

## PTFA Meeting Minutes

Wednesday 11<sup>th</sup> September 2024

6.30pm Duchess of Cornwall Pub

Attendees Terri – Chair, Jo D Vice Chair, Kate – Treasurer, Henni, Jules, Jodie, Claire S, Laura.

Apologies – Lauren, Jacqui, Emma, Fiona, Louise, Steve, Lucy

Welcome to Laura to our meeting.

### 1 Feedback from Sports Day

Include H/C with tea, coffee. Pringles were successful.

Add cakes and cookies next time.

Water didn't sell as much. With the new water fountains will we need to sell?

Preparations need organising more and support with storage and gazebo if we can't get there in time. Tea urn needs prep and electric.

### Actions

Date from school. Support with set up. Supplies /volunteers. Email

### Summer Fete

Successful day raised 3k. fantastic atmosphere.

Organising needs to start earlier in the year and dates set to book in performances and groups to do demos. Create an arena. Hopefully get Maria and Glenn involved.

If we have outside companies maybe need to need to charge more.

Need more support setting up, tables were v time consuming.

Need trailers to help transport stuff.

Tombola's set too far away esp. when they take the most money.

Sponsors??

Discos

All went well.

Keep asking for donations for cakes.

Sweet bags.

Tight turn around to clear up ready for 7/8

Meet and greet and refreshments.

We need 2 weeks notice to arrange from school.

Happy to supply refreshments.

3 Finance Update.

Kate will present her report at the AGM next month.

We have approx. £15k

10k we have committed to the funding requests. See attached sheet

Nothing has been invoiced to us yet.

4 Funding update

Apart from the attached list. Extra £500 for the library and books.

Clare King – New piano and stand to start to use week Friday. Email attached.

Waiting for playground to be re painted.

Nothing yet paid for by us,

Action Chase developments with Ali/Julie

5 Bopp payment system

We do have a BOPP set up.

Sum up also another option.

Action Jules to research options. To have in place for summer fete as bar/ bbq / raffle would benefit the most

Encourage cash for quiz and discos

6 Rotary Christmas raffle

Alexa collected tickets. Thank you

Letter to compose to go into envelope, emphasis on the money raised gets returned to the school.

Push on FB. Henni Jo

Poster Henni

Ask Ali to print letters, we can prep and pack ready to go out end of half term.

Return date , need to confirm with rotary

7 Quiz plans

Louise and Ben to plan questions

Email requests out for cakes, savoury options raffle prizes,

Win a cosy night in Hamper, us to create

Actions

Tickets on gateway 2 wks before.

Shopping Terri, cans, prosecco, pringles.

Pens/ wooden spoons/ Hamper

Tens licence - Kate

8 Future event ideas and date planning

Sponsored Christmas Run . Santa Run . Chase the christmas pudding.

Date and time / 7<sup>th</sup> December, put to the school and sport department for best idea of when to hold it? During school time, after school? Weekend?

Action . Terri email Ali/ Mr Palmer

2024

4<sup>th</sup> Oct Quiz Night 6pm school

7<sup>th</sup> Oct AGM 4pm school

24<sup>th</sup> Oct Rotary raffle tickets go out

15<sup>th</sup> Nov BINGO eyes down 630pm School

7<sup>th</sup> Dec Christmas Fun Run

13<sup>th</sup> Dec Disco 5&6 7&8

2025

24<sup>th</sup> Jan Quiz night

Feb

April

7<sup>th</sup> March Bingo

24<sup>th</sup> March Disco (end of term) maybe bring fwd or world book day disco??

16<sup>th</sup> May end of SATs Disco (check dates)

13<sup>th</sup> June NON uniform day to raise Prizes for the summer fete

27<sup>th</sup> June SUMMER FETE.

11<sup>th</sup> July end of year Disco

Sports day TBC

Refreshments at any event 2 weeks notice.

AOB

Will there be an open morning? Saturday? Sell refreshments and uniform.

New Fund request Ms Clare King. Yes

Date for next meeting

AGM Monday 7/10/24 4pm school.