

7.30pm, Wednesday 17 April 2024
PTFA, St Mary's Catholic Primary School, Marnhull
@ St Mary's, Marnhull

Attendees: Rachel (meeting chair), Rebecca, Jennifer, Hannah, Chelsea, Nicola, Lucy (minutes), Agnes. **Apologies:** Carmen, Ellie, Dani (vice treasurer), Heidi (treasurer).

Minutes of last meeting approved by Chelsea, seconded by Rebecca, agreed by all, with the following amendment: figure for 12 ocarinas and books to include VAT, total £179.52.

Matters arising from last meeting

Noticeboard - Bruno has made the board, now adding finishing touches. It is to be attached to the wall, which Sharon has approved. The wall is not listed as previously thought, this has been confirmed.

Funding request for aprons - Rebecca has ordered these and requested an invoice which has not yet been received.

Teach Rex has been booked at a total cost of £1,440 to be paid in two instalments. First instalment has been paid by Heidi, approved by Hannah. Second instalment will be due approximately two weeks before the event (they are visiting 10 July). The school has the timetable for the visit - Rachel to check Sharon is ok with the plan.

Prayer garden - Dani to follow this up with Ellie.

Community cafe - the Marnhull Community Cafe approached Rebecca and Jennifer at the panto asking if the school choir could perform there. Rebecca to follow this up and request dates.

Minutes

To suit the newsletter timetable, the group agreed that draft minutes should ideally be circulated on WhatsApp no more than seven days after the meeting, to allow for the group to respond and minutes to be finalised in time. PTFA members to please read and respond to minutes with any amendments.

Uniform sales

The last uniform sale had low sales, total £9 taken. Locating the sale alongside the concurrent book fair would likely have raised sales. Uniform float needs to be counted and banked. Next sale is on 17 May.

Gazebo

Following group approval via WhatsApp, Chris collected for the school a 3x6 heavy duty metal frame gazebo that had been offered free on Facebook. This can be used to provide shade for the children after May half term, to be discussed with Sharon or Ellie.

Treasurer

If you are interested in taking on the role of treasurer, please let us know.

Bingo

Rachel has completed the risk assessment. Floats to be arranged on Friday by Heidi and Hannah. Baking has been volunteered by Zoe, Rachel, Rebecca, Lucy and Hannah. The group discussed and confirmed the list of prizes drawn up by Hannah. Hannah has bought cellophane, Hannah and Chelsea to wrap prizes. Chelsea to collect boxes from Virginia Hayward. Rachel to collect Wyke hamper and prize from Robin Hill Stores. Format - 5 games, flyer, break with refreshments, raffle at end of break, final games. Eyes down at 7pm; the evening is expected to take about 2 hours. PTFA to park in the playground, drive under the shelter on the left. Refreshments on sale will be cakes, crisps, Haribo, squash, cans, tea and coffee. Ellie and Sharon will be there on the night.

Volunteers on the night (TBC according to requirements)

- Set up from 5pm - Hannah, Tim, Rebecca, Chelsea, Jennifer, Jenny, Carmen, Agnes.
- Traffic marshals - Tim, Ollie.
- On the door - Rebecca (selling books), Jennifer (handing out flyers), Agnes (raffle tickets).
- Welcome - Chelsea.
- Assisting Lynne - Chelsea, Hannah.
- Refreshments - Hannah, Chelsea, Jenny.
- Clear up - as above and Amy-Jo.

PTFA shed

Rebecca met with CG Fry & Son contractors, they are planning to present us with £500 and will lay a base for the shed in the next few weeks, approximately 12x14ft, it will take two days. Marnhull Mens Shed have previously donated £312 towards the shed. Hannah and Rebecca to research sheds with a maximum budget of £1,000 PTFA funds plus the £812.

Requests for funding

£450 requested for funding for coaches for whole school trip.

Funding for each class - the group discussed the details of providing equal funding for each of five classes. PTFA to give the teachers funds, they can spend this on items that will benefit both current and future classes (e.g. books, equipment or furniture) rather than one-off experiences. Teachers save receipts to show spending. PTFA need to check accounts before finalising the funding amount as there are several large outgoings this term - awaiting this, members have in principle approved £100 per class.

Frozen Fridays

Ice-creams / ice-lollies to be sold every Friday after summer half term, at pick up. Planning sheet was completed at the meeting. Rachel, Hannah, Agnes, Jennifer, Dani, Lucy, Carmen have volunteered; Rebecca is lead. Rota to follow.

Get to Paris

Rachel has spoken to Nathan, who will organise the school. PTFA to organise community fundraising, QR code - Rachel leading. Everyone please circulate Get to Paris on Facebook.

Summer Fair - 5 July (after Sports Day)

Planning sheet was completed at the meeting. Stalls planned:

- Hook a duck
- Water and wine
- Face painting
- Pre-loved uniform
- Soak the teacher
- Splat the rat

Refreshments:

- BBQ
- Cake stall
- Drinks
- Ice-creams / ice-lollies

Volunteers on the day - Rebecca, Hannah, Ollie, Rachel, Lucy, Ricardo, Carmen, Agnes, Zoe, Sophie Radford, Jenny, Chelsea.

More volunteers will be needed if we are to do the same as last year - Rachel to add a request to the newsletter.

To do:

- Ice-creams were melting last year - find a second hand freezer.
- Bouncy castle (RBL?) - Rebecca to enquire.
- Donations welcomed of burgers and sausages for the BBQ - all please ask your local butchers.
- Supermarket community champions to be approached for donations of burger buns and hotdog rolls, vegetarian options for BBQ - Morrisons, Tesco, Asda, Dikes.
- Source ice-creams and ice-lollies.
- Source drinks - cans and Fruit Shoots.

Non-school uniform days

Two days suggested for non-school uniform to support the summer fair (these were finalised after the meeting via WhatsApp):

- Celebrate a culture day - 17 May
- Summer themed day - 14 June

AOB

Rebecca to sort out the Sum Up machine so it can be used at future events.

Rachel to ask Nathan for details of the amount needed for 20% of the leavers' hoodies.

Following the meeting, this has been confirmed by Nathan as £103.20 and approved by the group.

PTFA t-shirts - Rebecca has bought these, not yet printed.

Teatowels - Rachel to research companies that could provide this. Rebecca to look into costs of doing this herself with prepared sublimations.

Next meeting

7.30pm Thursday 6 June @ St Mary's