



St. Anne's (CE) Primary School, Brown Edge
Minutes of the meeting of the PTFA
Wednesday 13th March 2019, 9:00 – 10:00am, Library

Attendees: Co Chair - Dawn Rosson (DR), Chair and Minutes - Tammy Johnson (TJ), Sarah Pegg (SP), Elize Phillips (EP), Paula Cullen (PC), Barbara Owen (BO), Rachel Thomas (RT), Julia Cawley (JC), Katy McMaster (KM), Kelly Gidman (KG), Dawn Edwards (DE)

Apologies: Andie Dale (AD), Claire Reynolds (CR), Claire Higman (CH), Annabel Merrett (AM), Lorrain Pope (LP)

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.

All confirmed agreement with the previous minutes of the last meeting and a review of the previous meetings actions still open were discussed.

TJ highlighted that we are currently 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.

It was asked if the school hall could be used for children's parties.

ACTION: DR to check if this is an option and update at the next meeting. DR did however state that monies would have to go in to school budget rather than going to PTFA.

UPDATE 13.3.19: DR has checked this with the school and confirmed that whilst events will be considered on a case by case basis it's not a guarantee. Funds raised would have to go directly to the school and additional arrangements such as cleaning etc. would have to be factored in. **Action closed.**

The next opportunity for fundraising is Easter. Suggestion to hold an Easter egg raffle.

ACTION: CR and TJ to organise Easter eggs by w/c 8 April.

UPDATE 13.3.19: CR and TJ will organise around 12 Easter eggs, these will be for the Easter egg raffle and the Easter Bonnet Parade.

Following further discussion by the committee, we agreed that the Easter Bonnet Parade will be for EY/KS1 only, with a prize for 1 bonnet per class, judged by those who attend the parade on Wednesday 10 April.

Funds will be raised at the parade by providing drinks and refreshments and making this a community event and opened out to all parents, family and friends.

ACTION: TJ to draft an Easter Bonnet making competition letter for EY/KS1 and all a community letter to invite people to attend, and forward to DR.

PC provided on update on the 5pm Friday's so far, which is going extremely well. All classes received their jar straight after the last meeting, letters were issued to let everyone know and reminders have been issued too. It has been agreed to count the jars on Monday 8 April and announce the class winner.

ACTION: TJ, PC and DE to count the 5p's on 8.4.19 and confirm class winners.

ACTION: DR to speak with the School Council for prize ideas in time for w/c 8 April.



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.

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.

It was suggested by the committee that we take pre-bookings and ask for a non-refundable payment at the time of booking:

£5.00/car

£7.00/table

It was agreed that anyone wishing to turn up on the day it would be £7.00/car and £7.00/table. (Max of 10 tables will be available in the main hall to allow for refreshments to be served by Linda)

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

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.

ACTION: DR has agreed to speak to the senior leadership team for a shopping list to share with the PTFA and bring to the next meeting.

UPDATE 13.3.19: DR provided a list of items which the school would like to use the money on. Ideas and thoughts were discussed on how we can source items through local businesses when we are ready to make purchases. **Action closed.**

ACTION: TJ will include the school list on the FB page and newsletter to help find connections and possibly donations.

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.

MEETING CLOSED.

Next Meeting: Wednesday 1st May, 9:00am, St. Anne's Primary School, Main Hall

Diary of upcoming events:

- Friday's (ongoing) - 5p Friday's -Date to count the 5p's Monday 8 April
- w/c 8 April - Easter Egg Raffle
- 10 April - Easter Bonnet Parade and coffee morning
- 12 May - Car Boot Sale
- 28 June - Summer Fair