

PTFA Meeting Minutes

Meeting on Thursday 12th October at 20:00 at Donna Franklin's home.

1. Introduction and Apologies:

Meg Saunders, Jeremy Chaplin, Louise Hamilton, Louise Banning, Donna Franklin, Kirsty Thornton.

Apologies from: Katharine Danks, Anna Ward, Bex Cole, and Claire McGill. Clare Lowe and Bernadette Fowler.

2. Communication between PTFA, Headteacher and teachers:

Jeremy, (the Chair of Governors,) advised that he would act as the link between the PTFA and the school. He meets with the Headteacher weekly/ fortnightly.

3. Spending Plans:

The three main areas we will be focusing our funding towards will be:

The woodland Classroom

The running costs of the mini bus

Drama equipment including a portable stage

By Summer we would also like to start the funding towards future Laptop Equipment.

(Other items mentioned on the wish list fall under school maintenance and will be covered by school money.)

4. Woodland Classroom Update

PTFA have now funded 2 compost toilets and hand washing facilities.

These have been purchased.

Moving forward the next step is to arrange and erect huts for the toilet facilities. Donna and Kirsty will liaise with Jeremy regarding this and will update at next meeting, if not before.

Jeremy has been liaising with a team of people that offer woodland classroom lesson and in exchange for use of the facilities they would be happy to provide classes at no cost to the school.

5. Upcoming Events

Swifts Cake Sale: Friday 13th October

Louise H, Louise B and Meg to assist with this

Pumpkin Café, Village Hall, Monday 30th October 3:30-5:30

Volunteers on the Day: Meg, Meg's Mum & Sister, Donna and Louise H

- Meg has booked the Hall from 2pm- 6pm
- Meg has made and printed all the fliers
- Donna will Purchase Glow Paint
- Food: 20 Pizza's cut into 8 slices – Louise B to arrange

72 Cupcakes – Donna and Meg to Make

3 Apple cakes – Meg to make

Additional Cupcakes – Kirsty

Cake Prizes – to be made by Louise H

- Additional items to take to the Hall; Decorations, Paper plates, Paper cups, Napkins, Tea/ Coffee/ Squash, Tablecloths, Binbags
- Games:
 - Sweets in a Jar (Bernadette?)
 - Marble game (Hannah?)
 - Water game (Katharine?)
 - Apple bobbing, Colouring
 - Pumpkin Bingo (Donna)
 - Pumpkin Competition (Judged by Jeremy/ Lorraine?)
- Prizes: Kings Head Voucher, 5 x Museum Vouchers, Cake Prizes, Sweet Prizes

Design your own Christmas card

- Kirsty has got all the information from Cauliflower cards and already has all the packs. These will be handed to the school on Friday 13th October. The school will be asked for Children to design their cards the week commencing 16th October and take them home to show family during the October Half Term. Cards can then be ordered online by family members. All orders must be made by 1st November and all original designs that are being ordered must be brought back into school to be sent off.

Non-Uniform day – Bring Chocolates for Tombola – 10th November

Donation week for the Christmas Fayre: 20th-24th November

- Donations of Teddies, Secret Santa Gifts and Bottles

Bring donations of Cakes for the Christmas Fayre: 1st December

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

- School will be prepared Friday 1st December after School and Saturday 2nd in the Morning.
- We currently have:
 - 3 stall holders confirmed
 - Face painter confirmed
 - Raffle prizes confirmed so far: Tin Can overnight stay, a number of prizes from Riverside Leisure, Tickets to Pleasurewood Hills Christmas show, Toy donation from Orchard Toys, and a Christmas Cake.
- All members to continue to get raffle prizes, Anna will contact those that donated last year.
- Kirsty to look into Santa coming to the Christmas Fayre
- Louise H to arrange Grotto

- Meg to ask the boy Choir if they would like to sing.
- Stall holder room,
- Game room: Tombola, Teddy, Bottle, Raffle
- Craft room; Gingerbread and making decorations (KT & DF)
- Reindeer food and Mistletoe
- Cake and Drinks Café
- Santa's Grotto
- Secret Santa room.

KS1 Christmas Story Night: Tuesday 12th December

- 5:30-6:30pm
- Children come in their PJ's; Story telling, hot chocolate, marshmallows, shortbread biscuits.

Future Cake Sale dates:

- **February 2nd – Swallow Class**
- **March 2nd – Jay Class**
- **May 4th – Owl Class**
- **June 8th – Robin Class**

6. **Date of next meeting: Monday 13th November 19:30pm at 3 Kingswood Close.**
7. **Meeting close: 22:30**