



MINUTES

Meeting	PTFA Meeting
Venue	Staff Room, St John's C.E School
Date / Time	11.01.19 / 9 am
No	Notes / Action Points
1.	<p>Present: Helen Rimmer, Claire Snead, Sarah Forshaw, Laura Wright, Helen Evans and Keith Tyson</p> <p>Apologies: Karen Cartwright, Emma Simpson, Gill Miller</p>
2.	<p>Matters arising not covered elsewhere on the agenda</p> <p>Christmas Fair – very successful event raising £1,403.10 for PTFA funds. Lots of positive feedback received from parents.</p> <p>Secret Santa and Calendars – funds raised to be confirmed as soon as possible. It will be considered next year reducing the number of calendars purchased from 100 to 75 to reduce waste and lower costs.</p>
3.	<p>Financial Report</p> <p>The balance at end of the Autumn Term was £5,130.44.</p> <p>It has been agreed to fund 5 iPads and to purchase appropriate protective casing.</p>
4.	<p>Annual General Meeting (AGM)</p> <p>It has been agreed that the AGM will be held on Monday 4 March 2019 in the school hall, 6.30 pm – 7 pm.</p> <p>Role responsibilities and nomination forms will be shared with parents next month.</p>
5.	<p>Recycle4School – 21 January 2019</p> <p>Collection bags will be sent home in school bags and reminders will be sent via the school newsletter and text message.</p>

	<p>SATs Information Evening – 22 January 2019 The PTFA will be providing complementary tea and coffee on arrival.</p> <p>Infant and Junior Glow Parties – 1 February 2019 Infants Glow Party 6 pm – 7 pm and Junior Glow Party 7.15 pm – 8.15 pm. An all-inclusive price will be introduced of £3.50 per child which includes unlimited juice and each child receiving 2 glow wrist bands on arrival. Spot prizes will be awarded during both events. Juniors will also have access to a tuck shop and pocket money stall. Event to be advertised on PTFA Facebook page and school newsletter. School Council to be asked to collate a music play list and ‘Let’s Dance’ will be shown on the hall screen. Volunteers to be requested nearer the time.</p> <p>Parents evening – 28 February 2019 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>Recycle4School – 18 March 2019 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>Secret Mother’s Day Room – 28 and 29 March 2019 155 gifts purchased and now in stock. Request to be made via school newsletter for female wrapping paper donations. Volunteers to be requested nearer the time.</p> <p>Chocolate Bingo – 29 March 2019 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.</p>
6.	<p>Headteacher’s Wish List It was agreed that the PTFA will continue to fund the annual pantomime company who visit school each year and coaches for school trips.</p>
7.	<p>Any Other Business The PTFA discussed the suggestion of a uniform sale but it was not thought that this would be appropriate to run at this time.</p>

Date and time of the next PTFA Meeting:
Date: Friday 25 January 2019, 9 am **Venue:** St Johns staff room **Time:** 6pm

MINUTES APPROVED BY: Helen Rimmer

DATE: 11 January 2019

