

**Minutes of the PTFA Meeting held on**

**25 April 2013 at 7pm**

**Present:**

Helen Pursehouse; Helen Phillips; Scott Saunders; Jo Hanley;  
Sarah Sprason

Mrs Sawyer (Teaching Representative)

**Apologies:**

Angela Madge Sally Youll Michaela Kerr Neil Darby Kerry Goodyear  
Rob Ryder Leigh-Ann Mills Sonia Turley

**1. Matters Arising from Minutes / Last Term**

Michaela confirmed that the DJ had been booked for the Christmas Parties.

A sample T-shirt for this year's leavers was shown around the meeting - all agreed that the T-shirt was of good quality and looked very good. Helen Phillips/Sarah Sprason agreed to look into the prices of the T-shirts and to obtain a second quote from Uniforms Plus.

**3. Quick Update**

**Letter sent on behalf of the Governors** - Nell showed a letter that had been received that thanked the PTFA for the donation from last year, and also commented on the new events which we have organized this year (see copy attached to minutes).

**Book Fayre** - this event was very well supported and overall this year, via the sale of books at both fayres, we have been able to donate c£800 for the purchase of additional books for the pupils. Staff will select the books from the catalogue available from Travelling Books.

**Class Photos** - parent volunteers had assisted Academy Photographs and Teachers on the day.

**Easter Bingo** - another huge success and some great feedback from families who completed the feedback sheet. We had managed to safely house more families for this second bingo night in KS1 hall. The atmosphere was again second to none - a great night out for all families.

**Easter Egg Hunt** - the weather had tried to beat us, but the hunt took place in the KS1 hall where children had to crack a code to earn their Easter Egg. Very well supported event.

**4. Update from Treasurer**

Full report to be tabled at next meeting

## 5. Forthcoming Events

**Family Quiz Night** - first ever and is to take place at the Cons in Heath Hayes.

**Action: Scott to pay the Cons for the use of the room before the event.**

Also discussed other ways to have fun e.g. Irish Bingo, raffle (need prizes). Discussed having Super hero coloring sheets/masks to get people in the 'mood' for the themed Summer Fayre in June.

**Action: Jo to find masks/coloring on the internet and produce copies, also to bring a spare microphone and amp if the Cons don't have one to use.**

## 6. Headteacher's Update

Mrs Sawyer confirmed that it was a very sad decision to make to close the school swimming pool, particularly after it has been available to the school pupils for many years. It was confirmed that very little feedback from parents about the closure had been received. When asked what provisions were being looked into Mrs Sawyer confirmed that at the present time older children go to a local swimming pool so that they can gain some deep water experience and have done for several years. At the moment there was no provision being made for Foundation or KS1 children to go to local swimming pools.

Mrs Sawyer confirmed that 15 iPads with covers had been purchased with the help from the PTFA donation and would arrive in school in approximately 2 weeks time.

## 8. Summer Fayre

Scott confirmed that the pop up gazebos had not been bought yet, but had contacted the supplier who would let him know when they were in stock to purchase.

Scott had agreed with a local ice-cream van for him to attend the fayre and for him to donate a percentage of the takings to the PTFA.

**Raffle tickets** - Rob had provided Nell with the details of the raffle ticket provider.

**Action: Scott to contact the provider to arrange for raffle tickets this year.**

Rob will continue to be the promoter of the raffle as he is on the lotteries license paperwork.

A general discussion about the Fayre took place as time was limited in the meeting. However the following was agreed:

- The Fayre would take place on the school field as previous years.
- **Bouncy Castle/Inflatables** - Air Bouncy (Adam) had agreed to provide the inflatables e.g. bouncy castle.
- Some stalls suggested by Lauren were discussed - the ideas were great, however some may be seen as time-consuming and therefore not appeal as much as the 'quick win' stalls families seem to favour.
- **Pop up gazebos** would need to be purchased as the current ones are not in a very good condition - also with so few volunteers, ease of putting up was a consideration.  
**Action : Nell** agreed to contact the emergency services to see if they were able to attend on the day.  
**Action: Nell** would contact the teacher representatives to see what teachers would be able to volunteer to help on the day.

Central Arena - we discussed activities to be held in the Arena:

**Action: Helen to chase up South Staffs Acrobatics**

**Action: Jo to contact Zumba lady to ask if she will do a zumba demo**

**Action: Mrs Sawyer : to check with Mrs Carder if the School choir will sing and Mrs Wood to see if the children would perform a dance demo**

- Helen suggested it might be a good idea to invite a local community radio station to come to the fayre and do announcements, play music etc. Suggestions were Heart FM, Free Radio, Radio WM and the local hospital radio.

**Action: Scott/ Nell to make some enquiries**

- A list of stalls was discussed and agreed. **Action: Helen to create a list for circulation to go out to PTFA email asking for volunteers.**
- **Summer Fayre donations** were discussion and it was agreed to invite different year groups to donate different items :

Nursery & Reception	-	Crazy Cups
Year 1 & 2	-	Chocolate Tombola
Year 3 & 4	-	Bottle Tombola
Year 5 & 6	-	Pamper Stall

**Action: Helen agreed to do a letter to be sent out to parents**

- **Fancy Dress** - it was agreed that children will be invited to come dressed as their favorite super-hero and there will be a super hero fancy dress competition. It was also suggested that if we could find a willing volunteer and hire an adult super hero costume it would be a good idea to offer children the opportunity to have their photograph taken with their super hero (charge £5.00?).

**Action: Mrs Sawyer agreed to find out if Academy would attend the Summer Fayre to do photographs.**

**Action: Jo agreed to contact another photographer for availability and process but would also look into producing a super hero card board cut out (e.g. Iron Man, Batman, Spiderman, Cat Woman etc).**

- **Face Painting** - it was agreed the price of face painting would be increased to £2.00  
**Action: Jo offered to sort out prize certificates for fancy dress**
- **Super- Hero Masks** – agreed the idea of sending out a super hero mask template for children to colour in before the summer fayre – the aim being to get children and parents into the spirit of the fayre and encourage them to come
- Advertising – **Action: Sally to produce a template for children to produce the fayre programme . Action: Nell to confirm date to Mrs Sawyer for when templates need to be back with PTFA**
- **Raffle Prizes** – **Action: Angie to send out begging letters to local businesses and Leigh-Anne to follow up.**
- **Raffle Prizes Agreed** – only print first three prizes on the raffle tickets (1<sup>st</sup> prize £100; 2<sup>nd</sup> prize : Family Pass for Drayton Manor; 3<sup>rd</sup> Prize TBC)
- **Pop Corn Machine** – discussion on whether we should buy a popcorn machine or whether it was worth getting the current machine fixed.
- **Pupil-led stalls** – Helen suggested the Eco Team may want to sell recycled items e.g. pens. Also we will need to know what stalls the Year 6 pupils are doing. It was suggested we should have 'Teacher in the Stalls' and also 'Guess the Baby' if staff will bring in a photograph.  
**Action: Mrs Sawyer to liaise with staff/year 6 pupils**

- **Refreshments** – Rob had agreed to do the hot dogs and also bring some Scots to help on the day. Also discussed doing Strawberry Teas.  
**Action: Jo agreed to get the baps**

## **9. Communications**

Nell confirmed that the PTFA pages were being viewed by a number of people with a number of first time hits being made each month. The statistics provided by the FantastICT are anonymous but give an indication of how many people look at the PTFA pages.

**PTFA Facebook** - Neil had met with Mrs Walsh outside the PTFA meeting to discuss a Facebook page for the PTFA. Although the discussions are in their early stages it was felt that there would be more support if the Facebook page could be a posting page and primarily used for sending information and messages out rather than dialogue in the first instance. All agreed this was the primary purpose and would be used to send out requests for volunteers, information on events etc. We would need to decide on whether to opt for a 'Page' or a 'Group'. PTA-UK has social media adviser who we are in touch with and has published a set of useful guidelines and suggested best practice for PTFAs setting up a Facebook presence. This will be used to guide us to the best way of using Facebook. Very briefly if we go for a Page, parents are invited to 'like' the page meaning they 'opt in' to receiving information. In the case of a Group, parents are invited to join the group and this can be open or closed

## **10. AOB**

None raised - however time was limited.

## **11. Date of next meeting**

Tuesday 11<sup>th</sup> June 2013 at 7.00pm in KS1 Staff room.