

## **PTFA Meeting Minutes**

### **Meeting on Monday 5<sup>th</sup> February at 7pm at Brooke Primary School.**

#### **1. Introduction and Apologies:**

Meg Sanders, Donna Franklin, Bex Cole, Kirsty Thornton, and Louise Banning

Apologies from: Louise Hamilton, Claire Lowe, Claire McGill, Katharine Danks.

#### **2. Communication between PTFA and School:**

Bex Cole introduced herself as the new school chair governor for Brooke Primary, and was able to update us with the woodland classroom and discuss potential spending plans.

#### **3. PTFA Events already this year.**

The PTFA Cake sale, Pumpkin Café, Christmas Cards, Christmas Fayre and Christmas story night have all been a great successful with some lovely feedback and raised a fantastic amount of money.

PTFA have paid costs involved with the school mini bus and sinks for the forest classroom

The bank balance as of 05.02.18 is £4,065.41.

#### **4. Spending plans**

Bex Cole will enquire if there is any equipment for the forest classroom that needs to be purchased.

Bex Cole has spoken with the school and can confirm they do not require any staging but would like to increase the number of laptops/ ipads. She will enquire into how many and the costs involved. Also whether a new sound system is still required.

We discussed a possible Art Project for the whole school, which all the children could get involved in and something beautiful for the school such a wall mosaic. Bex Cole will look into this further.

We would also like to put some of the funds towards a sport project in memory of Max.

#### **5. Upcoming Events**

Friday 9<sup>th</sup> February Swallow Class Cake Sale

The Matchbox Challenge has been cancelled as the school have announced a similar activity.

Katharine Danks has kindly offered to organise the spring baskets.

#### **6. Summer Spectacular Cancelled.**

All 3 members of the PTFA work full time and unfortunately physically do not have the huge number of hours available to plan such a large event without additional help from other parents.

It was suggested that an outside entertainment company could come in, (such as a magician/ circus company,) to take some of the pressure away.

We will put a post out on our PTFA facebook page to see if there is any parents willing to co-ordinate the Summer Spectacular or assist with certain aspects.

**7. Woodland Classroom Update**

Bex Cole is visiting the site this week, and has a meeting with Emily from Goldcrest who are the outdoor education company that are happy to offer free outdoor lessons for the school in exchange for using the outside classroom.

It is hoped that the Woodland Classroom can start to be used on a regular basis after the Easter Holidays.

**8. Tesco Competition**

Claire McGill looked into this and now has the application form. This will be looked into further.

**9. *Next PTFA Meeting Thursday 26<sup>th</sup> April at 6pm at the School***

**Additional Note:**

The following day 6<sup>th</sup> February, Bex Cole and Anna Fairhurst volunteered to co-ordinate the Summer Spectacular with assistance from a number of PTFA members and Parents, the date set for the Summer Spectacular is Friday 29<sup>th</sup> June 2018.