

Stanford Infants School

PTFA MINUTES – November 3rd 2021, 7pm

Present:

Mandy Blake (Co-Chair), Martin Hansford, Suzy Jespersen, Kerry Wallis, Susie Franklin, George Marsh, Emma Mowatt, Annie Parsons, Bidy Short, Kate? Matt Austin, Steph Nower, Kirsty Hewitt, Kate Gray, Gabby Naylor, Kate Jeary, Kate Neave, Alex Scott, Madeleine Denyer.

1.	<p>Welcome, Apologies</p> <ul style="list-style-type: none"> • MB and MH welcomed everyone and discussed the role of the PTFA, which is to bring the school community together at events that raise funds for the school. Due to covid there have been no recent events but the aim is to restart events this year. The main fundraising events are the Christmas and Summer Fairs, other events include film nights, cake sales and quizzes. • MB and MH no longer have children at the school but have agreed to stay on this year to support the new Co-Chairs with this year's event planning. 	Action
2.	<p>Accounts</p> <ul style="list-style-type: none"> • The current PTFA bank balance is approximately £13k. • Recent spending has included funding the development of the Forest School, which started today. Sessions will be run in 6-week blocks, starting with Year 1. Reception and Year 2 will use the forest school area during outdoor learning. Funding will also be used for wellies and waterproof clothing, and decodable books for home reading. 	
3.	<p>Election of Officers</p> <ul style="list-style-type: none"> • Current committee members gave an overview of the various roles available, including Chair, Vice-Chair, Co-Secretary, Treasurer and Co-Treasurer. Class reps are also asked to attend all PTFA meetings. • It was agreed that class reps would send messages to their class parents asking for volunteers for these roles. There were also volunteers among those present, however further support is needed for all roles ideally. Volunteers were as follows: <ul style="list-style-type: none"> • Co-Chair – Emma Mowatt • Secretary – Kirsty Hewitt and Susie Franklin • Co-Treasurer – George Marsh. At least one more volunteer needed. 	Class reps/Co-Chairs
4.	<p>Subcommittee members</p> <ul style="list-style-type: none"> • The PTFA has the following subcommittees, requests for volunteers will be sent on Classlist: <ul style="list-style-type: none"> - Bar – to run the bar at PTFA events, including buying the drinks from Booker, setting up the bar and serving people. MB to contact Ian Leitch (Dolphin) to establish interest. - Raffle/Silent Auction – to run these at the various events. This includes emailing local businesses to ask for prizes (previous years' contact lists available) and running these at events. Kate Jeary and Kate Neave agreed to join this committee. 	Class reps/Co-Chairs KJ/KN Matt D

	<ul style="list-style-type: none"> - Design – designing posters/flyers etc for events – Matt Daymond will continue to do this but support from parents who are graphic designers or similar would be appreciated. 	
5.	<p>Overview of draft schedule for 2021/22 and other fundraising</p> <ul style="list-style-type: none"> • MB circulated a draft timetable for events and future PTFA meetings. These dates are all provisional and events may be cancelled if the covid situation deteriorates. The first event will be film night on 19th November, with other dates confirmed at the next PTFA meeting on 13th January. • Pre-loved cupboard – This is challenging at present as many people are donating the ‘old’ uniform, but not many people are taking these items. This should improve once the events start again and people start to take uniform. • School lottery – this is a good earner for the PTFA although more members are needed. Reminder to be sent on classlist. George Marsh agreed to run this with handover from MH. • Cake sales – usually hold 3/year. Postpone for now as difficult to hold these safely as they get so busy. May be held separately in year groups to reduce crowding. • Easyfundraising: Need to promote this again to parents as an easy way of fundraising when you shop online. 	<p>GM/MH</p> <p>Co-chairs</p>
6.	<p>Classlist</p> <ul style="list-style-type: none"> • This is the PTFA’s primary means of communication with parents. Uptake has been slow this year but most (all?) parents are signed up. • Classlist will be used to sell tickets for film night, and Christmas cards. 	<p>Co-chairs</p>
7.	<p>Year 1 Film Night 19th November 5pm for 5.15pm start</p> <ul style="list-style-type: none"> • Film night will be held for Year 1 children only due to covid, as they have not had any school events since joining the school. It was agreed to show ‘Sing’. • Capacity will be approx. 60 children (usually up to 180) • The film will be shown in the hall, and the bar area for parents will be outside in the playground. • Matt Daymond will update the previous Classlist poster only. • Bar: a request will be sent on Classlist for volunteers to run this, potentially serving mulled wine to keep people warm. • Risk assessment to be updated to reflect covid measures • TEN form to be done • Entry/exit – MD will consider the safest process for this and update MB • Food – Sainsburys choc ices - need to send out allergy info via Classlist in advance • First aiders – to be arranged • Need to organise team to help clear up 	<p>MattD</p> <p>Co-Chairs/class reps</p> <p>KH</p> <p>MD/MB</p> <p>MB</p> <p>Class reps</p>
8.	<p>Christmas fair 11th December 1-4pm</p>	

	<ul style="list-style-type: none"> • This year's event will be held outdoors, with the Grotto the only indoor aspect • It was agreed to call the event the 'Stanford Infants Christmas Market' • MD has contacted several companies to quote for outdoor wooden huts, awaiting pricing. • TEN form to be done. <p>Stalls - the following were agreed</p> <ul style="list-style-type: none"> • Tea and cake: Palace class • Bar/mulled wine: Governors • Preloved books and toys: Lagoon • Bottle tombola: Pavilion • Reindeer hoopla & Winnie the Pooh striker: Dolphin • Lolly stick game: Ocean • Unlucky dip: Regent • Christmas wreaths/baubles/cards/craft: external company: Alex class • Glitter Tattoos: Pier Class • Gingerbread decorating: Possibly Marina but MD to confirm if Ms Edwards to run? Whack-a-rat to be allocated to Marina if Gingerbread decorating not possible. • All 'How to's' to be sent out to Class Reps to organise. <p>Grotto</p> <ul style="list-style-type: none"> • Decorating team: volunteers needed to decorate the grotto on Saturday morning. Request to be sent on Classlist. • Santa volunteers needed – at least 3, Matt D has volunteered but need more. • Timed slots for each year group – these will be strictly adhered to this year. Parents/guardians will not be able to enter the Grotto. • MD to confirm the plan for year groups to attend. • Grotto to be ventilated, and no sharing of Santa suits – may need to purchase/borrow some. <p>Lights and music: Outdoor lights needed. Team to send out message on Classlist to ascertain if any parents can advise on the way/safest way to run electricity from the school</p>	<p>KH</p> <p>Class reps</p> <p>Co-chairs</p> <p>Co-chairs/Class reps</p> <p>MD</p> <p>Co-chairs/class reps</p>
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