

PTFA Meeting Minutes

**Meeting held on Monday 1st October 2018 at 7pm at
Brooke Primary School.**

1. Introduction

Present Meg Sanders, Katherine Danks, Anna Ward, Giles Hankinson, Bex Cole, Nicola Albert-Worman, Kirsty Thornton, Louise Banning, Anna Fairhurst.

Apologies Louise Hamilton, Clare Angell, Alex Griffiths

2. No matters to address from last minutes meetings.

3. Treasurer Report and information

Opening bank balance: £4,180.42

£480 has been agreed for Science Week Space Dome – LH sorting.

4. Spending plans

£125 given to each class at the end of last academic year - awaiting confirmation on what this will be spent on.

Woodland classroom – it was agreed the PTFA would not fund anything further for the woodland classroom until the formalities have been agreed on.

The PTFA are awaiting confirmation from the school as to what they would like money spent on/fundraised for.

5. Events for coming year

Pumpkin Café 30-10-18 – Meg coordinating

- To be held at school
- Tickets to be purchased in advance online, some to be available on the door.
- Meg having fliers printed – these to be distributed locally; noticeboards, playgroups, letter boxes, local businesses etc.
- Morrisons providing Pizza's
- Each PTFA member to make 2 cakes
- Pumpkin carving/decorating competition – 3 categories KS1, KS2, adult. KS1/KS2 prize will be cake, adult prize ? pub voucher
- Other activities -
 - name the teddy
 - Brooke society - local spooky stories collection (to be presented in separate classroom)
 - sweeties in the jar
 - slime
 - ? apple bobbing.

- Set up
 - Door – Anna F, Bex, Nicola
 - Slime – Louise B
 - Café – Katherine, Anna W, Meg
- Prices
 - Entry (children over 4, adults free) – £2.50
 - Pumpkin carving - £2
 - Pizza slice - £1
 - Cupcake/biscuit - £1
 - Cake slice - £1.50
 - Tea/coffee – free
- Bex to look into fire regulations for number of people allowed in school at one time.

Christmas Cards – Kirsty coordinating

- Craft afternoon 5-10-18
- Kirsty to provide info email/letter for parents with all necessary details.
- Bex to clarify craft afternoon details with Mr Griffiths.
- 15-10-18 closing date for card entries. Kirsty to finalise orders by 28-10-18.

Chocolate Non Uniform Day 23-11-18

- Non uniform in exchange for chocolate donation for Christmas tombola

Christmas Fayre 1-12-18

- To discuss at next meeting
- Louise H to coordinate
- Each PTFA member to get 2 raffle prizes

Christmas Story for KS1 10-12-18

- Anna W to coordinate
- £2 story in PJ's with hot choc and biscuits
- Anna to liaise with Mr Griffiths re story telling

Penny Wars

- In January
- ? Katherine to coordinate

Quiz night provisionally 9-2-19

- Katherine to coordinate
- To discuss at next meeting

Class Cake Sales

- 12-10-18 Swallow
- 9-11-18 Jays
- 11-01-19 Owls

- 8-2-19 Robins
- 8.3.19 Swallows
- 5.4.19 Jays
- 10-5-19 Owls
- 7-6-19 Robins

2 parent volunteers from class to run.

Other events to be discussed at next meeting

- Talent Show – Hannah Spinks
- Second hand uniform event
- Benefit of revisiting historic school events was discussed to raise profile of school within the village. Giles H to investigate Donkey Parade.
- Anna F – arranging Pudsey visit to school for Children In Need.
- Summer spectacular – Swallows to coordinate

6. AOB

- Anna W to liaise with Mr Griffiths re donation station in reception.
- Katherine to email Nicola previous secretary documents.

Next meeting 5-11-18 7-8pm at Brooke Primary School