



PTFA Meeting

Tuesday 14th January 2025

Apologies;

Sam Welsby
Kelly Middleton

Attendees;

Heidi Clarke
Robyn Hemmings
Rachel Mold
Rebecca Schofield
Siân Jones
Sarah Briody
Karen Jeffries
Laura Joynes
Anna Symonds
Bex Jones

Financial update

- £4,529.22 balance
- Rachel agreed to look into a PTFA card set up and costings, as discussed in the group following Christmas fair feedback.

Talent show

- Saturday 25th January 3-5pm (hall booked 2-6pm)
- A risk assessment is needed for this event, due to the stage. A PTFA volunteer would be needed one on each side of the stage.
- We discussed running this event even if the entries are still low as the hall is booked and paid for (£80) and cancelling an event would reflect poorly on the PTFA. Currently there are five entries. A social media push has been done and members of the PTFA have been into the school to promote.
- Adult tickets £5, 10yrs and over £3 and under 10 is free. Tickets are via ticket source but we will also be selling tickets on the door.
- Helpers for the event; Heidi, Robyn, Rebecca and Anna.

- Certificates to be given to all children who take part and a medal (Rebecca to order for event-pack of 20). We discussed in the meeting in December we would give certificates as there is less pressure on children for competition, rewarding for taking part.

Friendship disco

- Friday 14th February
Ks1-4.30-5.30. Heidi, Robyn, Sarah, Anna, Siân and Rachel helping.
Ks2-5.45-6.45. Heidi, Robyn, Sarah and Karen helping.
- Robyn has set ticket source for 27/1/25 to go live. On the ticket booking, there is a tick option for photo/video consent, due to feedback from a parent at a previous event. The pictures can then be added to social media, excluding any that don't consent.
- Backdrop and decorations to be ordered for the event, in keeping with the friendship theme (Rebecca agreed to order, giving options on the group chat)
- Sweets will be given in the remaining brown bags we have in the ptfa cupboard. We discussed adding a friendship bracelet onto this, but we will confirm in the group chat once we have looked at ideas.
- Heidi to run the music again as it is too late to obtain a DBS check for a DJ.

Mother's Day event- 28th March 4.30-5.30

- Dates; 14th February- letters go out for event
25th February- letters due back in
12th March- surprise room at school whereby children chose a gift
28th March- gifts go home with the children
- It was discussed a later time slot would be more appropriate, after feedback from members, so we decided upon 4.30-5.30. An afternoon tea with cake and sandwiches then tea and coffee. Keeping it all homemade, with this all on cake stands. Members were happy to each help out and offer stands, decorations for this. More feedback was given regarding too many numbers last year and over double to what had been catered for, leading to disappointment where children got separated from parents and weren't allowed to eat cake etc. we took this on board and decided to keep the event strictly ticketed and that we would have to be very firm with this. Keeping families together and making food available to everyone and not just giving biscuits to the children. We were all in agreement with this. Anna gave input regarding hiring table cloths for the tables so it looks smart, she will look into this (x6 tables). Sarah will find out the maximum number allowed in the school hall. Heidi will purchase £20's worth of raffle prizes for the event.
- A lovely idea was given regarding creating 'an atmosphere' or 'something extra special' about having a slide show of the children (images to be emailed in) with a quote underneath from that specific child to their mum/carer. Heidi will check whether she can obtain this after a reading session with the children and perhaps help where needed to write it for the child if needed.
- For the surprise room, we need to check what is already in our PTFA cupboard from last year to use up. We decided we would purchase chocolate bars again and design a sleeve for them. It was given as feedback if we could have some different gift offerings, we will confirm this and chat over in detail at the next meeting but we thought it would be a good idea. £3 cost for the gifts for each child, still offering x4 choices.

Any other dates for the diary

- April- *not yet discussed due to time*

May- *not yet discussed due to time*

June- Father's Day event

July- picnic on the field

World book day – 6th March

- Last year we discussed and made a poster for 'Wonder bars', whereby Sam had agreed a list of 'rules breaks' that the children could do. Several small prizes and larger prizes were agreed but this was never developed further. We discussed about carrying this out in March for world book day and refreshing the list with Sam's approval. We were all in agreement. It would be £2 a ticket, but further discussion at the next meeting would confirm this. Any prize winner would collect from the school office.
- Robyn mentioned she had signed us up for free world book day outfits as a PTFA, but as yet, awaiting confirmation if we will receive these. It's a great idea to help those on low income if they can't afford an outfit and for school dress up boxes.

Promoting another cause on our socials

- We have been approached by a member of staff to ask if we can promote his charity fundraising event. We were all in agreement of this, as a member of staff we want to show our support.

Voluntary job roles of committee members and communications

- We confirmed at the meeting that moving forward, better communication is needed between us all when planning events. Members discussed previous issues during the winter term, whereby members actioned on their own accord and wires were crossed in terms of expected roles. It was also agreed that no one is to message anyone privately with an issue, all communication on the group chat, so no one feels singled out.
- We confirmed rules of the PTFA and Heidi/Robyn have agreed to put up a copy or a link on the group chat so everyone can see this. We reiterated the folders do always come to meetings for anyone who wants to see this.

Equipment purchase suggestions

- *Not discussed due to time*

Any other business

- Feedback given from the Christmas fair, regarding the location of stall holders and the size of the event. It was discussed that it would be better to run the event at Newbold village hall. Discussion for this nearer the time, however all were in agreement.

Our next meeting will be Monday 10th February the carriage room in the George in Shipston (Rebecca has booked)

Easy fundraising;
www.easyfundraising.org.uk/causes/ntsptfa