



PTFA Meeting Minutes

Date: Monday 12th October

Time: 15:30

Attendees:

S Murphy (SM), P Patel (PP), E Bhogal (EB), A Wintle (AW), L Aloof (LA), E de Marchi (EdM), S Patel (SP), S Rehman (SR)

1. Welcome and Apologies

SM opened the meeting.

Apologies: D Razzaq (DR), S Poon (SP), C Willingham (CW)

2. Accounts and Spending

A summary of the accounts was provided. The Treasurer is Mrs A Szczepanik.

Funding requests

Approval was requested for funding for the following items and activities:

- Twinkle
- Hook-a-Duck
- Bedding and food for the school's guinea pigs
- A new rug (£250)
- £150 per class, with a combined allocation of £200 for Years 1 and 2, to be spent on educational trips or additional resources

The total requested was approximately £950. The attendees approved the funding.

Longer-term project suggestions

The following projects and expenditure were discussed:

- Glow Party decorations: new decorations were approved, as the existing ones are looking tired. The estimated cost is £150.
- Picture News: An app that converts current affairs into child-friendly presentations. It also incorporates the school's values and ethos and is widely used by teachers.
- Active Week workshop: Active Week is scheduled for the week commencing 24 May. Previous workshops have included dance and skipping. Recommendations for future workshops are welcome.
- Benches: All four wooden benches need replacing. The estimated cost is £200–£400 per bench.

- Sports kit: A kit for both the girls' and boys' football teams was discussed. EdM suggested purchasing a general sports kit that could also be used for other activities, rather than a football-specific kit. The estimated cost is £400.
- Courtyard refurbishment: The courtyard needs refreshing and is used by the whole school. Suggestions included creating a stage area, adding planting and commissioning a mural. SM will arrange for some plans to be drawn up.

3. Christmas Fair

The Christmas Fair will be held on Friday 11 December.

Class representatives

Representatives are needed for Years 1, 2 and 3. It was noted that stalls cannot be allocated exclusively to individual classes, as adult supervision will still be required, so class reps are essential.

The current class representatives are:

Year 4: DR*

Year 5: EB

Year 6: H Caple and CW*

*Confirmation is needed that these representatives are happy to continue in their roles.

Christmas cards: CW is leading on the Christmas card project. The children will create their designs in school.

Stalls and activities

- Snow Globe: PP will arrange the booking.
- Tombola and Grotto: EB suggested to keep these as they are popular
- The doughnut stall and face painting were also highlighted as popular.
- Additional suggestions: An art stall and biscuit decorating were suggested.
- Crochet stall: SM reported that the girls from the crochet club would like to run a stall selling their handmade items. Mini crochet kits could also be sold.

Tokens

It was agreed that tokens would be used as the currency for the fair.

Next meeting

A further meeting to discuss the Christmas Fair will be held after half-term.

4. AOB

Event attendance and promotion

SP noted that attendance at events has declined and suggested using alumni email communications to reach former pupils, as the events may appeal to them nostalgically. SP also suggested using the school's church connections to help increase attendance.

SM highlighted the decline in pupil numbers and explained that GDPR restrictions could make contacting alumni more difficult.

SP also proposed using a colourful hoarding or poster to advertise the fair. SM noted that a volunteer would be needed to lead this initiative. Estate agent boards were also suggested as a potential advertising option.

Meeting times

SM asked about the most suitable time for future meetings. PP will review previous minutes to identify the meeting time that has historically achieved the best attendance.

Meeting Closed

SM thanked everyone for attending.