

Sicklinghall CP School PTFA Minutes

PTFA Meeting			
9 November 2015	7.30pm	The Scotts Arms, Sicklinghall	
Meeting called by	Jules Clegg (Chair)		
Facilitator	Jules Clegg (JC)	Note Taker	Aimée Hall (AH) Secretary
Attendees	Mr Shillito - part	Hannah Young (HY)	Lou Clee (LC)
	Liz Grange (LG)	Emma Parr (EP)	Gill Ashman (GA)
Apologies	Phillippa Godley	Rebecca Alderson	
	Pam Caine		

Welcome & Thank You

JC welcomed everyone to the first committee meeting with the newly elected committee members. Mr Shillito joined the committee for the first part of the meeting.

Mr Shillito added he was delighted how the committee had come together and thanked everyone for all their hard work.

Matters Arising

Action

No matters arising.

Updates

Action

Library Project

Mr Shillito provided an update on the Library project and explained the school had so far received one quote back which seemed quite high and had exceeded the budget of £4.5k. A copy of the requirements and a copy of the first design received was handed out to the committee. The company has since offered a 30% discount however the quote for the work doesn't include the cost for the new books etc. Mr Shillito has therefore sent requirements out to two further companies and is awaiting response.

Trim Trail

Mr Shillito advised the Trim Trail is due to be delivered within the next four weeks and the school is very excited. The children have chosen it in it's entirety which is brilliant. The school council was involved and children were consulted in the playground to gain their exact requirements. Installation is expected approximately 1 week after delivery.

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Event Debrief	Action
<p>Harvest Festival</p> <p>JC advised the Harvest Festival went well but noted difficulty in accessing the kitchen. HY advised the problem hadn't been encountered before and that Mrs Hobbs had been behind schedule due to the children coming in late for lunch which had a knock on effect. Mr Shillito asked if it would help to sit the children down 10 minutes earlier for lunch. JC advised it would be better to at least get out of the kitchen everything which would be needed in the morning next year.</p>	<p>Note</p>
<p>Open Morning/Open Afternoon for prospective parents</p> <p>Mr Shillito advised that as the current format isn't working it was suggested prospective parents view by appointment next year. Mr Shillito advised the school needed a proportionate strategy and that the school is aiming to sustain its current numbers. One of the ways they are looking to sell the school and make it more attractive is to potentially offer the wrap around care which parents have recently been consulted on.</p>	
<p>Bun Sale - Friday 23 October</p> <p>Bun sale went well considering low attendance due to rugby tournament. LG confirmed the sale had made £16.38 despite low numbers.</p>	
<p>Halloween Disco - Friday 23 October</p> <p>Everyone agreed the disco went well and was a huge improvement on last year. The sausages were better and the games were great as parents were encouraged to get involved. £54.48 profit was made on the evening. Suggestion was made to charge more for each ticket to increase profit however JC advised some events were done for fun and some were organised to raise funds for the school.</p>	
<p>Coffee Morning - 6 November</p> <p>JC advised the event wasn't well attended. Suggestion was made to promote these type events on social media in the future and be clear as to what they were as AH was under the impression they were specifically aimed at new parents. Mr Shillito suggested these events may not need to take place as new parents had already attended other earlier events and therefore may be deemed not necessary.</p>	

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Future Events	Action
<p>Bags2School - Monday 16 November Will be facilitated by LC, Rebecca Alderson and Phillippa and Kevin Godley.</p>	LC, RA, PG
<p>Christmas Fayre - Friday 27 November Due to low attendance last year the PTFA have decided to try a different format and have arranged for the event to take place after school and keep it more internal. HY has already produced a poster for the newsletter and book bags along with a letter detailing help requirements for the event. It was agreed these should be included in newsletter / book bags this week.</p>	HY
<p>HY confirmed both Willow and Cherry Blossom would not be used this year nor would the cloakroom as this would still be in use by the children with the event taking place directly after school.</p>	Note
<p>It was agreed for the main stalls to be kept in the main hall along with the refreshments and cake stall.</p>	Note
<p>HY to include the need for baking volunteers in the letter requesting full cakes if possible as these sold better last year rather than the individual buns and biscuits. LC agreed to help bake mince pies to go with refreshments if these couldn't be sourced free elsewhere.</p>	LC
<p>JC has put together a working party however event will need plenty of volunteers. HY advised a rota is required for the event so that this can be placed on the notice board in school and populated. JC to send AH a copy of rota on disc to be amended for event.</p>	JC/AH
<p>JC to send AH a rota template, AH to then amend for Christmas Fayre. This will need placing on the notice board in school.</p>	JC/AH
<p>Rota should include setup along with volunteers to cover each stall along with Santa's Grotto and refreshments etc. It was agreed the fayre will have the following internal stalls which need cover:</p> <ol style="list-style-type: none"> 1. Chocolate tombola 2. Teddy Tombola 3. Secret Shop 4. Roll a Penny 5. Hook a Snowman 	AH/JC
<p>GA volunteered to purchase the stock needed for the secret shop and the committee agreed 40 items should be purchased for ladies, mens and unisex gifts.</p>	GA

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<p>Discussion took place regarding Santa's grotto gifts for the children and it was agreed to purchase selection boxes. LG advised Morrison's had a good offer on these. LC to contact Morrison's to negotiate purchasing 70 selection boxes as well the possibility of obtaining some free mince pies.</p> <p>* Note – 2 separate selection boxes needed for children with allergies.</p>	LC
<p>HY advised Lesley Stevens along with Rebecca Alderson and Pam Caine will be setting up Santa's Grotto and this will probably be done the day before.</p>	RA/PC/ LS
<p>HY to contact Mrs Probert about the craft sessions to find out what we have.</p>	HY
<p>AH agreed to man the entrance door and needed adding to the rota.</p>	AH
<p>JC confirmed Melanie Kunz will be doing the raffle tickets again. These need to be sent out no later than next week and we should be able to go ahead and produce these as we had at least three main prizes. JC to organize with Melanie.</p>	JC
<p>HY confirmed external stalls had been invited to the event:</p> <ul style="list-style-type: none"> • Truffles (Ben Rawson) • Artisan Cheese (Stephen) • Phoenix Cards (Liz Cox) <p>HY was intending on having a Christmas crafts stall and GA confirmed she could organise a chutney/jam stall which would go nicely next to the cheese stall.</p>	GA
<p>LG confirmed she could still do the Xmas Wreaths outside again.</p>	LG
<p>HY confirmed that MK had agreed to do the Santa letters again this year and was happy to do the raffle tickets again. It was agreed that although the ptfa were still sourcing prizes for the raffle that as we have 3 main prizes confirmed the tickets could be produced and sent out week commencing 16/11/15.</p>	HY/MK
<p>HY confirmed the ptfa would not be producing a brochure of prizes this year but would still be doing the lucky entry ticket.</p>	HY
<p>HY to sort out the collection boxes in the main hall for the stalls such as the teddy and chocolate tombola's etc.</p>	HY
<p>Christmas Party JC advised that as this item was a priority it had not been progressed and that a separate meeting involving the working party would be arranged.</p>	JC

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<p>EP agreed to produce the food list again which will more or less be the same format as last year as this worked really well.</p>	<p>MP</p>
<p>Discussion took place regarding timing and logistics of the party due to nursery children coming up to school and school children walking down to village hall. The nursery children need time to eat their lunch etc. Question was asked as to whether siblings would be invited and it was agreed that although this wouldn't be promoted, ptfa and parent helper's children would be allowed to join the party. Further discussions to take place at working party meeting.</p>	<p>JC</p>
<p>Future Events It was agreed the following items would be addressed at the next committee meeting.</p> <ul style="list-style-type: none"> • Suggestions for Future Events • Open Forum • Crazy Hair Day – Comic Relief • Easy Money – Quiz Sheet • Gift Aid • PTFA – Visibility on spending money • Social Media - FB • 100 Club • Goldsborough School 	<p>JC/AH</p>

Any Other Business	Action
<p>Teacher Presents HY raised the teacher gifts as these were traditionally given out at the school Christmas performance however this event had been moved to the end of the year in summer. It was agreed to present the teacher gifts at the end of year/summer performance instead of Christmas as most parents bought for teachers individually anyway.</p>	<p>Note</p>

Next Meeting: To be arranged.