



St. Anne's (CE) Primary School, Brown Edge
Minutes of the meeting of the PTFA
Wednesday 1st May 2019, 9:00 – 9:30am, Staff Room

Attendees: Co Chair - Dawn Rosson (DR), Chair and Minutes - Tammy Johnson (TJ), Treasurer - Claire Reynolds (CR), Barbara Owen (BO), Julia Cawley (JC), Sian Knot (SK)

Apologies: P.T.F.A members provided their apologies if they were unable to attend.

Minutes circulation: attendees, apologies and Mr Hobson (minutes also available to all on request)

Discussion, Decisions, Actions

TJ chaired the meeting, along with DR, as Co-Chair.

Any actions still open as at this meeting of 1st May, were reviewed and discussed, updates provided below.

TJ highlighted that we are currently looking into PTFA insurance, which will provide cover when carrying out events which are organised by the PTFA and take place on the school premises.

ACTION: DR to check if the existing school insurance will cover the PTFA also.

UPDATE: 2.5.19: DR has spoken to School Insurance regarding holding PTFA events at School. SCC advised that separate insurance would still be required. DR spoke to CR (Treasurer) to advise.

Due to the enthusiasm and support of 5p Friday's the suggestion has been made to do 2p Tuesday's for the summer term. All agreed.

ACTION: TJ to send a call out for more empty bottles and speak to PC to help create the 2p Tuesday bottles for each class. DR to communicate to the school the launch of 2p Tuesday's.

UPDATE: 3.5.19: call for empty bottle done, and TJ spoken with PC, who has kindly agreed to get the bottles ready. 2p Tuesday's has been approved by Mr. Hobson.

TJ asked DR if we could send out some thank you letters to the businesses who provided donations to the Easter Egg Raffle.

ACTION: DR to write to Slaters Accountants and Keith's Supermarket.

The Car Boot sale has been confirmed for the morning of Sunday 12 May, on both the school play grounds and also the main hall.

ACTION: TJ to draft a letter to let everyone know and encourage bookings, and forward to DR.

UPDATE: 1.5.19: leaflet has been sent out to the school and also posters placed around the school and local areas around Brown Edge. P.T.F.A. asked to promote the car boot sale as much as possible.

DR shared that the school would like to choose 3 local charities to raise money for, rather than just 1 specific charity. The school would like to run this by earning chips by which they can choose a charity jar to place the chip in. The school will then turn those chips into donations, with the help of the P.T.F.A also.

ACTION: TJ to research plastic chips and jars to set up the charity collections. DR will discuss with Mr. Hobson and the school which charities they would like to choose.

UPDATE: 8.5.19: TJ sent information on chips and jars to DR. Further updates to follow.

The question was asked in the previous meeting about what the school would like to spend the money on



and how much we need to raise to achieve the purchases. TJ asked if we can now look at what items we can help to purchase before this school year is over.

DR added that the area next to the main hall is being prepared for new canopys, that are due to arrive for installation during the May half term.

DR asked if the P.T.F.A. can help with the purchase of some plastic picnic benches for the area. All agreed. It has been requested that we choose brightly coloured furniture rather than black/brown.

ACTION: TJ agreed to research plastic picnic benches and to send the information to DR for the school to review.

DR also highlighted that improvement works to the school library are also soon to be underway and help with new books from the P.T.F.A would be much appreciated. Further updates to follow.

DR suggested creating a PTFA newsletter for the school to provide updates on the meetings, what we are doing, what events we have planned, and the ideas we/school would like to spend the money on.

ACTION: TJ to draft a PTFA newsletter and share with the PTFA committee for feedback, ready to be issued w/e 12 April, so that we can announce the winners of 5p Friday and the Easter Bonnet Parade.

UPDATE: 12.4.19: the first P.T.F.A newsletter was sent out. **Action closed.**

The next event for planning is the Summer Fair, taking place on Friday 28 June, from 3:30pm.

P.T.F.A have arranged a meeting on Thursday 9 May, at 2:30pm to organise this. DR will speak to Mr. Hobson about stalls, non-uniform days to help raise items for the fair, speak to the kitchen about food and can we invite the luncheon club to the fair.

ACTION: DR to speak to Mr. Hobson and confirm the above.

UPDATE: 3.5.19: School Council are meeting prior to our next meeting on 9.5.19 to discuss which stalls they would like to see at the summer fair. Mr. Hobson has asked staff to organise their year group to run a stall at the summer fair. Mr. Hobson is happy to have two Non-Uniform Days on 21st and 28th June to support contributions to the Summer Fair. Linda in the kitchen has agreed to cater for the summer fair. It is ok to invite Wednesday Lunch Club to the Summer Fair.

Further updates to follow post P.T.F.A Summer Fair meeting on 9.5.19.

MEETING CLOSED.

Next Meeting: Thursday 9th May, 2:30pm, St. Anne's Primary School - this meeting will be to discuss the plans for the upcoming Summer Fair.

Diary of upcoming events:

- 9 May - next P.T.F.A meeting to arrange Summer Fair
- 12 May - Car Boot Sale
- 28 June - Summer Fair