

8th November 2023

PTFA Meeting

People Present: Kara Hawkins, Laura Smith, Sarah Wood, Lisa Cherry, Liz Journeaux, Mr O'Sullivan

Gambling Licence

- Discussion about Gambling Licence - Need to message Ellie Brooker about help

Risk Assessments

- Risk Assessments - School responsible for events in school times
- PTFA responsible for out of hours events such as School Discos and School Fetes
- Most important things to risk assess are things being brought in from home.
- Mr O'Sullivan is to give PTFA generic risk assessments and templates that they use for Events

Cinema trip

- Mr O'Sullivan is making the school a 'Nut Free' school - Therefore sweets are not an option for cinema trip and to stick to popcorn
- Need a list of amount of children wanting popcorn for Cinema trip
- Payment left to pay is £172

School Fete

- Parents need to be made aware that if children is not with an adult then they cant come to the fete due to risk assessments and that parents are responsible for their own children
- Plastic cups to be sent out to parents for a tombola stall - Date to be set
- Decision being made that Year 6 will not be needed
- Ask teachers to help - To have them as floaters for extra support - Mr O'Sullivan to speak to staff to get an idea of the roles the teachers will be taking and who the relevant first aiders are for risk assessment
- Discussed available people able to run a stall and possible stall ideas

Christmas Decorations

- Kara has collected all the pine cones previously
- Mrs Webber has dates to decorate xmas pine cones

Lantern Workshop

- Mrs Webber suggested previously about year 4,5,6 doing the lantern parade workshop.
- £5 per head x 33 pupils = £165. PTFA have agreed to pay for this.

Board and Money

- Forde Bake Sale (80.06), Courtney Bake Sale (77.90), Non Uniform Day (£41.69), Fun Run (452.75)
- £293.28 Spent as of 7th December
- Rags2Riches (£116.80 Cheque + £10 Cash)
- £452.42 currently in Safe
- New idea for the board in the playground is to make up a Thermometer

- Main contribution needed are for cinema trip and whole school trip
- Mr O'Sullivan mentioned about ideas of taking the children to a city - Nothing secured as of yet but will look into ideas after Autumn term

Newsletter

- Create another PTFA newsletter for parents discussing this terms accomplishments , how much has been earnt, what we're paying towards, future plans

CAF Bank

- Update on the bank given - Waiting on Charity Commission to update details - School bank details needed and signature for Trustees

Things to buy

- Grandparents Day - Squash, Tea, Coffee, Sugar, Milk, Sweeteners
- School Fete - Hot Chocolate, Bags for cones, Ribbons, Fidget Keyrings, Mini Slinkys, Icing Tubes, Bird Seeds, Glitter, 30 books (10 for £10 at The Works)
- School Disco - Glow Sticks