18.1.24 Present- Rachel, Hannah, Dani, Agnes, Carmen, Jenny, Rebecca, Chelsea.

Apologies Sharon Ellie Lucy Nicola.

Chair – Rachel Secretary- Dani

Since the last meeting Emma has decided to step down from the ptfa.

Minutes from last meeting proposed by Jenny, seconded by Rebecca.

Matters arising-

Shade, Bruno has been busy with the pantomime carry forward to next meeting.

Preloved uniform form-

Done and to be approved, Hannah would like to add the prices for each item, Rebecca will send price list. Forms to be put in reception for parents / Guardians to help themselves.

-Notice board-

Hannah to message Glyn and ask if it is still okay for him to do the board now that they have left the school. If not Carmen has someone that be able to help. Rebecca suggested asking a design technology class of another school is it something they could help with.

Finance update-

Before the Christmas holidays we paid the renewal for the film licence which was £95.45. It was decided to cancel as we decided the film night didn’t work last year. The person left who Rachel was dealing with and then the 60 days before expiration kicked in. The company have been really poor to communicate with and Rachel is in the process od getting it cancelled for next year.

Bank card-

We have all agreed to get a bank card on the account. This will allow us and much easier route to purchases.

Review the way we work-

Rachel would like to be honest and say that she feels she can't continue doing the amount of work that she currently is doing. She has suggested doing an event planner to have a set person/ few people in charge of each event. The event planner will make it clear who was responsible for what part of the event and how make sure it is not down to just one person.

Hannah suggested we don't plan an event until we have enough volunteers to man it. Past events have not had enough volunteers and it often ends up being left to the same people, if we ensure all events are fully manned before going ahead and planning them this will reduce the stress and hopefully make it more fun for all.

Rachel is happy to be the meeting chair, but would like someone to be a secure secretary ideally the same person every meeting. It would be their responsibility to circulate all minutes to the group and Sharon. Danielle is happy to do this but can only attend evening meetings. It was decided all future meetings will be held in the evening as there is poor uptake to daytime meetings. It was confirmed Danielle to be meeting secretary with Hannah being assistant.

Hannah will take on the role of overseeing licenses, renewals and registrations.

Rachel is happy to carry on with communications for the time being and producing the newsletters.

Risk assessments will need to be done by the appointed person in the event planner.

WhatsApp discussions

\*Bags 2 school is booked for June 18th - Rachel is overseeing this.

\*Book fair 19th March - 26th March. Volunteers for this to be spread across the dates.

\* Pre loved uniform sales - Hannah and Chelsea.

\* Easter bonnet - to be arranged on WhatsApp.

\* Dress to impress - 9th Feb £1 Rachel to do a poster

Funding requests -

\* Ocarinas, agreed but not a unanimous vote as it was brought to attention that these had been brought before it had been agreed to. Rachel to talk to Mel regarding the funding of where / who needs paying.

\*Pooters, agreed Hannah to order.

\* Pencil sharpener for Miss Smiths class, was discussed if it was appropriate use of funding, agreed not a unanimous vote. Danielle to order.

\*Aprons for lower years – agreed Rebecca is sorting and the company TTS will let us order on invoice once we have an account.

Family Bingo. 19th April.

Will need to find donations for prizes.

Give ourselves -

1 week for volunteers

2 weeks for donations

Then decide if we can go ahead.

If we do eyes down at 6pm.

Pricing ideas, hold at school. Offer basic refreshments.

Will need to check how many people can be in the hall, will only need a small amount of helpers.

Next meeting. 29th Feb at The British Legion