



PTFA Meeting

Monday 10th February 2025

Apologies:

Siân Jones
Laura Joynes
Kelly Middleton
Bex Jones

Attendees:

Heidi Clarke
Robyn Hemmings
Rachel Mold
Rebecca Schofield
Sam Welsby
Sarah Briody
Karen Jeffries
Anna Symonds

Financial update

- £4,569.97 balance
- Talent show made £69.93 profit. We were all surprised by this as at the last meeting we were worried we wouldn't break even. We discussed using the school hall next time as Sam said this would be ok and we could use the stage and curtain. We thought previously this may cause issues setting up but on a Saturday this could be actioned.

Friendship disco

- Friday 14th February
Ks1-4.30-5.30. Heidi, Robyn, Sarah, Anna and Rachel helping. Ks2-5.45-6.45.
Heidi, Robyn, Sarah and Karen helping (original helpers list).
- We discussed merging the two discos due to poor ticket sales from KS2. We decided upon the new timing 4.30-6pm for all children. We will of course be able to issue a full refund if

anyone has a problem with the new timing. Robyn agreed to put a letter will be sent out via socials and reach more app with the ptfa email for any correspondence but will check again on ticket sales nearer Thursday.

- We asked Sam again if the discos could be on any other night as feedback was given that Fridays are tricky for some, but due to the cleaner stating only Fridays we cannot move it. It also has a knock on effect at school the next day for the teachers. We did however all agree that we will not put an event on, on the last day of term again right near a half term/term as people go away on holiday.
- Sam advised she has blackout sheets previously used for the Christmas grotto to use to keep the light out for summer term for discos as Robyn said we need to make the hall a little darker and more 'disco like'.
- Heidi showed images of the sweetie cones with the friendship bracelets around them and said she's nearly done making them with Emily.

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

- Dates; 25th February - letters go out for event, agreed it needs to be after half term
7th March- letters due back in
13th March- surprise room at school whereby children chose a gift. Heidi and Robyn helping Sam.
28th March- gifts go home with the children
- We all agreed that every 'someone special' would still go home with a plant but Anna advised after checking with suppliers that we were too late to have the original plan- bulbs. We looked online for other ideas and Rachel asked her husband for advice. We might have to look at a bulk order of primroses but we will need to look into this further. Next time we need to purchase in September and order, ready for March. We all agreed that we are happy to spend up to £2 per plant as most gifts are still in stock from last year. We can however start planning for Father's Day in June by starting to plant tomatoes that Sam agreed could be kept in the cold frame at school. Rebecca to ask at her local garden centre to see if they would donate and make the tags for the plants.
- Mother's Day gifts- 1.empty GU pot full of sweets 2. Chocolate bar with sleeve (Robyn to print) 3.bracelet 4.candle. Allowing x20 of each item but we will know exact amounts once ticket sales are in.
- Sam advised the Mother's Day video in the background needs to be just quotes from children and no images due to safeguarding and consent issues. Heidi is still happy to obtain the quotes during/ after voluntary reading at the school.
- X60 max chairs and x12 tables for the school hall but Sam agreed we can use Amber class if ticket sales grow so no one is left out due to numbers. We can evaluate this nearer the time once ticket sales are obtained. Anna will go ahead and order table cloths x12.
- Costco to be used for sandwiches and cakes to get as cheap as we can and also to have all ingredients on packaging to be transparent for allergies. Once numbers are in we can order these.
- Sam to ask whether staff would serve the teas as ptfa mums would like to be able to enjoy the event and last year it was tricky juggling childcare and serving.
- X80 tickets to be available, charging £1.50 which automatically enters you into the prize draw. Children would be free but still need to be ticketed for numbers. No booking fee.
- Ticket sales need to be after half term to push the chocolate bar sales first.

World book day – Thursday 6th March

- Chocolate bars to be priced at £1.50 and purchased via cash sent into school in sealed envelope or via BACS.. Hidden in the chocolate bars will be tickets for things such as:
 - Class non uniform day
 - Extra OPAL Playtime for your class
 - A special pudding at lunchtime
 - Treat for Snacktime for the class
 - VIP for the day
 - Bookstore Gift Card £5
 - Books
- We will bulk order chocolate for this along with Mother's Day and dairy free chocolate would need to be purchased alongside. We agreed to use Cadbury chocolate.
- Sam has agreed to dress up as 'Willy Wonka' and with this we decided upon 'Welsby bars' for the event. Robyn already has a poster designed from last year that wasn't used so will use this alongside a letter/slip.
- Letters to be sent out 11th Feb asap as Sam advised it's best before half term so it doesn't clash too much with Mother's Day.
- Anna said she would look at Costco chocolate prices.

Defibrillator for Newbold site

- Sam has requested a defibrillator for the Newbold site as the government only provide one defibrillator per school however we are split into two sites. We came up with setting up a go fund me for this as ptfa funds would drain in the summer term due to bus trip costs, year 6 leavers hoodies and books and Easter eggs. Karen said she was happy to approach the Shipston lions and rotary club first to see if they would contribute, failing this maybe the co op?

Class wish lists

- Amber class- dictionaries
- Sapphire class- garden area flooring (declined due to cost), storage, small world play, trellis
- Emerald class- nothing submitted
- Ruby class- nothing submitted
- SEN wish list from Sarah- beans bags, busy bags, Opal play equipment
 - Although Sapphire class garden area flooring was dismissed this is perhaps a long term goal as the stones need replacing. We discussed maybe getting some outsider funding for this and asking for donations.
 - We tried to suggest maybe putting a budget on the classes but couldn't agree in the meeting what this would be set at. Further discussion needed.

Easter eggs preliminary chat

- Rebecca to draw up a letter asking for donations of x80 Easter eggs for the school (x3 dairy free needed) to ask businesses. We discussed a non school uniform day to bring in eggs but some families would provide giant eggs whilst others would forget or bring in tiny crème eggs and it wouldn't be fair. They all need to be the same. We also have 50% of pupils on pupil premium, so we need to consider this so agreed it was easier to purchase/ get them donated.

Banking

- Robyn and Heidi advised the Shipston Lloyds bank branch will be closing in November but they have looked into using the post office. At the post office you can still pay into the bank and draw out but would need to go online for paperwork. We agreed this was ok to remain with Lloyds.

Sum up card reader

- Not discussed due to time

Lanyards

- Not discussed due to time

Pre loved uniform date

- We agreed the pre loved uniform sale would be on the same day as the book fair at school. Karen has agreed to sort this.

Metal notice boards

- Both sites require metal notice boards on the school gate just for PTFA use. Sam agreed she would look at the cost of these off the Espo site she uses for school ordering.

Theatre trip

- Not discussed due to time

Canva login

- Not discussed due to time

Any other business

- Heidi to order off Amazon the 5L tea and coffee flasks for PTFA use only for events. Anna agreed to put up links on group chat.

Our next meeting will be Monday 17th March the carriage room in the George in Shipston
(Rebecca has booked) 7.30pm start

Easy fundraising;

www.easyfundraising.org.uk/causes/ntsptfa