

PTFA Meeting - Thursday 21 March 2013

Attendees

Zoë Shaw, Marie Allen, Jane Wallace, Katy Nicholson, Vicki Jefferson, Tanya Watkins

Apologies

Kelly Fry, Mrs Bayes, Ann Paxton, Kate Williams, Catherine Weare, Angela Ward, Pam Crooks

1. Minutes of Last Meeting/Matters Arising

Zoë circulated minutes of the last meeting updates below:

A third letter has gone to Loco to be considered as their local charity so waiting to hear back.

We will either receive £25 or £100 cheque from ASDA Wansbeck Road following the token box. Awaiting confirmation from ASDA - they will want to present a cheque to school at some point

We had a discussion on a questionnaire previously suggested to canvass parents. As there was no clear focus to the research, the idea has been parked that idea for the time being

Big thank you to everyone who helped, turned up and baked for the Comic Relief bake off - great result and achievement. Discussion about how well having a theme worked and should we make a bake off an annual event to also raise funds for school, maybe alternating years school/Comic Relief.

2. PTFA Funds and Fundraising

Marie updated us on the figures

Zoë talked about a grant that Sainsburys have got for the community and that we have applied for this. Also applying to be Sainsbury's charity of the year - **Zoë to action and put in a bid to win charity of the year**

Another discussion arose re: cake sales - should they be bi-monthly rather than monthly - decision made to keep them monthly but also do some big themed events. Stay aware of issues of 'bun-fights' and ask organisers to try and spread tables out and ensure children are served.

3. Events/Activities this term

Spring Fete

Tanya updated on Spring Fete - date set Saturday 11th May 12-2pm

Flyer going out before Easter break up to communicate the date. Also on the website

Non uniform day Friday 26th April - bring bottle and donation for the fete. Zoë to email for helpers to move goodies.

Jam Jar Jest letter to go out before Easter break

Letter to parents re/; raffle prizes going out before Easter break to ensure we are utilising all our parents to get the best prizes!

Raffle tickets going to print and will be going out in book bags w/c 15th April

Tanya and Louise to action - finalising the stalls for the day, assigning help for the stalls and possibility of breaking a world record to get people there!

Pub quiz - Jane Wallace and Emma Murdoch working on the annual event - waiting to hear back from Ivan to be the quiz master - **Jane to action once Ann Paxton heard back from him**. Date discussed April 26th but will need to be put back now and to look at June instead. (Update – quiz will be put back to the Autumn term as other events in Summer, and as an event to attract new parents)

Next Disco - 28th June –

Need someone to run it. Ann Paxton to be asked to do the food shop - **Zoë to action**. Pam Crooks to be asked if she could sort the letter and tickets and to ask her to write a list of jobs to be done for the disco - Jane Wallace said she would be back up if Pam unable to do it as long as she had clear instructions - **Zoë to speak to Pam ASAP**

4. Ongoing areas

Newsletter - Overdue - **Zoe to action ASAP**

Website - out of date - **Zoe to action ASAP**

Easyfundraising was discussed - Zoë had been signing people up at parents evening - **Dona to action a book bag drop to encourage usage**

5. Any other business

Succession planning was discussed. Fiona Grogan will be leaving the school in July so need someone to take on the library, it is thought that Fiona is already discussing with library team. Katy also raised the need to recruit more people for the library. currently need at least one extra person for am and pm session – the more people the less frequently people will need to take a slot. **Zoë to put in newsletter to recruit new members asap and get them trained and then onto a rota ready for September**

A new chair will be needed in October as Zoë's 2 years will be up in October – to be featured in newsletter.

A new treasurer will be needed from September as Marie will be standing down – to be featured in newsletter.

Other fundraiser ideas were discussed - tea towels for the end of year - due to print number decided best to do 3 designs - early years, KS1 and KS2 - **Tanya to action - speak to Mrs Bayes to get staff involved and use school time and get the best price from the best company**

End of term disco for adults was discussed. Different venues have been looked at - agreed South North cricket club best venue due to location - looking at beginning of July - **Tanya to action next steps - work out total cost and total potential profit and report back!**

Next meeting was discussed - trying to make it an evening - but proving difficult with childcare for officers! - **Zoë to action and look at dates**