

Parsons Heath Parent Teacher and Friends Association
Annual General Meeting

Minutes of meeting at 6pm – held at FH home – Date 26th February 2019

Present

Frances Haynes (FH)	Lisa Read (LR)
Tasha	
Vickie Warren (VW)	Katie Furlong (KF)
Sarah	
Andrea MacAlister (AM)	

Agenda Item	Minutes Agreed from the last meeting
1. Apologies	Emma S, Sharon O, Elaine, Mrs Newson
2. Treasurer's Report	£34.70 Sweet sale £535 raised at Disco Both events very successful and group were pleased.
3. Secretary Report	Not present
4. Disco	DJ will cost £60 in future. Price increase still competitive. DJ Booked for 12 July 2019. More volunteer help needed on the night. KS1 needs 4 people on tattoos and face paints KS2 Face paint and tattoos not as popular Mixed reviews regarding the foam lights – one observation that they were used as swords. 150 left over unsold. Allergies discussed at length, specifically dairy and nuts and the impact that has on what we sell at events. Decision: • Sell the foam swords at future disco and Xmas fair. • Take advice from Mrs Newson re: Allergies • Explicitly share the details of the sweets on sale to parents requesting the information, • Post label details on facebook page, • Limit chocolate options at Discos. • Reminder on ticket about bringing a water bottle
5. Forest School	No progress report with Forest School. Discussion around funding an additional teacher to learn the details of running Forest Schools, to ensure consistency and sustainability of the investment.
6. Swimming Pool	Ready for use after the Easter break – all members happy.
7. Trim Trail	Play Equipment ordered, no date provided as to when it will be supplied.

8. Pamper Evening	Date needs to be changed on newsletter. Tasha update: 6 treatments confirmed. Working to get more than 9 treatments following on from the last pamper evening, specifically more nail treatments. 5 Stalls to be placed in the hall, with treatments in the classrooms. Tasha to confirm with Mrs Newson and Sharon that we can use the classrooms, and whether we can give out a bottle of water on arrival. Decision: Shloer on arrival. Tasha to ask Waitrose if we can borrow some glasses. Water available at a refreshment station. Staff will be asked if they can donate raffle items, and use any of the items left over from Christmas in the shed, Tasha will help set up but then has to leave Treatments need to be advertised on facebook in advance, and via the PTA blackboard.
9. Quiz	Only have 3 teams signed up so far. Fran to purchase ketchup vinegar, wooden knives and forks. Decision not to do wine or not. Decision to purchase a cup from Fun and Games for winners, and lemons for losers. Food is sorted and Mr and Mrs Bull included in the order.
10. Sweets	Discussion to sell sweets before the Easter break, after school. Mini Eggs - 50p Malteser bunnies – 50p Sweets in made up bags – 50p Fran to get a letter from School and go to Osgoods.
11. Summer Fair	Needs a separate meeting nearer the time. Ad boards – 14 confirmed so far. Agency happy to have boards up anywhere in Colchester. Sarah will source a mini stock for children (to be assessed for H&S) Sweets, drinks and toys will be sourced via non uniform days. Request for Rhona to supply toffee apples and popcorn bagged up. Mark will check whether BBQ is still working. Other stalls include: Face paints, splat the rat, lucky dip, guess the baby picture – 18 stall in total (list with Fran) Discussion regarding a talent show with rehearsals in the run up to the summer fair. Agreed with consultation with Mrs Newson. List of raffle offers discusses. Decided we will go in person rather than pay postage. Email should be a consideration as well. Additions to the usual list include Escape room and gymphinity.
Family Games Night / AGM	Discussion about a family games night at the school, linked with the AGM, and possibly fundraising for school games equipment.

AOB	Kiran resigned her position on the PTFA de to other commitments, and will come off the mailing list. Pantomime cost rose to £550, discussed whether we are happy pay. All agreed. Discussion about Magic Ian as a treat for the whole school. It is £125 for 1 hour. Fran to check with Mrs Newson but all in agreement to go ahead. Class challenge – 5pences in a bottle – class who raises the most wins a prize. Fran to confirm with Mrs Newson permission to proceed.

Meeting closed at 21:00pm

Next meeting: Discussed the change of date of the next meeting, to be confirmed with Mrs Newson.