



Date: Monday 15 October 2018

Time: 7:15pm – 8pm

Location: Staffroom

Chair: Michelle Horne

Vice Chair: Liza Stead

Treasurer: Amanda McCarthy

Secretary: Sarah Rimington

Attendees: Mrs Connor, Clare Vickerman, Kate Hopton, Michelle Horne, Kirsty Pollard, Eleanor Kelly, Lisa Rhodes, Liza Stead, Kally Jones, Samantha Smith, Laura Stell, Kelly Hargreaves, Jane Clough, Sarah Rimington, Terri Ellis

Apologies: Sarah Willis, Amanda McCarthy, Emma Arnold, Laura Baxter,

1. Welcome / Apologies

2. Accounts Update

- To follow

3. Recent Events

- **New Parents' Coffee Morning** – not very well attended. To consider day of week for next year. Also more notice and more promotion
- **Year 6 Bun Sale** – very successful, raising approx. £400 with cake raffle included.
 - Difficulty of selling leftover cake when held on a Friday. Agreed to sell homemade cakes first and keep bought cakes until the end, so they can be kept and sold on the following Monday
 - Split future sales into 2 locations to avoid long queues
- **Disco** - well attended and ran more smoothly
 - More staff than needed, particularly for KS2, reconsider staffing needs for next disco
 - Too many parents attended, particularly KS1 disco, with too many parent in hall. Problem with taking photos also, and siblings staying for both discos. No parents to be allowed at next disco, unless helping.
 - New signing in system worked well, with some tweaks to be made for next time
 - Date for next disco, at end of Sats week, Friday 17 May. **Clare V** to book DJ John. Possible movie night to be held in March, tbc.

4. Winter Fair

Informal meeting to be arranged ASAP to make further progress with winter fair planning.

➤ **Raffle**

- Need to get started sourcing raffle prizes. **Lisa R** agreed to co-ordinate raffle, sourcing prizes, printing tickets and communication with parents. With support from team.



- Letter to be sent to parents requesting raffle prizes
- **Refreshments**
 - **Liza and Jane** to coordinate refreshments with support of **Elly and Kirsty** who ran it last year
 - Winter Pimms sold well last year, need to make more. Pimms in cupboard. Made in slow cookers last year. **Any members have any brandy to donate?**
 - **Mrs Connor** to ask Nathan if he can assist again this year, last year he helped make hot chocolate and baked chocolate brownies
 - Bake off to be held again and cakes sold at fair
- **Entertainment**
 - **Mrs Connor** to ask if choir available to sing again – 3pm ideal. Need to reconsider location
 - **Michelle** to ask Sarah Widdup if she can sing as well
 - If needed we can ask Caroline Darnbrook if her sister can play piano again
 - CD players playing in between in hall, gym and grotto area
 - **Sarah** to ask Laura if we could have the reindonkey again this year
- **Grotto**
 - Last year's system worked well.
 - 2 hour time slot allowed for 100 children to be seen, with another 5-10 squeezed in at end due to upset children
 - Need to sell first tickets to helpers' children to ensure they get seen and also get grotto off to a quick start
 - Last year the gift was a small selection box, bought from B&M or similar for 89p each. Tickets sold for £2
 - Need to set up grotto on Friday after school, takes a long time. **Michelle and Liza** to look through cupboard and see what decorations are needed for grotto
- **Tombolas**
 - Own clothes day for tombola donations is 9 November, **Sarah** able to come in and collect from classrooms, with help of one other
 - Volunteers needed to ticket prizes on 9 November. To run 3 tombolas again with prize every time
 - Request nursery and reception to donate chocolate.
 - Letter needs to go out before half term. **Sarah** to send to office
- **Stalls**
 - **Sarah** to ask Caroline Darnbrook if she is available to coordinate stalls again
 - Letter needs to be sent to parents to see if anyone wants a stall.
 - **Sarah** to ask Laura Drury again if she would like to do a stall.
- **Children's Games and Crafts**
 - Need to decide on number of games and what to run, as well as consider best payment system. Last year used gift tags and stamps
 - Need more helpers on the games
 - **Laura S** agreed to coordinate crafts. To suggest 3 or 4 crafts and cost up supplies needed



5. Any Other Business

- **Handbag raffle** - Michelle suggested running a handbag raffle (to be run separately to Winter fair raffle). Lisa may be able to source a Michael Kors handbag at a discounted price, to investigate what we can get for £200
- **Google Drive** – Sarah has set up a google drive to store letters, posters and other useful documents so everyone can access. If everyone could upload anything they have to the relevant folder
- **New PTFA email** – new email set up, administered by Sarah - baildonptfa@gmail.com

6. Date of Next Meeting

- tbc