

## Northlew PTFA Meeting

<b>Date:</b>	Friday 21 <sup>st</sup> October 2022	<b>Location:-</b>
<b>Time:</b>	2.30pm	Northlew Primary School
<b>Attendees:</b>	Hayley Canham (HC) ( <i>Chair</i> ), Elaine Tidwell (ET) ( <i>Secretary</i> ), Jade Hatt (JH) ( <i>Treasurer</i> ), James Canham (JC), Becky Davey (BD)	
<b>Apologies:</b>	Jo Dryden, Becky Vallance, Claire Page, Katherine Cole, Sarah Hancock	
<b>Agenda</b>		<b>Actions</b>
<b>1</b>	<b>Approval of Minutes from the Previous Meeting</b>	
	The minutes were approved and signed.	
<b>2</b>	<b>Outstanding Actions</b>	
	<p><b>Agenda Item 4 Actions</b> Jo Dryden provided a list of items that the PTFA have stored.</p> <p>ET sent an email to Hannah in the school office to ask parents for cake donations for carnival night.</p> <p>Claire Page has given the risk assessment sheets and first aid kit to HC, who said that she would store them on behalf of the PTFA.</p> <p><b>Agenda Item 5 Actions</b> Jo Dryden had informed ET prior to the meeting that she had not received a reply from Daniel Anscombe with regards to the replacement of the damaged gazebo.</p> <p>JC has collected the new gazebo, which has been very kindly donated by Tarpaflex, and has arranged for the safe storage of it on behalf of the PTFA.</p> <p><b>Agenda Item 7 Actions</b> HC has closed the old email account and informed contacts of the change of address.</p> <p>JH said that she was dealing with the invoice for the school trip to see 'Gangster Granny' and it will be paid for out of the account shortly.</p> <p>An email has been received from the school to formally request funding towards the trip to see Robin Hood at the end of term. The PTFA have been asked to contribute £10 per student and this was approved.</p>	<p><b>ET:</b> Ask Jo Dryden to follow up contact with Daniel Anscombe.</p>

<b>3</b>	<b>Registered Signatories for the PTFA Bank Account</b>	
	<p>It was agreed that the PTFA will open a charity bank account with the Post Office due to the amount of convenient banking locations available. It will be opened by January, ready for the PTFA to apply for charity status.</p> <p>Two signatories will be required and these will be Jade Hatt and Jo Dryden.</p>	
<b>4</b>	<b>Carnival Arrangements – Friday 4<sup>th</sup> November</b>	
	<p>The PTFA will be serving cakes, baked potatoes and frankfurter hot dogs inside the Church Rooms, JH said that the purchase of all the items had been arranged between herself and Jo Dryden. JH will make the chilli in advance; as we are unsure how well the potatoes will sell we have limited the number to 40, so there will hopefully not be too much waste.</p> <p>JC has a candyfloss machine and offered to use this on the night, though it must be operated outside. JH said she would ask the owner of the driveway between the village shop and the church rooms if we can set up a stall there selling the candyfloss, sweets and drinks.</p> <p>Parents have been asked for cake donations; HC, BD and ET will also bring something to sell.</p> <p>JH agreed to do the risk assessment.</p> <p>HC will bring the first aid kit.</p> <p>ET raised the issue about electrical safety with power cables needing to be set up correctly. JC agreed to check where the electrical outlets were prior to the evening and plan where we can safely have cables. We also need lighting outside, ET said she would ask Jamie Tidwell if we can use his spotlight.</p> <p>ET said that she had sent a message to Gemma Dufty on behalf of the PTFA to inform the Carnival Committee of our plans.</p> <p>HC said she would confirm that we are able to have access to the Church Rooms from 4pm onwards.</p>	<p><b>JH:</b> Purchase items agreed with Jo Dryden.</p> <p><b>JH:</b> Ask homeowner for permission to use her driveway.</p> <p><b>ET, HC, BD:</b> Cake donations for the evening .</p> <p><b>JH:</b> Conduct risk assessment and nominate a first aider.</p> <p><b>HC:</b> Bring first aid kit on the evening.</p> <p><b>JC:</b> Check electrical cable placement before the evening.</p> <p><b>ET:</b> Ask Jamie for use of his spotlight.</p> <p><b>HC:</b> Double check booking times for the Church Rooms.</p>
<b>5</b>	<b>Christmas Fayre – Friday 18<sup>th</sup> November, 5pm-9pm</b>	
<b>5a</b>	<p><b>Tables Booked</b></p> <p>HC confirmed that Ros Smith would like a table. We have 15 tables now booked, 17 stalls are allocated in total if two stalls are included for PTFA use.</p>	
<b>5b</b>	<p><b>Food / Drink Provision</b></p> <p>HC said that we would see how well the baked potatoes sell on carnival night before making a final decision on the food the PTFA will provide. We are hoping to sell baked potatoes providing they do well.</p>	

<p><b>5c</b></p>	<p>The back meeting room has been hired so food can be served there and people have a place to sit, eat and drink. Hot drinks will be served from the kitchen hatch and people will be directed to take their drinks to enjoy in the back meeting room to avoid safety issues of hot drinks being carried around the hall. Due to the alcohol licensing issue ET recommended selling non-alcoholic cider as Jo Dryden had suggested at a previous meeting. ET agreed to check pricing.</p> <p><b>PTFA Stall</b> The PTFA will run a stall on behalf of the school which will sell Mrs Johnstone's chutney and books left over from the swap shop. Money made from this is allocated for the school garden. HC said she would ask Gemma Dufty whether she would be willing to sell reindeer food as she has done in previous years. JH said that the children's activity of decorating plaster of paris models was well received last time so this would be a good activity to offer again. Claire Page, Becky Wallace, Katherine Cole, Jo Dryden, HC and JC have said that they are available to help on the night.</p>	<p><b>ET:</b> Research prices for non-alcoholic cider.</p> <p><b>HC:</b> Ask Gemma Dufty about reindeer food activity.</p>
<p><b>5d</b></p>	<p><b>Raffle and Hamper</b> HC said that as we had been offered so many excellent prizes for the raffle it would be best to split them so that some are part of the raffle and some can be sold in a silent auction. Online bids for the silent auction prizes can be made via the facebook page and paper bids can be accepted at the Christmas Fayre and at the school if Hannah would be willing to accept them on behalf of the PTFA. Winners of the silent auction will be announced at the School Nativity Play, so the closing date for bids would be Tuesday 6<sup>th</sup> December at midday. The following prizes will be sold in the silent auction:</p> <ul style="list-style-type: none"> <li>• Merlin Cinema - 2 x guest passes</li> <li>• The Waie Inn - Family Waie to Play admission</li> <li>• Clip n Climb – 2 x climbing sessions</li> <li>• Castle Drogo - Family Ticket</li> <li>• Rosemoor Gardens - Family Ticket</li> </ul> <p>The hamper that has been kindly donated by Tarpaflex will be advertised at the Christmas Fayre and the winner will be selected at the School Nativity Play.</p> <p>Stall holders at the Christmas Fayre will be asked to</p>	<p><b>HC:</b> Ask Hannah whether she would be willing to accept paper bids for the silent auction.</p>

	<p>donate a prize each, chocolate and wine will be provided by the PTFA and these will added to the rest of the donated raffle prizes to be drawn at the Fayre.</p> <p>ET said she would create some adverts for the various prize to send to Hannah to advertise in the school newsletter. The silent auction and raffle needs to be advertised on the PTFA facebook page. Hyperlinks need to be added to the names of the businesses who kindly donated prizes.</p>	<p><b>ET:</b> Make adverts for the hamper, raffle and silent auction. Ask Jo Dryden to advertise on the Facebook page.</p>
<b>7</b>	<b>AOB</b>	
<b>7a</b>	<p><b>Celia's Carols in the Barn - 3<sup>rd</sup> December</b>  HC has been in contact with Celia and has confirmed that the PTFA will offer cakes and sweets as well as 'Guess the Weight of the Cake'. There will be plaster of paris models available to decorate as an activity for the children. It was suggested that we try and ask someone to be Father Christmas for the evening.  JH said that the PTFA may be able to sell mulled wine if there is an alcohol license for the premises. HC said that she would check this with Celia.  Becky Vallance informed HC that the PTFA will need to provide a letter of request if we would like to get a Christmas Cake donated for 'Guess the Weight of the Cake'. HC said that she would follow this up with Becky.</p>	<p><b>HC:</b> Check with Celia whether there is an alcohol license and ask whether the PTFA can sell mulled wine.</p> <p><b>HC:</b> Liase with Becky Vallance to provide a request letter for the Christmas Cake donation.</p>
<b>7b</b>	<p><b>Insurance</b>  JH said that the Parentkind insurance is due for renewal in November and payment will be taken for this. The PTFA may want to review the insurance next year to be sure we have adequate cover for events that we would like to arrange.</p>	
<b>Time Meeting Concluded: 3.30pm</b>		
<b>Next Meeting: Friday 11<sup>th</sup> November, location TBA</b>		