



## MINUTES

<b>Meeting</b>	PTFA Meeting
<b>Venue</b>	Staff Room, St John's C.E School
<b>Date / Time</b>	25.01.19 / 9 am
<b>No</b>	<b>Notes / Action Points</b>
1.	<p><b>Present:</b> Helen Rimmer, Claire Snead, Sarah Forshaw, Emma Simpson, Helen Evans and Keith Tyson</p> <p><b>Apologies:</b> Karen Cartwright, Laura Wright, Gill Miller, Jodi Muirhead</p>
2.	<p><b>Matters arising not covered elsewhere on the agenda</b></p> <p><b>Secret Santa and Calendars</b> – Funds raised £278.21 for PTFA funds.</p> <p><b>Recycle4School</b> – Another great collection raising £70.00 for PTFA funds.</p> <p><b>SATS Information Evening</b> – Tea, coffee, juice and biscuits were served to Year 6 families who attended.</p>
3.	<p><b>Financial Report</b></p> <p>5 iPads with protective casing have been purchased.</p>
4.	<p><b>Annual General Meeting (AGM)</b></p> <p>It has been agreed to change the date of the AGM to Friday 8 March 2019 in the school hall, 9 am – 9.30 am. Tea, coffee and tea cakes will be served to attendees, everyone is welcome.</p> <p>The PTFA will showcase events that have been held, the amount of money raised and how funds raised have been spent.</p> <p>Role responsibilities and nomination forms will be shared with parents next month.</p> <p>It has been agreed that Lisa Clarke, a former parent will audit the PTFA accounts ahead of the meeting.</p>
5.	<p><b>Infant and Junior Glow Parties – Friday 1 February 2019</b></p> <p>Infants Glow Party 6 pm – 7 pm and Junior Glow Party 7.15 pm – 8.15 pm. The admittance</p>

	<p>charge, which is paid on the night is £3.50 per child and is an all-inclusive price which includes unlimited juice and each child receiving 2 glow wrist bands on arrival. Spot prizes will be awarded and there will be a party game with a winning prize during both events.</p> <p>Juniors will also have access to a tuck shop and pocket money stall and should bring pocket money if they wish to purchase anything. The pocket money stall will have a limited amount of additional glow items for sale along with other items. There will be a glow in the dark tattoo stall, parents are requested to contact a member of the PTFA or school should your child not be allowed to have a tattoo. School Council to be asked to collate a music play list and 'Let's Dance' will be shown on the hall screen.</p> <p>Volunteers to be requested via the PTFA Facebook page.</p> <p>Due to the Royal Bank of Scotland closing in the village, it will prove difficult in the interim for the PTFA to obtain change. Parents to be asked via PTFA Facebook page and school newsletter to send children with change to the Glow Parties.</p> <p><b>Parents evening – 28 February 2019</b> PTFA will serve tea and coffee refreshments and will promote the PTFA Events. Chocolate Bingo tickets and food order forms will be available to purchase during the evening.</p> <p><b>Recycle4School – 18 March 2019</b> Collection bags will be sent home in school bags nearer the time and reminders will be sent via the school newsletter and text message.</p> <p><b>Chocolate Bingo – 29 March 2019</b> Sarah Forshaw to write to the main supermarkets to request voucher donations which will be used to create hampers as raffle prizes. Raffle tickets will be sold on the day via the school office, celebration assembly and during the Chocolate Bingo evening. Request will be made nearer the time to families for donations of chocolates/Easter eggs. Volunteers to be requested nearer the time. 10 Play Factore vouchers have been sent to school and will be used as raffle prizes at Chocolate Bingo.</p>
6.	<p><b>Headteacher's Wish List</b> None received</p>
7.	<p><b>Any Other Business</b> Request to be made for any unwanted female wrapping paper to be donated to school.</p> <p>It was agreed to explore the cost of 'A Boards' which the PTFA can use to advertise events in the school playground.</p>

**Date and time of the next PTFA Meeting:** Friday 15 February 2019, St Johns staff room, 9 am