



Raising Funds For Our School

PTFA meeting 10/01/18, 2pm, Learning Loft at school

Agenda:

- Christmas Fete – Lessons learnt and review of minutes
- Library refurbishment
- Clear out Learning Loft
- Disco
- New date for film night
- Summer Fete
- New person for comms
- AOB

HCLS PTFA meeting – Meeting Minutes 10 /01/ 2018:

Attending: Mrs Willans, Tash Drew, Annelie Ramsay, Natasha Scanlan, Dawn Braham, Maxine Emmerson, Marie-Eve Breton, Vicky East, Delphine Tabary

Apologies: Felicity Maxwell, Veronica Pacey, David East, Clare Lynch, Barbara Taylor,

Copy: Mrs Bloodworth

The following topics were discussed today:

- **Christmas Fete – Lessons learnt and review of minutes**
All actions completed on last minutes as Christmas Fete completed.

Lessons Learned:

It was recommended that we ask parents how many secret room gifts are required per child? For example: If the child needs to buy 2 gifts, then it would be recommended that the parent was to donate 2 gifts for the secret room. Group Decision

Auction: We need to advertise auction early, advertise items earlier and allow people to put bids in envelopes in case they can't attend the fete. We need to start sourcing items as early as June as September is too late.

Lucky Dip: Even though Lucky Dip was successful, unfortunately we had too many of the same items.

Food: Next time we should only sell hot dogs and mince pies as many burgers were left over.

Action: Dawn will book Reading Room for Saturday 1st December 12:00pm-5pm

Date for diary: Christmas Fete 1pm – 4pm 1st December 2018!

- **Library refurbishment:**

We need to review the books that are already in the library to see what should be kept and what should be donated to charity.

Action: Put together quotes for time and materials to refurb it. – Annelie

Hardwearing carpet such as Teflon required.

Action: Tash to get a carpet quote

Action: Tash to speak to "Mr Muz" regarding donations of items for the Library

Mrs Willans and the children have expressed they would like up to date books, bean bags, egg chairs

Action: Annelie to go and speak to IKEA and Wickes for donations

Action: Natasha to get quotes for paint and ask her father to come and check how much we need.

Week commencing 12th February set aside for refurbishment (**half-term week**), date to be confirmed after carpet man quote received.

- **Clear out Learning Loft**

Action: Annelie and Dawn to start clear up on Thurs 11.01

Update 11.01: Natasha and Annelie have cleared out the Learning Loft, there are items to be collected and taken to charity.

- **Disco (Fancy Dress optional):**

Friday 9th February 5:30 – 7:00pm

Mark has booked the PA System.

Action: Annelie to confirm if he will be DJ or knows a DJ.

We will do Cost Co pizza slice – Cheese and tomato

Action: Maxine and Natasha to pick up pizza on the night.

Action: Annelie to complete paper slips for attendance to be put into book bags.

Action: Annelie to complete poster for disco

Price of includes pizza and a drink, glow stick: £3.50

Update on 11/01 by Annelie: The price needs to be the same as last year or there won't be any money going to the school. The children will also get a treat. The pizza slice for the adults will be £2.00 each.

If parents are staying and want pizza, tick the box and pay extra

Action: Annelie to ask Charlie and Becky or Lewis whether they can entertain.

Action: Tash to ask Helen's son whether he can assist.

Action: Annelie to buy glow sticks

Action: Clare to ask if she can get a character – Natasha to ask Clare.

Action: Dawn to book the Reading Room.

- **New date for film night:**

9th March 3:20pm – 5:15pm

- **Summer Fete – Beginning of June, date to be agreed as dependent on other fetes.**

Action: Felicity to check if the MKPA have a bouncy castle available – MKPA

Action: Annelie to agree the Rec requirement with Parish

Action: Annelie to speak to Mrs Bloodworth re contact for HC fete set up

- **Facebook auction + PTFA Facebook page:**

Action - Marie-Eve to set up

Vicky, Marie-Eve, Annelie, Tash to be moderators

- **New person for comms + website update:**

Update 11.01.18: Not needed as David available again. Welcome back!

- **Survey:**

Not discussed during this meeting

(Mtg 22.11.17 notes: Annelie has expressed the need to communicate to parents that we are all members of the HCLS PTFA, we are all involved. The PTFA Survey (an understanding of the PTFA) is to be achieved sooner, maybe after the Christmas Fete.)

- **AOB:**

None at this moment.

Next meeting: Wednesday 24th January @ 2pm.