

PTFA Meeting Minutes

Monday 11th November 2024

Attendees: Terri, Henni, Jules, Jodie, Jo, Louise, Fiona, Kate

Agenda

- 1 Apologies
- 2 Actions from last meeting
- 3 Bingo Planning
- 4 Disco Planning
- 5 Charity Status Application
- 6 Sponsored Event
- 7 Refreshments at events
- 8 Wardrobe for uniform
- 9 AOB

1 Apologies	Lauren, Lucie, Laura, Abi, Jac, Em, Klara	Who to action
2 Actions from last meeting	<p>Uniform Kallex unit has been dismantled. Still need to find a home and contact Jay me re solutions and plan starter kits.</p> <p>Amendment to committee Vice Chair will be a shared role. Jodie Heath was Nominated by Jo Dovell and seconded by Terri Wilson</p> <p>DBS checks Check with Ali if she would, like to see our DBS certificates and send out the next batch.</p>	
3 Bingo Planning	<p>Reply To George re Toilets/Fire/security. Can he produce signs. Or write on white board. Set up small stage.</p> <p>Mr Murray has agreed to be caller. FR Check Bingo Books and dabbers. Bingo machine from POW Head and tails game at half time</p> <p>Tens License 3rd and floats Risk Assessment School gateway list of names email Ali Refreshments drinks all ready Cake donations on the day</p> <p>Raffle prizes request on FB. We have some left over from last time and team will bring in some.</p> <p>Line Prizes donations from Jodie</p>	<p>Jo</p> <p>Jo Terri Louise</p> <p>Kate Terri Team</p> <p>Henni FB</p> <p>Henni</p>

	<p>Hampers to be made up by team Volunteers on WhatsApp group</p> <p>Mrs Hammonds need confirmation of equipment, SLT and first aider.</p> <p>Purchase SUM up machine and test run on the night</p>	<p>TW JH HG LS JE JD JO</p> <p>Jo Jo</p> <p>Jules / Kate</p>
<p>4 Disco Planning Friday 13th December</p>	<p>Yrs 5-6 5-6pm Yrs 7-8 630 730 Mr Webb will attend</p> <p>Set up from 4/430 drinks and cakes in the kitchen Lights in the cupboard DJ Elsie and Mary? Transport home</p> <p>On the door with List of names List needs to be printed out for us for collection from the office. Gateway deadline need to be on the actual day. Confirmation of first aider. Contact Ali for school rep.</p> <p>Bookers card need to get more refreshment. Book a date TW FR</p>	<p>Jac Henni, Tacky, Jules</p> <p>Fiona</p> <p>Louise</p> <p>Jo</p> <p>Steve/Kate Terri/ Fiona</p>
<p>5 Charity Status</p>	<p>Terri to continue with application Tesco Stronger starts / need a project or funding request as a project.</p>	<p>Terri</p>
<p>6 Sponsored Event</p>	<p>Delay until New year. Arrange Meeting with Mr Palmer.</p>	<p>Terri/ team</p>
<p>7 Refreshment events</p>	<p>27th and 28th November Yr 6 parents eve. 4-6 Teas/coffee/squash/ Biscuits in drama hall Send out WhatsApp for volunteers</p> <p>12th December 230pm Play ground. Songs around the Christmas tree yr 5 and 6 Mrs King wants to do Mulled wine. Licence?? Any issues??</p> <p>18th December Carol Service at the Dorford. Need to check with Mrs Hammonds</p>	<p>Jo</p> <p>Kate/Terri/Jo</p> <p>Jo – No need. Emailed Mrs King</p>
<p>AOB</p>	<p>Extra request from Miss Easton teas and coffee Friday 29th 4-5pm</p> <p>Do we need to get a Christmas tree? Tasmin and Pete Hyde run Trinity Christmas trees</p>	

	Newsletter – do we need to do a re cap on the last yr? Poster to push next year events Next meeting 13 th Jan 2025 School 4pm	
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