

P.F.A meeting minutes

Thursday 17th September 2015

ATTENDANCE: Jess Bonney (JB)
 Sarah Meredith (SM)
 Dawn Bradshaw (DB)
 Lou Coulthard (LC)
 Katherine Bangurah (KB)
 Trisha Wallington (TW)
 Angela Newman (AN)
 Kelly Lilley (KL)

APOLOGIES: Suzie Julien (SJ) Nicola Treacy Fiona Martin Pierre Tanner (PT)

Distribution: Those above & Mrs Bowyer

Item	Details	Action
1	<p>Actions from last meeting</p> <p>None</p>	
2	<p>Matters arising</p> <p>The accounts have been finalised. Sarah to forward in due course. Forest School will go ahead this school year – approx cost £1200. All agreed this will be brilliant for the children. Jess to ask Mrs Bowyer for her wish list – this will be included in a parent newsletter to be sent out this term. It was suggested we could pay for more enrichment activities for the children in order to spend the money we have raised. PFA logo competition – Suzie to chase up who the winner is.</p>	<p>SM</p> <p>JB</p> <p>SJ</p>
3	<p>AGM</p> <p>Date to be confirmed – Jess to ask Mrs Bowyer which Thursday in October is best. A start time of 7.30pm was agreed. Mrs Bowyers wish list to be discussed at the AGM (see above)</p>	<p>JB</p>
4	<p>Pumpkins</p> <p>All agreed this will go ahead this year</p> <p>Jess to confirm dates with Ellie but at the moment as follows:</p> <p>Letter to children to be sent out on Friday 2nd October</p> <p>Letter to be returned by Friday 9th October. No orders to be accepted after the 9th.</p> <p>Ellie Feeny to buy all pumpkins week of 12th October.</p> <p>Pumpkins to be given out to children on Friday 16th October</p> <p>Carved Pumpkins to be returned on Monday 19th October for judging by Mrs Bowyer. Jess to confirm Mrs Bowyer will be the judge.</p> <p>Kelly to arrange prizes – 7 prizes (<i>post meeting note – Willow Tree have confirmed they do want to be included</i>)</p> <p>Cost of £2 per pumpkin was agreed.</p>	<p>JB</p> <p>AN</p> <p>EF</p> <p>JB</p> <p>KL</p>
5	<p>Disco Inferno</p> <p>Date to be confirmed with Mrs Bowyer and Pierre Tanner (as DJ) – Friday 6th November</p> <p>KS1: 5.30pm – 6.30pm (hotdogs) KS2: 6.45pm – 8.00pm (hotdogs & tuck shop) Cost: £2 per child & £1 per hotdog to be paid in advance (& tuck shop money).</p> <p>Letter to be compiled and sent out on Friday 16th October to be returned by Friday 23rd October. To include a pre-order strip for hotdogs</p> <p>Agreed that PFA members children in KS2 can help with KS1 disco</p>	<p>JB</p> <p>AN</p>

	<p>Jess and Lou to ask for volunteers from Year 5 children on Monday 19th October (with list of games/stalls to be staffed) Ideas for games: Donuts on a string, Tattoos, Nail painting, Glow sticks</p> <p>Year 1 classroom to be opened up for Tuckshop/games Year 5 to run tuck shop</p> <p>Kelly to organise rolls, tuck shop sweets (to be pre-bagged and priced), and hotdogs</p> <p>It was agreed the PFA will buy a hot plate to use at these events. Sarah to source and buy.</p> <p>Trisha will collect all returned slips and money (to give to Sarah) from the school office and compile a list of names and numbers for hotdogs to give to Kelly and a list of names for the door.</p> <p>Pierre to design a poster advertising the event.</p> <p>It was agreed the Exit for KS1 will be through year 3 classroom in order to allow KS2 entry via the School Office entrance.</p>	<p>JB/LC</p> <p>KL</p> <p>SM</p> <p>TW</p> <p>PT</p>
6	<p>Christmas forward look</p> <p>1) Santa Letters – to be discussed at next meeting 2) Christmas Fair – date to be confirmed but suggested as Friday 11th December Jess to confirm with Mrs Bowyer Jess to confirm Santa has time in his busy schedule to attend for Santa's Grotto Lou suggested Santa needs 2 helpers in his grotto Melanie Lewis to be asked to take photographs in the grotto Choir? Use outside area more All to be discussed at next meeting.</p>	<p>JB</p> <p>JB</p> <p>JB</p>
6	<p>Dates of Next Meetings</p> <p>Date of AGM to be confirmed No other meeting dates were discussed.</p>	