

PTFA Meeting Minutes

Meeting on Monday 13th October at 7:30 at Meg Sander's home.

1. Introduction and Apologies:

Meg Sanders, Louise Hamilton, Louise Banning, Donna Franklin, Kirsty Thornton, Katharine Danks, Anna Ward, Claire McGill and Sarah Barker.
Apologies from: Bex Cole.

2. Communication between PTFA, Headteacher and teachers:

Sarah Barker teaching assistant offered to act as a link between the PTFA and the school.

3. PTFA Events already this year.

- Swift cake sale raised £68.00
- Halloween Café raised £255.00; We also received lots of wonderful feedback and requested for a Halloween Café for next year!
- Design your own Christmas cards organised by Kirsty Thornton was a huge success with 90 orders placed making a profit of £194.00
Kirsty is expecting the Christmas cards/ gifts to arrive back on 28th November or just after.
- Non uniform day resulted in two boxes of delicious chocolates for our Christmas fayre Chocolate Tombola. Sue Keen has kindly offered to label this ready for the Christmas fayre.
- Total raised to date since September 2017 is £517.00

4. Upcoming Events

Donations week: 20th-24th November

Teddies and Secret Santa to be sorted by SK; Bottles to be sorted by AW (KD will ask Kingshead for empty wine bottles.)

Cake Donations: 1ST December; LH and SB to sort cake donations.

5. Christmas Fayre; Saturday 2nd December 2pm-5pm

- School will be prepared Friday 1st December after School and Saturday 2nd in the Morning. DF, MS, LB & LH able to help set up on Friday, AW&KD able to help set on the Saturday.
- Teachers are happy to help with Secret Santa stall on the day. SB will check if we have enough wrapping paper and celeotape left over or if we will require any more.
- Entrance will be free for children and £1.50 for adults but this will include a free drink of tea/ coffee/ squash. This year we will also be doing luxury hot chocolate with cream and marshmallows.
- Santa arranged and will arrive at 2:45. There will be 3 Elves; Bernadette, Rosie and Paris. Tickets will have a 15 minute time slot and should cover 5-6 families and we will allocate a 15 minute break half for Santa and the Elves. LH will make Santa tickets which will be charged at £2.50. LH will create a winter wonderland Grotto and LH and DF will arrange gifts.
- 6 stall holders confirmed
Face painter confirmed; 1 face painter for the first hour, then 2 face painters for the remaining 2 hours. Small facepainting suggested donation £2.00.
- Year 6 Games Room SB will help, (prizes to be provided.)

- Art and Craft Room; our Contact at Morrisons has offered to help with decorating gingerbread. KD,SB,LH,AW,CM to make Gingerbread, LH to bring ribbon.
Make your own sweetie baubles and Christmas tree sand art to be organised by DF.
 - Raffle: MS to order 1000 Raffle tickets. Any not purchased should be returned to school to be resold. Raffle prizes to date:
 1. Romantic 2 night cottage break in south Norfolk from Tin Can Camping. Includes locally sourced breakfast hamper and a bottle of prosecco. (Terms before August 1st 2018)
 2. Fun Casino Party Entertainment from 4 Aces Fun Casino includes 2 tables; 1 roulette and 1 blackjack, 2 professional croupiers, giant aces backdrop, fun money, red neon casino light, 2 hours entertainment and a bottle of bubbly for the high roller. Perfect for weddings, parties or a house party. value £395 (Terms excludes December)
 3. Term of dance/ drama lessons from Hannah Spinks
 4. Voucher from Zaks
 5. Christmas Pudding from Adnams
 6. Café at Heddenham Voucher
 7. Gravity Gift card
 8. £30 hippodrome voucher
 9. £10 Theatre Royal Voucher
 10. £10 Orchard farm voucher
 11. Toy from Orchard toys
 12. 2 tickets to Woody's Christmas Spectacular
 13. Rudolph Cake
 14. 2 x 7 day Riverside Leisure vouchers
 15. 5 x Family swim vouchers at Riverside Leisure
- All PTFA members will continue to get some amazing prizes for the raffle
LH will sort Posters and Floats.

6. Future Events

KS1 Christmas Story Night: Tuesday 12th December

- 5:30-6:30pm, tickets £2.50
- Children come in their PJ's; Story telling by the local police officer, hot chocolate, marshmallows, shortbread biscuits.
- We have decided not to go forward with the art exhibition previously discussed for January 18.

6. Tesco Competition

7. Claire McGill looked into this and we have decided to go forward with putting in an application for the 5p bag donation costs to go Brooke Primary PTFA to complete all the finishing touches to the woodland classroom.
8. **To get together on Monday 27th November for a wrapping evening in preparation for the Christmas Fayre. Next Meeting date to be arranged then.**