



**PTFA Meeting Minutes**  
**17.11.2021. Held in school – 9am**

**Minutes of the latest meeting:**

**Present:** Georgie Hine (GH), Elizabeth Dear (ED), Rachael Gavin (RG),  
Claire Reed (CR).

Teacher Representation: Head Teacher Kay Hanson (KH)

**Apologies:** Susie Gray (SG), Charlotte Fryatt (CF), Lisa Fayh (LF), Jen Wilde (JW).

**Minutes from the last meeting:** Minutes from the previous meeting had been circulated prior and approved.

KH and Committee are disappointed that only four people attended this meeting, of which three were PTFA Committee members. Whilst we recognise people have busy days, events will not be able to continue without the voluntary help we desperately need. We put information in the newsletter asking for help and got nothing. GH will attend the reception workshop next week to talk to this years new intake parents. ED will prepare something for the newsletter.

**Matters Arising:**

**School Disco** – Tuesday 23<sup>rd</sup> November 3pm-4.30pm

GH to purchase crisps and sweets.

Volunteers to have a station per class with squash, crisps, sweets on. Serve and refill cups when needed. Volunteers agreed prior to meeting – GH, RG, CR, CF, LF, ED. JW available to help tidy up.

Hall will be set up after lunch. CF already in school to help.

ED will divide up snacks into class numbers on Monday.

**Theatre Visit in School** – The Snow Queen – Friday 3<sup>rd</sup> December 9.30am

£3.50 per child charge. KH to ensure this goes out in the newsletter.

PTFA will fund the shortfall in monies.

**Christmas Dinner** – Tuesday 14<sup>th</sup> December

Hall to be set up with crackers, cutlery, and extra decorations. We will not be wrapping tables any longer to be more eco friendly.

GH, RG, CR volunteered to set this up after school drop off.

**Christmas Fair** – Wednesday 15<sup>th</sup> December – 3pm – 4.30pm

We all agreed that this event can only happen if we can get enough people to volunteer to help.

We will put this out on the newsletter this week.

It is hoped that this can be an outdoor event – however if too cold or wet we can spread into classrooms.

Outdoor lights/projectors would be great to use to make the courtyard more festive.

We will need volunteers to help set up, run stalls/areas/serve refreshments, tidy up.

Crafts area – GH will check her folder for all the quick craft ideas and source materials.

Grotto – Checking if Santa is available on this date. GH checking with Gemma Vernon re her contact in the North Pole!! Presents required for this too. CR will source these and include in her wrap evening volunteers tasks.

Cakes – GH has contacted Reshima to see if we can get some lovely iced biscuits to sell again. Need to ask for cake donations from parents.

Bottle Stall – need to ask for donations to be brought into school.

Year 4 Stalls – school will arrange

Tea/Coffee area - with seating area in the hall.

Outside local small business stallholders to be invited - £10 per table fee.

School Children will sing a song or two from their church songs.

### **Class Parties – Thursday 16<sup>th</sup> December**

Squash and biscuits required from the PTFA.

Santa required – checking if available both dates.

Presents required – CR to source the books and wrap with some other volunteers.

### **Future Ideas**

Danceathon – ED suggested this be a PTFA member fundraiser as well as getting the children involved too, collecting sponsors. Six hours non stop dancing from 9am to 3pm with at least two PTFA members dancing at any time. Children can be sponsored to dance for a given time and join in. Could extend to after school hours to involve the village community too. We suggest this takes part in the Spring when the weather is more in our favour. KH is happy for this to happen.

### **Other Business**

PTFA noticeboard has been updated by ED. This now includes some images of events we have done and some of the items we have funded.

GH to attend the reception class workshop for parents to talk about the importance of the PTFA to see if we can get more volunteers. This is a large class so we hope people can help.

ED attended the Open Morning and spoke to potential new reception parents, planting the seed about the PTFA and showed our successes of recent years.

Next meeting TBC

Signed.....

Date.....