

NJK PTFA Meeting

29th Jan 2025 6.00pm

Minutes

Welcome

Members present – Sarah Marshall, Kate Baker, Ellie Eeles, Michelle Maitland, Louise Boother, Laura Lewis, Charlie Kreczmer-Martin

Apologies – Shelia Mari, Julia

Discussed	Details	Action
De-brief on Christmas Event.	<p>After school worked well but there was a deluge of parents at 3.30, which made the hall very busy, and staff were unable to man stalls until they had dismissed all pupils. After school Fayres to start at 4pm to allow time for staff to man stalls.</p> <p>Allow entry through hall door and Yr2 classroom to stagger crowds and mix outside traders and school stalls together to keep people moving.</p> <p>Santa refreshments to be near grotto (break out area) and separate from main refreshment area, as some did go and find refreshments.</p> <p>Prompt cards for each station to support volunteers.</p> <p>Food again made little profit £50 - could we make more by having a food truck for future events and charge them a pitch fee.</p> <p>Hair tinsel was popular, but time bound – Karma hairdressing have volunteered to style hair at events.</p> <p>Hair chalk could be a good option for circus events (MTL offered to plait hair or chalk for future events too)</p>	<p>Cards to be generated for stalls (EE)</p> <p>Find out how much we have made on food at different events over the past 2/3 years (MM)</p> <p>Contact Karma and confirm dates available (KB/MM?)</p>

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<p>Mothers Day 30th March</p>	<p>Wonderful Women Pocket Money Shop. All gifts sourced so no donations from parents necessary. Picture frames with quote cards, positive affirmation tote bags, plants in pots, candle and chocolates or sock cupcakes. £2 per gift</p>	<p>14th March LL EE prep tote bags in school Thursday 27th & Friday 28th shop set up in break out area EE SM</p>
<p>Sponsorship</p>	<p>Northwood Letting Agents have been our sponsor for last year's events –for sale boards used to advertise and £500 pledged by Michael Arnold (Owner). Contact Michael regarding sponsoring the circus event and colour run (£500) Corporations/businesses/supermarkets (other than Tesco) to be contacted</p>	<p>SM LB</p>
<p>Glow Disco</p>	<p>Wednesday 26th February LL & KB set up EE & LB refreshments and tidy up SM supervision Is Mr Ince Disco available? SM to check or let LL know so alternative can be arranged. £5 ticket = admission, refreshments and glow baton. Rec/KS1 5.00-5.45 Ks2 6.00-6.45 School staff required to dismiss</p>	<p>LL KB EE LB SM Source glow items EE/SM SM</p>
<p>Father's Day 15th June</p>	<p>Marvellous Men We always struggle with cost effective ideas Research required</p>	<p>ALL</p>
<p>Date to tidy shed</p>	<p>2pm, 10th February</p>	<p>EE KB LL</p>
<p>Treasurers Report</p>	<p>Overview (spreadsheet available) Incoming Wreath Night £298 - can definitely run this ourselves next year and will potentially double profits – materials Elfridges Shop – very well supported £589 Xmas Afternoon £2130</p>	

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	<p>Christmas Raffle £723 - no summer fayre but sell raffle tickets in summer term – to be drawn at the circus event.</p> <p>Outgoings £162 Parentkind (Insurance) £13.80 Xmas treat for all pupils (used biscuits left over from Xmas Fayre day before and purchased hot chocolate) £200 returnable deposit to British Ironworks</p> <p>£410 Poet visit (Yr5 & 6) £1223.96 welly racks (OPAL) £62.95 welly rack covers (OPAL) £2990 (Circus balance to pay)</p> <p>Current Account Balance £1754.02</p> <p>Keeping track of cash and online payments – particularly as some parents still pay into school fund and NOT PTFA account can generate extra work. All trustees now have debit cards/</p> <p>QuickBooks (sole trader) or similar to be investigated to streamline and digitise accounting.</p> <p>Future spending: Yr6 leavers, Yr5 FAME tuition, Yr4 Bikeability Support the installation of a large sandpit (OPAL) Contact Wickes regarding sleepers to build pit Source price play sand</p>	<p>SM to chase</p> <p>MM LL</p> <p>EE</p> <p>LA (KB)</p>
<p>Circus Friday 19th September</p>	<p>Arrival 10-11.30am, Big Top doors open 5.30pm, Show starts 6pm (2.5hr show) interval 6.45pm – 7.15pm, finishes at 8pm FOC photos at the end</p> <p>Nett Fee £3245 (deposit £255 paid)</p>	<p>KB and Happy's Circus</p>

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<p>& Launch</p>	<p>600 tickets to sell (under 2's can sit on laps, no ticket required) RRP £9.50-£13.50 No selling of Candy floss, popcorn or circus merchandise.</p> <p>Summer Raffle tickets designed by pupils – details on PTFA Spring newsletter – sponsors Northwood Lettings – confirm Circus tickets as raffle prize? Timing of draw to be decided.</p> <p>Early Bird Offer to parents first - £10 per ticket – sold via online ticket platform (ticket tailor) Straight after Easter.</p> <p>600 tickets @ £10 = £6000 (-£3245 cost= potential profit of £2755 before outgoings)</p> <p>£TBC public price based on how many early bird tickets sold in first 4 weeks.</p>	<p>SM</p> <p>KB</p>
<p>AOB</p>	<p>Tesco Grant – still waiting to hear total grant (£500-£1500) but get pupils ideas for pond area.</p> <p>SM applying for ironworks grant for pond cover up to £5000</p> <p>KB researched modular pond cover £150 raised on Asda cashpot scheme</p> <p>Need dimensions for sandpit to calculate the number of sleepers required (part funded by Wickes) and the capacity so play sand quote can be obtained</p> <p>Other possible event contributions:</p> <p>Non-school Uniform Day for cash donation</p> <p>Easter Chocolate Hamper Raffle (W/C April 7th)</p> <p>Cake Sales R/1. 2/3. 4/5 - dates needed – Mondays so left over cakes can be sold the next day.</p> <p>Colour Run (July) Just Giving Page could be used for sponsorship/pay per application – gauge interest via Microsoft forms to parents</p>	<p>SM</p> <p>SM EE LA</p> <p>SM EE</p> <p>SM</p> <p>KB</p> <p>SM</p>

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	<p>In school - after school - weekend? subcommittee required.</p> <p>Treasurer and Chair positions needed to be actively filled if a handover will take place before AGM (November)</p>	
Date of next meeting	Wednesday 26 th March 6pm NJK	