

**Archibald First School PTFA
Thursday 22 November 2pm**

MINUTES

Present: Zoe Shaw, Mrs Bayes, Katy Nicholson, Marie Allen, Pam Crooks, Kelly Fry

Apologies for absence

Tanya Watkins, Joanne Dolezal

1. Minutes of Last Meeting/Matters Arising

Bag packing opportunity at Asda on the 9th Dec - Discussion around possibility of taking part, general consensus was that too much was happening and best to leave till later in the year.

2. PTFA Funds and Fundraising

Accounts are all up to date and balanced from previous years.

3. Events/Activities this term

30th Nov Ceilidh - Events licence has been applied for. So far poor ticket sales, perhaps due to the time of year/price etc? Extra posters and flyers have been distributed. Txt messages have been sent out. A deadline for 26th Nov was decided as to the event being cancelled. Kelly to discuss with the band an appropriate minimum number of ticket sales to proceed. The band and catering all on standby. Drink and equipment for the 'bar' shall be bought from Asda once the final ticket count has been made. Marie to help Kelly with the Asda shop. Helpers on the evening to be decided.

12 December Christmas Fayre - Flyers are ready to print.

A Santa has been found although a costume is needed. Mrs Bayes to look for a costume in school. Secret room – still need a helper.

Class rooms needed – 3 & 4.

Plea for helpers with – bottle collection 30th Nov straight after drop off. Set up and helpers on stalls on Fayre evening.

Discussion about a banner, Pam will look into getting one.

Sainsbury's will provide the mince pies.

Christmas trees, 6ft & 8ft to be collected by Pam.

Carol singing to start at 7pm.

Cake sales – suggested that more £1 mixed bags could be pre-made up and more tables be used to create a longer selling space and avoid the 'cake crush'

Disco – the lack of helpers for the discos was a concern, mainly the later disco, the possibility of changing the day was discussed. Zoe to co-ordinate with school and look at options.

4. Ongoing Areas

Recent edition of newsletter

5. Ongoing Fundraising Ideas

Disco, cake sales continuing

6. Any other business

Parent's afternoon 23rd Jan. Zoe to co-ordinate with school about a proposed change to PTFA role in event. Looking to provide a crèche type service.

7. Date and time of next meeting - 14th January 9am tbc