

## Husborne Crawley Lower School



### **Raising Funds For Our School**

HCLS PTFA – Meeting Minutes 25 / 09 / 2017

Attending: Delphine Tabary, Marie-Eve, Natasha Drew, Mark Pacey, Annelie Ramsey, Mrs Byfield, Veronica Pacey

Apologies: Barbara, David, Mrs Willans

Copy: Mrs Bloodworth

Issues Discussed below:

Delphine pointed out, in order to run a PTFA group the following positions are required:

Delphine wishes to resign as chair of the PTFA. Delphine asked the group if anybody had HR experience, so the positions available could be advertised appropriately. If anybody outside the PTFA meeting has any recruitment experience, please contact Delphine asap.

Action: Position to be advertised, new chair of the PTFA required

Action by: Delphine

Secretary required for the PTFA to record the minutes of meetings.

Action: New secretary required, VP considering position or if anybody has relevant experience and would like this position please contact Delphine.

The PTFA currently does not have a dedicated Newsletter Editor.

Action: Position to be advertised, PTFA Newsletter Editor Required asap

It was discussed that we need to be sending out requests for Christmas Donations to companies and shops, to raise funds for the HCLS Christmas Fete, if anybody outside this meeting has any contacts and could get hold of donations to raise funds for the school that would be great. Recommended date for Christmas Fete is 1<sup>st</sup> December – TBC with Mrs Willans. It was also discussed that we hold this year's Christmas Fete in the Reading Room.

Action: Delphine to contact Argos. PTFA to contact Dyson, Bosh and general send out donation requests to companies.

Action: Delphine to confirm Christmas Fete date with Mrs Willans

A sort out of gifts in the loft is required, so we can determine exactly what is needed for the Christmas fete.

Action: Date to be advised

Film Club was discussed, it might be possible to arrange a film club for this term. A problem for children who attend the afterschool club until 6. It was also discussed that new films are needed.

Action: To send parents film club letters, a trial for numbers.

Action: Delphine

Hot of the press! A possible firework night has been discussed with Delphine and Mrs Willans, as a parent has kindly invited the school children to watch show quality fireworks to raise funds for the school. A recommended date of 4<sup>th</sup> November.

Action: Date to be confirmed, not to coincide with Husborne Crawley village fireworks.

Action: Delphine, Mrs Willans

Delphine has mentioned that a Booker account has been set up, so we can buy food in bulk cheaper for event occasions.

A possible Disco in February for the children to raise funds was discussed, February's Fancy dress Disco, recommended date 2<sup>nd</sup> Feb 2018. Mark to ask his dad if we could borrow speakers etc, Natasha and Annelie to investigate entertainment, Annelie also mentioned glow sticks and ballon options.

Actions: Mark Pacey to book music equipment from his dad

Actions: Annelie to buy glow sticks and balloons

Actions: Annelie and Natasha to ask various friends about entertainment for the children.

Discussing school calendars for this year, exploring options, Natascha is to speak to Kerry.

Actions: Natascha is to speak to Kerry and a friend with regards to the photos.

Christmas cards to be organised.

Actions: Annelie to coordinate and sort.

Father Christmas was discussed, Natascha had an idea of a few Father Christmases but, if requests are turned down then Mark Pacey will try depends on work commitments.

Action: Natascha to ask a few Friends for the Father Christmas role.

Veronica recommended that a Christmas PTFA meeting to be organised just to discuss the Christmas Fete as there is a lot to organise. It was discussed that we need more people attending the meetings in order to help out with the tasks and ideas! A recommended date is for the 3<sup>rd</sup> October 2pm. Also, it was recommended that Annelie setup a spreadsheet with tasks for the xmas fete, so we can allocate people with specified tasks.

Actions: Annelie to arrange Mrs Bloodworth to send text to parents and leaflets in book bags for xmas mtg.

Actions: Annelie to setup Christmas Task Spreadsheet for Christmas PTFA Mtg.

A Wish List was presented by Mrs Byfield as the School is desperate for the following requirements from the PTFA:

- £549 in total for school trip
- 8 tops and 8 pairs of shorts for sports kit, ages to 6-9 fit, Mrs Byfield to speak Kerry
- £100 per Class is required for general class items approx. £300 was mentioned.
- School council are having a cake sale to raise funds for playground equipment, Mrs Byfield to check how much is needed to replace items, i.e. skipping ropes, balls etc.
- PTFA have been requested to make hot drinks to go the with 150 scones that the children are making.
- Invitation to the community, Mark Pacey to chat to Mrs Willans about local papers and radio coverage for the 150 years event.

NEXT PTFA MEETING (CHRISTMAS FETE) 3<sup>rd</sup> OCTOBER 2.00pm LOFT  
ROOM AVAILABILITY PERMITTING