a national racing event April/May

- **Feedback for next Richards:** We will need to rethink the format of this to cater for a class of 31- e.g. mingling magician, two photographers, two bars.
- **Spending and finance**
Lunchbox trolleys (£432), phase 2 additional needs resources (£213), 2 ipads (£600), trip donation for 2017-2018. All agreed.
- **Any other Business**
Paula talked about the home-learning packs for the additional needs group. Anyone has spare lego. PTFA will buy lego packs. Paula thinks we need about 100 red and a mix of 6 bricks. Sian to have a look and check with Paula about amounts.
- **Next meetings:** We can sort out the school disco through emails. We will need a small planning meeting for the Christmas fair and to wrap up the Christmas presents (mid to late November).