

Parsons Heath Parent Teacher and Friends Association Meeting

Tuesday 13th November 2018

Present

Fran Haynes (FH)	Andrea MacAlister (AMc)
Sharon Olding (SAO)	Natasha Welham (NW)
Vickie Warren (VW)	Emma Strevens (ES)
Sarah Howe (SH)	Elaine Miles (EM)

Agenda Item		Action
1. Apologies	Claire Newson (CN), Lisa Read (LR), Kiran Rafferty (KR), Katie Furlong (KF)	
2. Minutes of Last Meeting and Matters Arising	The minutes of the last meeting were agreed. Proposed: FH Seconded: SH SAO to check with Catering Manager re: food.	SAO
3. Treasurers Report	The books have been returned from the Auditor all OK and signed off. £2,500 has been paid to the school for the contribution towards equipment needed for Forest Schools. Planetarium has been paid. Receipts were handed in from FH and SH . These have been paid by cheque. The bank balance is currently sitting at £3135.48.	
4. Secretary's Report	SAO informed the committee of an issue with Osgood's sending a bill to an old PTA member for an outstanding amount. This has been sorted but SAO to contact Osgood's to ensure that this does not happen again. SAO passed to EM a letter from Lloyds Bank re: requesting change for events. All requests are now to be emailed and they will be actioned within 24 hours. The Gambling Act Licence for Oct 18 – Oct 19 has been paid and the receipt handed to EM . SAO to check that the last 'return by promoter form' has been completed and sent off.	SAO EM SAO
5. Forest School Update	The question was asked as to where the school was with the Forest School. SAO explained that due to half term and her being away with Year 6 on their residential, she had not been able to process the order from Mrs Godfrey. This will be done in the next week or so.	SAO
6. Clubercise (23/11/2018)	Only 3 tickets have been sold so far. The committee were asked if they could try and promote and generate more interest. NW to check with the lady who is running the session to see what her minimum number would be and if we could post the event on her own class Facebook page. NW to also give details for our page and for our newsletter. SAO to send out newsletter this week. We need to point out in advertising material that ALL are welcome (male/female) but must be 16 or over.	NW NW SAO
7. Pop-up Christmas Shop (27/11/18 & 29/11/18)	The committee were asked who would be available to help. FH to compose a list and put out a request on the Facebook page. SAO asked to make up some signs: 25p, 50p, £1 and £2. Items on sale will be a mixture of gift tags, decorations, T-Towels, money boxes, mugs and other gifts. SAO to put in newsletter.	FH SAO SAO
8. Christmas Fair (7/12/18)	Raffle tickets have arrived and SAO to do letter to go to parents. The Choir will open the event with 2 or 3 songs. The committee to come into school on Thursday 6 th December at 4:15pm to set up Santa's Grotto and put up decorations ready for the fair. FH to complete the Risk Assessment and a plan of where stalls to go. EM asked if we would be purchasing an Urn for this event. CN was contacted and her advice to the committee was that having hot drinks in the	SAO ALL FH

	hall/classroom for the Christmas Fair would entail a lot of supervision and thorough in depth Risk Assessment stating movement of visitors etc. It was agreed that, although it would be lovely to offer hot drinks, the summer fair may be a more appropriate event for this. SAO informed the committee that the Raffle tickets were coming in very slowly. All agreed to try and source more prizes	ALL
9. Disco (8/02/19)	This has been booked and confirmed by the DJ. FH to go with LR when she does the purchase of the sweets so that FH is familiar with the set up ready for when LR steps down in the summer. It was agreed that face paints and glitter tattoos would be on offer again. Glow sticks etc would be looked at to see what would be suitable.	FH/LR
10. Events for 2019	Pamper Night (10/05/2018) is booked. NW to start to arrange for more stall holders. SH has offered to enquire about having Estate Agent Boards to advertise this event. Quiz Night (29/03/2018) SAO confirmed the date with Mr Bull. Tickets and letters to be sorted in the new year. Summer Fair (28/06/2018) It was discussed whether to change the time to 4:30pm or leave as is. It was agreed to see how the Christmas Fair went with the time change before a decision was made. SH again offered to enquire about Estate Agents Boards for this event. Bingo/Family Games Night – a bingo ball was found in the PTFA shed and discussion followed around having a bingo night possibly combined with a family games night. This to be discussed in the new year. Table Top Sale and Car Wash. This to be combined and arranged for a Saturday in the spring term. To be discussed at the next meeting.	NW SH SH
11. A.O.B	It was pointed out that we will be losing 3 members at the end of the summer term due to their children moving onto Secondary School. The committee were asked to think of ways to encourage new members ready for the next meeting. It was mentioned that at previous event stall holders were offered drinks. Please could this happen again. It was pointed out that this does happen, but if we are helpers short it is not always possible. A suggestion of a mini fun-fair was raised. SH to investigate how this would work and what commission/percentage we would receive before a decision is made as to whether we would consider such an event. A request was put to the committee from the Choir Co-ordinator for sponsorship/donation for the choir to attend the Barnardo's Inaugural Young Supporters Concert in Central Hall Westminster on 24th June 2019. The cost to the choir/school for coach, music and t-shirts is approx. £940. Discussion followed and although this would be a lovely thing for the PTFA to support, the decision has been made that all funds being raised are for the outside area and this would be a huge chunk that would go a long way towards the playground markings. It was agreed to decline this request. SAO to inform the Choir Co-ordinator of our decision.	All SH SAO
12. D.O.N.M	Tuesday 15 th January at 6:00pm in the school (FH to consider whether a change of venue may attract more people? The Fryer PH)	FH

Meeting closed at 19:30pm

Next meetings:

Day	Date	Time	Venue
Tuesday	15 th January 2019	6:00pm	School Hall/?The Fryer PH