

Item		
Attendance	Kate Baker (chair), Michelle Maitland (treasurer) Ellie Eeles (vice chair), Sarah Marshall (secretary) Vikki Ogden, Sarah Mason-Parker	Apologies Lisa Goode Nikki McAllister
Agenda item	Discussed	Actions
Debrief Quiz Mothers day	Quiz – no changes needed M'day biannual (make into a kit) Next year possible ideas – candles with personalised labels	EE Sort crockery and label for next time. Make cake stands from plates and put together one full set to be hired out
F'day/ Men Behaving Dadly	Poca Pens/sharpies? Coasters – all pupils make one ahead of time – take home once brought money in £2 Felt base	EE to check best method of drawing on coasters and source felt for bases. SM to communicate organisation to staff.
Wreaths	12 booked, 2 unpaid Send text 14.3.24 Easter refreshments Tesco – decided it wasn't worth asking as outlay is minimal and it would be better to ask them for scones for afternoon teas instead. SM and KB to supervise event (set up 5pm)	KB chase remaining payments. MM/KB Refreshments to be purchased (hot cross buns, mini eggs, elderflower cordial)
Disco	Make payment details clear – PTFA account NOT school Friday 12 th Deadline Non-school uniform day for everyone 3.30-5.30 £5 per ticket 10 volunteers (VO, SMP, SJ, NA, BT, KD, CP, HW, KB, FM) Face painting, tattoos, and craft (colouring sheets) Film and food (brioche, crisps, drink, fruit) Disco in hall PG/dietary requirement/face paint and tattoo permission.	SM – on flyer and slip EE collect together face paints and tattoos (shed sort on 26.4.24 -SM EE) SM create craft sheets SM liaise with AI regarding disco set up. KB organise refreshments and dietary requirements.

	<p>After school club already paid and can attend at no additional cost Call out for face painters</p>	<p>SM text for facepainters</p>
<p>Sponsored Event/Library</p>	<p>VO set up comms and set up Just Giving Page SMP contact Robin Walker official opening? SPOZ? Sponsored events to take place over May half term.</p> <p>Opening date to be confirmed (June) Dress as word (adjectives) sponsor theme or book character.</p> <p>Sponsor money to buy Nonfiction booklist generated from library audit.</p>	<p>VO SMP JCL ask to liaise with SPOZ VO/SM comms</p> <p>SM set official opening date set when library is up and running.</p>
<p>Charity Status and grants</p>	<p>Rhodas grant successful -150 cream and jam portions Ironworks – pond cover applied Blackmore Foundation (£200 books) applied SiobahnD Foundation (books) applied Foyles Foundation - APPLIED BUT UNSUCCESSFUL</p> <p>Tesco wildlife pond area applied</p>	<p>SM to put in order nearer date (28.6,.24) SM SM SM SM KB</p>
<p>Wickes Grant community support</p>	<p>£300 received in goods after contacting the manager – potentially other donations could be made. Thank you card to be sent and before and after photo of shed! Help needed in building of shelving.</p>	<p>EE SM SM send text requesting help EE contact GD regarding repairing doors/lock</p>
<p>Cream Tea Afternoon</p>	<p>Discussed National Cream Tea afternoon event – some concern over working parents not being able to attend (but would have one session 3.30-4.15 to support in the inclusion</p>	<p>SM</p>

	<p>of all, including ASC pupils) sessions 1.30-2.15, 2.30-3.15, 3.30-4.15 Jam and cream already sourced through Rhodas grant. Tesco to provide scones?</p> <p>Considered selling at sports day instead – pre-sell (boxes) SM confirm date for sports day and report back. It was noted that ice cream sold well at sports day last year.</p>	<p>SM to order MM to contact community champion</p>
Afternoon Fun Day	<p>After discussion (see above- working parents) considering changing back to summer fayre? Saturday 22nd June 12-3</p> <p>Outside caterers to be sourced but donation or % to PTFA-Taco Van? Non-school uniform days for chocolate, bottles, tombola/gift bag or £x donation.</p> <p>Bottle tombola – ticketed NOT bottle tops as we think this had negative impact on takings last year.</p>	<p>SM to get staff consensus as stalls rely on them supporting Friday afternoon or Saturday day? SMP</p> <p>SM to set in conjunction with JD</p>
Raffle	<p>Source raffle prizes Local companies to be contacted regarding raffle prizes, donations etc</p>	<p>MM KB VO SMP</p>
Bouncy Castle	<p>Sell £200 Has served us well and have made profit but height restriction of 1.2m is limiting. Note- the hire of bouncy castles always makes a loss.</p>	<p>SM contact buyer KB print Receipt</p>
Circus	<p>September 2025 VAT number to be sent to school office</p>	<p>KB</p>
Sunflower planting competition	<p>KB Friday 12th April Sunflower planting 3.30 donations – competition winner (tallest sunflower) to be announced on 28th June (Fun afternoon) Seeds, (soil and pots already have)</p>	<p>KB</p>

AOB	KB DBS arrived (received by office) Facebook Page – set up new page NJK PTFA ready for after Easter due to lack of admin rights on old account. Rep for each year group – briefing for Summer fete	SM check with JC EE VO
Date of next meeting	22 nd May 6pm Meeting Wed 12 th June Briefing for helpers for summer fete/fun afternoon	
Notes Added after meeting	Trustees, on consideration will plan afternoon cream tea and fun afternoon, not a weekend summer fayre due to commitments and the fullness of the PTFA diary with events already planned and promoted.	KB SM EE