

Five Ways Primary School PTFA meeting

Notes of Meeting on Tuesday 13 February 2018 at Five Ways Primary School, KS1 Staff Room

Present: Neil Dalby (Chair), Sarah Edgar, Tatum Houlston, Katie Barham, Dilly Lidder, Kerrie Tranter, Rachael Mander, Anna Hill, Tara Harvey, Kirstie Rathor, Hayley Sidaway, Gill Wilkes, Claire Nurse, Kerry Howard, Helen Philips.

Apologies: Kirsty Guest, Hollie Horton, Amy Roswell, Christie Gray, Tim Alcock.

1. Actions from previous minutes – 8th January

- Wish List - Mrs Mander will look at whether they can fund the bug club and athletics from the school budget.
- Ties – it was finally confirmed that the PTFA are to pay for the choir ties.
- Easy Fundraising – at the previous meeting it was discussed to have the reminder at the bottom of each weekly newsletter. It has been decided that rather than having it every week it would be regular statement we made.
- Flip and Dippy - CG will be looking into an event similar to Flip and Dippy for September or October next year.

2. Treasurer report

- Awarded £3,000 from Tesco grant. It was discussed that the amount will need to be recorded as income

3. Update from Head Teachers meeting

- Defibrillator fund raising – It was discussed as to whether there should be a sport related sponsor event – potentially related to Sports Relief Mrs Marsh and Mr Redpath to talk about how this could work. Other options included 10k run (parents and teachers), talent show or fund from the school lottery.
- Tesco grant – £3,000 will replace Staffordshire library services. The school will buy age specific books for all year groups. The books will be used as a library service and the children can choose any book to read. They do not have to be relevant to the reading schemes. Mrs Horton is pulling the wish list together and will ask teachers to speak to children as to what their suggestions are.
- Parent teacher consultations and inductions – dates have now been confirmed for the following
 - 21st July - Parent's evening (not yr6), 6-8.30pm
 - 16th May - Reception induction evening, 7pm
 - 6th June - Nursery induction evening, 7pm
 - 5th July - school opening evening, 6-8pm
 The PTFA will require volunteers for those evenings
- Alcohol – item on agenda for next governors meeting 27th March Kerrie is presenting. The request is to have alcohol at the fashion show and new parents meeting.

4. Future events

- Easter Bingo - 23rd March
 - Letter to go out on 26th February.
 - **ACTION DL** to send email to request. Wrapping – 6th March 7pm KS1 Staffroom
 - **ACTION RM** Cobs to be made on 23rd March AM – Receptions Mums (RM) will be doing them
 - Roles and responsibly –
 - Doors and Tickets – Leighanne and Annette – shadowing Tara and Kirstie
 - Checking numbers - Neil
 - Refreshments – Kate, Anna, Dilly and Amy
 - Set-up helpers - Hayley , Tim, Dilly, Helen, Leighanne, Neil, Claire
- Easter egg hunt – 29th March
 - **ACTION NB** to pick up eggs on 29th March for
 - Letter will go out on 2nd March for tickets and the deadline to return slips will be 19th March
 - If there is bad weather on the day then Choir will be cancelled and the hall will be used.
 - **ACTION KG and CN** to input ticket requests
 - Alternative to diary and sugar free eggs – colouring pack or activity pack. GN and CN to inform of how many required.
 - **ACTION DL** to send email to request volunteers to help on the day – 2pm meeting point at the pavilion.
 - **ACTION TH and KR** will dress up in the mascot costumes.
- Fashion Show – 18th May
 - By the 4th May we need to have 80 tickets or we lose our deposit.
 - 31 tickets sold so far.
 - **ACTION EVERYONE** sell minimum of five tickets.
- Possible new event at Mill Farm – the current Landlord is a parent of the school and would like to support the PTFA. The option of getting involved in their annual Fun Day in spring/summer.

5. PTFA Newsletter

- It was decided in the previous meeting that the PTFA Newsletter will now be sent out termly. The next edition is due on 29th March.
- The following content will be included: Neil's introduction, update on past events, funds raised so far, new initiatives.
- RM requested to see a copy a week before - 22nd March.

6. AOB

- Co-op Bags grant
 - CG has seen that the Co-op give out grants from the funds raised through selling carrier bags.
 - The PTFA decided that a letter of support to fund the school defibrillator could result in a positive response from the Co-op.
 - **ACTION CG** to send the letter to the Co-op.
- Lottery update
 - 126 supporters to date
 - 169 tickets sold to date
 - £1399.20 profit to date
 - Projected funds at the end of this year - £3,515.20
 - Weekly prize has raised to £50.70
 - **ACTION NB/HP** to gain more supporters a letter will be sent to new parents.

- **ACTION NB/HP** Send a letter to the supporters of the school lottery for year 6.
– thanking them for their support and to continue with it.
- Summer Fayre
 - ND has booked four bouncy castles and three generators
 - Football
 - Bounce gym
 - Castle
 - ND has put a call out for local DJs with the brief to create a friendly family atmosphere.
 - Next PTFA meeting - 13 March will be the first planning meeting for the fayre.
- Bags for life
 - CG has seen a company that helps create hessian bags for life that can be sold by schools. Each child in each year group has an image which is then put on the bag.
 - HP mentioned that the school had done this previously and would send details.
 - **ACTION HP** to send details.
- Brass funding – HP has a photo with Mr McFarlane and children. It will be used in the weekly newsletter and HP to send a press release to the Express and Star
- Autograph books – need to put order in for Y6 – **ACTION HP**
- Useful contact list done by HP loaded to Dropbox.

PTFA say farewell to SE – she has dedicated five year to support the PTFA. She leaves the PTFA formally but will stay on until end of year to help with events.

Date of Next Meeting:

- Tuesday 13 March 2018 at 7.15pm prompt, KS1 Staffroom.