



**PTFA Meeting Minutes**  
**07.10.2022. Held at School – 3.30pm**

**Minutes of the latest meeting:**

**Present:** Susie Gray (SG), Elizabeth Dear (ED), Charlotte Fryatt (CF), Claire Reed (CR), Katie Redfern (KR), Tracy Spasic (TS), Emma Carter (EC), Ellie Robinson (ER), Jeanette Redfern (JR), Lauren Parkinson (LP).

Teacher Representation: Kay Hanson (KH)

**Apologies:** Rachael Gavin (RG), Jen Wilde (JW), Harriet, Jenny Barnes (JB)

**Minutes from the last meeting:** As the meeting was Committee only these were not circulated at the meeting as were previously communicated back to the Committee and Headteacher.

**Matters Arising:**

**Harvest Festival Raffle:** PTFA to hold a raffle.

ED has sourced a huge pumpkin courtesy of Bromley Pumpkins.

ED has sourced an Autumn Wreath courtesy of Charlotte Farrington.

SG has a voucher for Afternoon Tea for Two courtesy of Antlers Coffee House.

RG has a £20 voucher towards a photography session with Gemma Yeomans.

Coffee table book.

Volunteers to sell tickets:

8.50am - SG, ED - one more needed

1.30pm – LP, KR, ER – one more needed

**School Disco:** To take place on Wednesday 2<sup>nd</sup> November straight after school 3.30-5pm.

Halloween themed. This will be a non uniform day too. Fancy dress if desired.

£4pp entrance fee will include crisps and squash.

Stalls to include:

Haribos/Freddos 30p each, SG will buy

Glowsticks 30p each, CR will buy

Washable Tattoos 50p each, limited to two per child not on face!!, ED will buy

Squash, ED will buy – will check re cup quantities with kitchen.

Crisps, CR will buy

Volunteers for this event: ED, CF, CR, JR, KR, LP, JB, GM, TS.

**Book Fair:** KH has booked a Scholastic book fair for 7/8/9/10 November.

If we receive £1000+ in book orders we will receive 60% on top. As the PTFA still have £800 left over from the library fundraising, KH will spend that at the event so we get lots of freebies.

We need volunteers to process the sales for half an hour after school on each of these days.

Volunteers for this event:

7<sup>th</sup> ED

8<sup>th</sup> EC, KR?

9<sup>th</sup> LP.

10<sup>th</sup> CR.

**Open Evening:** Tuesday 8<sup>th</sup> November 4.30-6.30pm

New intake parents for next year. PTFA to have an engaging area with a few volunteers to show what we do and how they can get involved. We will also keep the book fair open for this event too. SG 5.30-6.30. Need two more volunteers.

**Cheese Night:** Go ahead! Friday 19<sup>th</sup> November at The Bagot Arms. KR to sort advertising and payments. Possible quiz or raffle to raise more.

### Other Business

Dates for the future that we are involved in.

Wednesday 30<sup>th</sup> November – Christmas Market – do a save the date as we need loads of volunteers!

Monday 5<sup>th</sup> December – In school panto – Goldilocks and the Three Bears - £595, ask for voluntary donation of £3 per child. PTFA to fund the remaining cost.

Thursday 15<sup>th</sup> December – Class Parties/Visit from Santa – Need to find Santa!! PTFA to provide squash and biscuits. Need two volunteers to set that up this year. Gifts – discuss at next meeting, costs and possible gift ideas.

Next meeting Friday 11 November 3.30-4pm, Y4 classroom. (Some discussion re Market will occur on Whatsapp group prior to this meeting)

Signed.....

Date.....