

Northlew PTFA AGM Minutes

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| Date: | Monday 4 th October 2021 | Location:- |
| Time: | 7.15pm | Teams Virtual Meeting |
| Attendees: | Katherine Cole (KC) (<i>Chair</i>), Louise Fewings (LF), Elaine Tidwell (ET) (<i>Minutes</i>), Sarah Hancock (SH), Jo Dryden (JD), Hayley Canham (HC), James Canham (JC) | |
| Apologies: | Rosie Foulger, Jade Hatt, Becky Vallance, Mai Cudmore | |
| Agenda | | Actions |
| 1 | End of Term Disco – Friday 22nd October | |
| 1a | <p>Location/Theme/Time/Cost/Event Supervision</p> <p>Village resident Celia Miners has very kindly offered the use of her venue for the Disco. LF has been to view the area and the barn is sheltered, warm and has plenty of space with 2 large doors so that we can make a separate entrance and exit to help comply with Covid safety advice.</p> <p>The venue is located near Durdon Cross, we need to ask for a full address and postcode so that information can be included on the invitations.</p> <p>ET asked the PTFA whether it could be called an 'end of term' Disco or whether it needed to be a Halloween Disco. It was decided it should be an 'End of Term' disco due to the date and hopefully it will appeal to a wider audience who may not be keen on a Halloween theme.</p> <p>Fancy dress can be optional so that parents and children do not feel pressured into finding a costume.</p> <p>Time decided for the Disco: 5pm - 7pm</p> <p>A charge of £2.50 per child was agreed as we are planning to ask for food donations from parents. Siblings are welcome for an additional £2.50 a head.</p> <p>Invitations need to be made so that parents can RSVP with the number of children attending, this will need to be by Friday 15th October so that we know how many children will be attending.</p> <p>The PTFA discussed proper supervision at the event. It was agreed that parents can drop their children off as long as they provide a contact name and phone number when returning their RSVP slip. Slips should be</p> | <p>LF: Ask Celia Miners for a full address and postcode</p> <p>ET: Contact Hannah at Northlew Primary to check current number of students. Design invites with an RSVP and tickets, then send to Hannah.</p> |

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| <p>1b</p> | <p>returned with the correct money to Hannah at Northlew Primary who has kindly agreed to print the invites and tickets and collect the returned RSVP slips. Hannah will hand the parent a ticket upon payment.</p> <p>The PTFA decided to put together a poster to advertise the Disco in the Northlew Primary School Newsletter, it is not being extended to children in the wider area until we know how many from the school will attend.</p> <p>SH and LF agreed to be there early to help set up and supervise. KC, HC, JC and JD agreed to supervise and clear up at the end. Prior to the meeting Becky Vallance agreed to volunteer at the event.</p> <p>Food</p> <p>It was discussed whether cooked food i.e. Chips should be provided. However, hot oil is a danger and this would require extra volunteers to help cook and clean up afterwards. It was agreed that parents should be asked to bring a plate of food to share instead. JD agreed to put together a list and ask parents to select what they wish to bring.</p> <p>SH agreed to serve food at the event.</p> <p>The PTFA will provide drinks of orange and blackcurrant squash and some sweets for the children. Parents who choose to stay at the Disco can purchase tea/coffee for 50p.</p> <p>Paper plates, cups and serviettes might need to be purchased. JD said she might already have some but will need to check. HC agreed to purchase what was needed.</p> <p>We need to check whether we have any banquetting roll for the tables.</p> <p>We also need to check whether the venue has cups and hot drink making facilities.</p> <p>Parents will be asked if their children have food allergies on the invitations and ET said she is happy to discuss how this can be accommodated with individual parents.</p> <p>We will need a volunteer to sanitise children's hands upon entry, before and after eating to help with Covid safety advice and prevent food cross-contamination for those with food intolerances.</p> <p>PTFA members were asked to keep purchase receipts and hand them to Jade Hatt to be re-imbursed.</p> | <p>SH: Design poster and send to Hannah</p> <p>JD: Put together party food list and ask parents to select what they will bring</p> <p>KC: Purchase orange / blackcurrant squash, coffee and milk.</p> <p>HC: Check with JD/LF what tablewear is available before purchasing cups / plates etc</p> <p>LF: Check what supplies we have in storage. Check with Celia re: cups and hot drink facilities</p> <p>ET: Include food allergen note on the invitations</p> <p>HC: Provide hand sanitiser for the evening</p> |
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| <p>1c</p> <p>Decorations There are disco lights already set up at the venue. LF will speak to Celia about how to operate them. The PTFA agreed that we don't want too many decorations that make a lot of mess so party banners and balloons were approved.</p> <p>1d</p> <p>Music/Entertainment The venue has bluetooth speakers already in place. We need to provide a playlist and a bluetooth capable device. SH agreed to make a playlist, but will need to check whether the venue has suitable WiFi capabilities. It was suggested that people can be asked for song requests when returning their RSVP slips.</p> <p>It was agreed party games wouldn't be appropriate because of the varying ages of the children. There is a bouncy castle available to use but it must be supervised at all times. There will need to be separate time allocations for age groups 0-4 years, 5-8 years, 9 years and up. HC agreed to supervise the bouncy castle during the evening to ensure safety.</p> | <p>ET: Purchase balloons / party banners</p> <p>SH: Put together a music playlist. Check RSVP slips for song requests. Liase with LF and Celia to check the venue has WiFi.</p> | |
| <p>2</p> | <p>Christmas Plans</p> | |
| <p>2a</p> <p>Xmas Fayre/Santa's Grotto At the last meeting the location for the Fayre was discussed – the village hall was considered but HC and Jade Hatt said that those who run the Friday market in the village will also be doing a Christmas Fayre in the hall and we don't want to clash with their arrangements. LF suggested that we have a smaller Christmas Fayre held at the School with a proposed maximum of ten tables. ET suggested that there could be tables arranged to sell craft items in the main hall, food and drink in Class 1 and a Santa's Grotto in the covered outdoor Reception area. This could then be made into a one way system that leads back through the library, past the toilets, into the main hall. This would help with Covid safe guidelines. This needs to be discussed with Mrs Cook because it is a lot of preparation – LF said at the last fayre they had to source tables from elsewhere.</p> <p>2b</p> <p>Wreath Making Workshop LF said that the last wreath making workshop was very successful and that it would be worth holding this again if Amy Gilbert would be happy to lead this. It has previously been held in the church rooms and the village hall.</p> | | <p>ET: Contact School to arrange a PTFA meeting with Mrs Cook to discuss</p> <p>LF: Contact Amy Gilbert to see if she would be prepared to run another workshop</p> |

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| <p>2c</p> | <p>Xmas Hampers Last year the PTFA arranged two seperate hampers, but it was felt not enough profit was made compared to the amount of effort put into making them. It was agreed that we should make one large hamper to include toys and treats aimed at both adults and children.</p> | <p>NOTE: Agenda item for next meeting</p> |
| <p>2d</p> | <p>Personalised Gifts JD found a company on Facebook called mychildstart.co.uk which can make personalised gifts and the PTFA can receive commission on purchases made. A fundraising pack can be applied for so that we can look into this in more detail.</p> | <p>JD: Request fundraising pack and relay information at next PTFA meeting NOTE: Agenda item for next meeting</p> |
| <p>3</p> | <p>Outstanding Actions</p> | |
| <p>3a</p> | <p>Children's Sponsored Walk KC had emailed Mrs Cook to request a meeting to discuss this but has not yet had a response.</p> | <p>SH/ET: Place on agenda for PTFA meeting with Mrs Cook</p> |
| <p>3b</p> | <p>Easy Fundraising Through Purchases SH said that she still needs to look into whether the PTFA is required to have official charity status to register for a scheme such as www.easyfundraising.org.uk</p> | <p>SH: Check charity status requirements in order to join one of these schemes. NOTE: Agenda item for next meeting</p> |
| <p>3c</p> | <p>Recycling School Uniform It was discussed whether recycling school uniform would be viable if Mrs Cook plans to change the school logo. ET and JD have yet to have a response as to the difficulties they have had with the current uniform supplier. All agreed that we would like to discuss this issue with Mrs Cook.</p> | <p>SH/ET: Place on agenda for PTFA meeting with Mrs Cook</p> |
| <p>4</p> | <p>AOB</p> | |
| <p>4a</p> | <p>Carnival - 5th November 2021 In the past the PTFA have provided a BBQ for the carnival but this year Northlew Silver Band is providing a Hog Roast. LF said that it would be nice if the PTFA had some sort of presence at the Carnival. It would be preferable if we could take turns on alternate years with Northlew Silver Band to provide food. As an alternative this year it was suggested that the PTFA have a stall selling items such as toffee apples, cones of sweets and glow sticks with a tombola or lucky dip. Celia Miners said that she would be happy to lend the use of her popcorn or candyfloss making machine. LF said that she would speak to Gemma on the Carnival Committee to ensure that the stall does not duplicate one already arranged. Once the PTFA stall is confirmed SH said that she will ask Hannah to advertise it in the school newsletter.</p> | <p>LF: Check with Gemma that the PTFA can have a stall and that it is not a duplicate of another stall SH: Ask Hannah to advertise the stall in the newsletter when we have confirmation</p> |

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| <p>4b</p> | <p>School Funding Requests The PTFA funded the Clive Pig workshop for Class 2, however there was some confusion as this was agreed on the basis that Class 1 would be offered a trip to the theatre. The School Newsletter has since indicated that the theatre trip will now be for Class 2 instead. To be discussed with Mrs Cook.</p> | <p>SH/ET: Place on agenda for PTFA meeting with Mrs Cook</p> |
| <p>Time Meeting Concluded: 8.40pm</p> | | |
| <p>Date of Next Meeting: To be confirmed</p> | | |