

## P.T.F.A MINUTES

22/02/2016

Present: Rebecca Peasley, Lianne Hughes, Maria Yacub, Sam Green, Angie Salter, Kerry Harkin, Sam Parkes.

Apologies: Mrs Jones, Mrs Lawrence, Emma Unitt-Legg, Tim Legg, Kathy Price, AnneMarie Marklew, Sarah Gooding, Louise Woodward, Katie Allen, Jackie Johnson, Lindsey Reid, Karen Reddington, Justine Deakin, Chris Glover.

- DISCO FEEDBACK
  - Future discos will have pre-planned set up and tidy up teams
  - Separating drinks, and crisps was a good plan and cut queues, however sweet queue was still an issue decision taken to trial 10p and 20p pre mixed bags of sweets. Also £1 cup of sweets pick and mix to be offered.
  - It was felt that the dinner tables were too low to use for sweets so different tables to be used for next disco
  - Ensure ovens are left on in the kitchen after lunch.
  - Ensure stairs and library are blocked off correctly
  - Suggestion of a quiet area to be set up and supervised for the younger children who were overwhelmed and also for helpers children to wait during Infant disco closedown to avoid any confusion
  - Face painting needs at least 6 volunteers, suggestion that face stencils could cut down queue and helpers would be more confident in using those instead of full face paint.
  - Lianne to source clear purses which could be sold at disco
  - Look into different types of glo items for different age groups decision not to stock any more rabbit ears.
  - A seasonal stall to be set up depending on possible disco theme for example Halloween
  - Further discuss the possibility of parent's pre paying for a meal during the disco maybe chips fish fingers/nuggets squash and including this option when ordering disco tickets.
  - Entry for 2<sup>nd</sup> disco an issue. Named stickers for each child, this would make it easier for us with the smaller children and be able to show if they had pre-paid for a meal.
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- SHOP2 DROP
  - All organised by LW. RP has purchased glasses for entry drink, and refillable tea/coffee cups for the drivers/non-drinkers. Finalising volunteers for set up, tidy up and Bar 1,2,3
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- OUTDOOR IMPROVEMENT ACTION PLAN
  - It was felt that Mrs J should canvas staff at weekly meeting making the brochure available and for them to compile a wish list. This would then be taken by class reps to school council and to each individual class and whichever items have the most votes would be purchased. Mrs J to clarify The Year 1 outside space plans. Lianne to email class reps to liaise.

- DBS CHECKS UPDATE
- List nearly complete to be clarified by Mrs J and a letter to go out to helpers with application form to state charge and option for helper or ptfa to pay
  
- MEETINGS
- Decision taken to hold one evening meeting per term and one per half term in the day hopefully to ensure everyone who wants to come can.
- EASTER EGGS
- RP to check if purchase required and to consult with Mrs J and RB amount needed. Usual raffle prize to be offered.
- CLOWN SHOW
- RP to discuss possible dates later in the year for popular clown show as this will need to be confirmed soon.
- RP has keys for new Key/Lock game
- RP has new lanyards which will need laminating
- Bring and buy to be arranged possibly for April