

St Ethelberts PTFA minutes: 16th January 2016

Present

Apologies

Mr Letts

Anna Aslet (Chair)

Paula Kelly (Secretary)

Laura Wilson (Finance)

Donna Taylor

Claire Tyler

Debbie Webb

Neena Griffin

Charlotte Pidduck

Elaine Lynch

Karen Norton

Finances

Laura Wilson to update at next meeting

Upcoming events

Quiz night – 8th October. Wine and Wisdom, with fish and chip supper. Possibility of selling tickets in advance for £6 and £7 on the door (AA has spoken to Steve Kelly who thought that parishioners may find it difficult to get tickets from the school office). Advertising flyer required (Action Will Tyler?). Games to include wine and water (ratio 1:3 wine to water) £2 a go. Heads and Tails, prosecco prize. Raffle, 3 prizes (Action AA to choose) and wine.

Cake sales – Parents have requested that payment for cake sales be in advance. AA has written a letter and envelopes will be sent home. Parents will still have the option to pay on the day.

Football match – Ask Mr Williams what sports kit equipment is required. PTFA to do raffle. Referee required (Action AA – Ask Claire Turner)

Christmas cards – To do by 14th October as costs lower. Teachers will be briefed for completing in school (Action Mr Letts) and a copy will also go home should parents wish to assist their children.

Christmas party – Booking ‘Disco Boy’ (Action Mr Letts). Discussed if Junior disco should be Christmas themed – Outcome? Glo-sticks popular last year and required again (Action AA to buy). To include crafts, wood-burning ornaments under supervision (Action CTyler). Infant gifts Yr 1 and 2 gifts already bought, Reception gifts to arrange. Fairy doors and shields with names engraved were suggested to use excess stock (Action list of names required AA and CTyler).

Gift wrap – Volunteers required, dates etc. to go in newsletter (Action PK)

Christmas fair- 19th December – Raffle tickets to be done well in advance to get maximum selling time (Action AA to sort prizes and sent list to Mr Letts for prior printing). Meeting in October to discuss finer details of Christmas fair.

Any other business

Class trips – Up to £500 per class trip agreed. Combining classes for a joint trip to see a London West End show discussed. Costs to be further reduced by combining with a visit to the National Portrait Gallery who would pay for coach fare (Action Mr Letts to investigate timings and possibility). Other ways of finding funding discussed i.e. sponsorship with Nestle Lion Bar, Action Andy Kelly draft letter to marketing director. Tesco possibility of donating £500 (Action Mr Letts can you provide details?).

Impromptu events – Mr Letts asked if the PTFA would fund any events at short notice that he feels would benefit to pupils of the schools, entertainment, workshops etc. PTFA gladly agreed.

Storage – Metal storage is required for sole use of PTFA. 10ft storage unit new costs £1200, second hand £500- Costs of moving it will add to the overall costs. Suggested that Jewsons may wish to assist (Action AA to investigate)

Summer fair – Discussed pros and cons of having horses again at next fair. Whilst proven draw, profits were only around £40 with Nelsons. (Action NG to investigate other suppliers Zoe Foule).

-The possibility of a large area dedicated to inflatables was discussed. Global generation have inflatables (Action Mr Letts) but other suggestions welcome (Action governing board).

-Dog agility for next year is possibility (Action AA to discuss with Kathy)

-Chatham house choir (Action AA to investigate).

-Sea cadets brass band (Mrs Calver assists Action AA to investigate).

-Other groups that children are associated with for example gym, taekwando, majorettes etc (Action to put in newsletter nearer the time)

-Other ideas have been documented in previous minutes (Action PK to find)

-Summer brochure. PTFA thanked AA and PK for their work on the summer brochure. PTFA members are eager to help procure advertisers for the next brochure. (Action AA and PK to call on eager helpers). An interview with Brenda Blethin was suggested for the next brochure possibly including questions from pupils from year 6 (Action PK to send letter and copy of this years' summer fair brochure to Brenda via Rolfe Holt).

-Raffle prizes could be topped up- (Action volunteers to help PK approach local companies also PK to also approach two local artists for bespoke artwork for silent auction). Greek Arch has already said she would donate. Action. Neena ask your brother in law for Arsenal prizes!

Canterbury university and Looping the Loop were discussed but details are a little hazy. Was this to do with appearing at the summer fair? (Action anyone to remind me?).

Competition – A standard 'Thank You' card was suggested for sending out to all that have helped the school. Selecting 2 per class, prizes to be shown at school assembly to tempt children (Art packs, maybe Range goodies or The Works or book tokens).

Notice Board – The PTFA asked Mr Letts if he would move the notice board from outside the back of Reception to the gates by Years 1 and 2 playground (Action Mr Letts find your toolbox and brush up on your DIY skills:)

Freezer– Needs cleaning out (Volunteers)

Nits discussed. Parents can get free nit combs on prescription from the doctors (Action- To bring up at the next parent meeting, and to actively encourage parents to check for nits)

Newsletter – Relevant information to be put in a newsletter (Action PK)

Afterthoughts not discussed (for AOB in next meeting)

New sign with PTFA logo for summer fair needed, (see Ellington school's).

PTFA still has its charity status, (thanks Anna).

AGM –meeting notes?

As financier and secretary, Laura Wilson and Paula Kelly should pass on their email address to the national PTA to receive notification of upcoming events etc.

Next meeting

Thursday 3rd November

St Ethelberts PTFA Minutes: 10th November 2016

Present

Apologies

Mr Letts

Donna Taylor

Claire Turner (Governors)

Patricia Higginson

Anna Aslett (Chair)

Paula Kelly (Secretary)

Laura Wilson (Finance)

John Turner

Claire Tyler (and Leo)

Neena Griffin

Karen Norton

Chris

Finances

£7233.23 Balance	(N.B. potential deduction of £790 for yr 1&2 trip and potentially other invoices) Action Laura with bursar.
£318.65 Advance cake sales	Most infants and about ½ junior class paid. Action remind parents in January to pay for cake sales, PK newsletter.
£147.86 Football match	£150 allocated for sports equipment. Action Mr Letts to discuss with Mr Williams. (Laura Wilson reports positive comments from parents that the football kit looks great. (There's a few issues with socks to be resolved, Action Laura)

Spending the money

PTFA and Mr Letts keen to arrange trip to the Lion King (years 3,4,5, and 6). Tickets are about £27 each. Trip can be joint funded by the PTFA, pupil premium (funding approximately 20 pupils) and the art council. The art council would fund transport to the National Portrait Museum and the transport then be used to take children to the West End.

Upcoming events

Christmas cards

Will be back in a week. The early submission discounts were lost as not all teachers got their designs back from children who took them home to finish.

Christmas parties – Friday 16th December

Junior Disco

DJ not available (Disco Boy). Mr Letts suggested doing the disco 'in house' with year 6 using a projector showing dances. Call for anyone who has disco lights to lend to PTFA.

Volunteers: Karen- hotdogs

Neena – sweets

Carly -tattoos

Claire – Wood-burning decorations

Infant party

Father Christmas is booked! Year 1 and 2 girls' gifts bought. Anna Aslett to ask Year 1 and Reception parent to source and supply gifts for remaining children, budget £1 or less per child. (Action Anna)

Mrs Taylor to supply list of food required. Action Mr Letts to remind

Reception parent will be asked to wrap the gift for pass the parcel, Action: Anna Aslett to buy gift

Gift wrap – December 8th 9th

PTFA members have volunteered, and more parents offer on the day (Action office to put out a text reminder nearer the time). 50 additional gifts are required (Action: Anna Aslett to buy). Own clothes day on 2nd December for wrap a gift. Newsletter of Christmas events will remind parents (Action Paula Kelly newsletter)

Christmas fair – December 19th

Father Christmas will take centre stage on a custom built central grotto, accompanied by Mr Letts' dog in dress up reindeer costume (Action Mr Letts to give Richard notice of what is required for stage building, Action, Anna and Paula to organise medium-large costume for dog, ASDA?). Santa requires sweets to hand out (Action Anna). Projector of Christmas images as background (Action Claire, John Turner). Volunteers to decorate and create grotto. *Could we leave a bucket for donations to see santa?*

To generate handmade gifts/crafts to buy at the fair, Anna will do lunchtime crafts, and Mr Letts will ask teachers to do crafts in class. Reindeer food labels, Yr 3 and 4 handwriting practice. Trees and snowmen in felt for infants to decorate in class. (Action, Mr Letts, Anna).

Raffle – prizes decided. 1st £100, 2nd Pizza party, 3rd Wild wood visit. Need to get tickets printed early (Action Mr Letts). Photographic prize from Andreas photography to use as separate raffle. Fruit or veg basket? (Action PK)

Cake Competition – Need to attract people to enter the cake competition. Require advertising flyer (Action, John Turner would this be possible?)

Santa pictures will be taken and handed out for all infants at the fair (Action, Mr Letts to organise)

Stalls and entertainments

Wine and water – Who?

Refreshments – Tea/coffee/ Squash/hot chocolate/cake/ No mulled wine – Who?

Tattoos – Charlotte

Sweets – Chris

Bric-a-brac – who?

Teddytastic – Who? (Action Paula Kelly newsletter, call for clean teddies)

Books – (Mrs Smallie?) (Action Paula Kelly newsletter, call for good quality children's books)

Crafts – Claire Tyler, Anna (wooden items, felt items, Christingle type thing with spices.

Private stall holders (word of mouth only) £6 a stall and donation of prize

(Polish church members are running a craft stall for the Church fair on the 6th December and it would be great if this could be replicated in the school fair. (Action Mr Letts to ask Mrs Lewalsky to write a letter).

Need internal posters to direct people to all the stalls (Action. PK to work with AA)

Own clothes day on 16th December for gifts for Christmas fair. Volunteers are required to help on the morning of the 16th to help sort out gifts for the fair and after the disco to sort out the room for fair (Action Paula Kelly newsletter).

Selling daily newspaper idea was discarded as we would only get 20p for every paper sold for £1.

Bookers run for supplies (Action AA and PK)

Any other business

Governors have suggested that the PTFA and school organise a 'family fun day' to raise money for the McDonald charity. Possible date 12th May 2017. Children would be given the afternoon off school to attend with their family. Initially a letter needs to be sent to Paul Cocker and the charity from the governors and PTFA (Action Claire Turner and Paula Kelly). Discuss further at next PTFA meeting.

Children enjoyed the Reculver trip. Need to remind Mr Joss to do a thank you letter Action Mr Letts.

Storage for PTFA equipment – Action Claire Turner and Mr Letts to discuss

Notice board to move to more prominent position (Action. Mr Letts to discuss with Richard)

Christmas Pantomime at Grandville as usual on December 20th

Thank you letter competition to promote after Christmas

Remind parents in January to pay for cake sales (PK January newsletter)

Upcoming newsletter to include, Volunteer requests, Key dates, Own clothes and gift reminders

Next meeting

January 12th 2017