



The Firs Lower School PTA

The Firs Lower School, Station Road, Amptill,
Beds MK45 2QR

Tel: 01525 402735 / Charity No.: 1053803

Firs Lower School PTA Extraordinary Meeting Minutes - 11 October 2016

Attendees

Danine Maskill	Bella, Year 3 – Remy 2017
Claire Pollard	Yr 2 & Pine
Vicky McQueen	Felix, Yr 1 – Felix 2018
Jo Freeman	Henry, Yr 1 – Lois 2017
Steph Fisher	Yr 4 & Jess Yr 1
Mai Lou	Fei, Yr 1 – Kai 2018
Helen Rossetti	Rosie, Yr 1 – Molly & Joey 2018
Claire Fanning	Ella, Pine – Kian 2018
Tanya Moffett	Caleb, Yr 1 – Connie 2017, Sebastian 2018
Adam Campbell	Headmaster, Lorna Yr 2, Scott Pine

Apologies

Sarah Campbell	Lisa White	Faye McKinney	Yvette Phoenix
Nikki Milward	Nicole Neate	Becks Kirkup	Catherine Allen
Angela Abbott	Dan & Carolyn Phillips		

Election

After an initial discussion about the PTA and how attendees would like to see it run, nominations and agreements were made for the following committee

Chair – Stephanie Fisher

Vice Chair – Sarah Campbell

Treasurer – Danine Maskill

Secretary – Jo Freeman

Handovers – one to one handovers to be arranged with outgoing Committee in next 2 weeks

Vision

We aim to run an inclusive PTA to enhance our children's experience of The Firs Lower School through events, experiences and funding for equipment.

Acknowledgement

All agreed that the outgoing committee have done an amazing job for the last 4 years and have run an incredible PTA, creating lots of opportunities for the children to have fun and raising huge funds for the school. They will be a hard act to follow!

Events / Actions

What	When	Who
1. Christmas Craft Fair Plan and agree tasks at next PTA meeting	Sat 26 Nov	All
2. Christmas Cards Templates sent out to classes. To be completed before half term ready for orders post half term for delivery in good time for Christmas	Ongoing	Danine
3. Panto & presents External company booked to put on pantomime to replace normal parents' production. PTA parents to dress as elves to delivery gifts to classes. Source gifts and wrap. Gifts to be wrapped by PTA – either a box of books per member, or a gift wrapping evening – tbc at next meeting Volunteer required to 'own' Panto	Mon 12 Dec Tues 1 Nov	All Steph All HELP!
4. Disco & dress down day Reinstate Disco on the calendar – 'Valentine's Disco' £2 per child Dress Down Day to coincide Investigate DJ, snacks, squash	Fri Feb 10	 Tanya
5. Autumn Dress down day Last day of half term dress down day Communication to parents	Thurs 20 Oct	Jo
6. Film Night Feedback that while children do enjoy this, some get over tired and unhappy half way through. Suggestion to show a short film such as Stick Man so that children still get the enjoyment Volunteer required to 'own' Film Night – suggestion of Nikki Milward / Becks Kirkup	Fri 18 Nov	 HELP!
7. Christmas Concerts Confirmation of dates with Adam Volunteer required to 'own' Christmas concerts Prizes to be sourced from Costco as previously Rota for performances to sell raffle tickets	ASAP	Jo HELP! Steph
8. Meetings going forward Meetings will be monthly, with sub committees as necessary for events All committee members to rally their own year groups to attend Next meeting; Tuesday 1 st November at 8pm in school hall	 Tues 1 Nov	 All All
9. Facebook Charlie & Karen to handover Facebook page administration to Steph & Jo Update in green newsletter to remind parents to join Facebook Group	ASAP ASAP	Jo/Steph Jo
10. PTA Newsletter Renew PTA Newsletter to communicate better with parents. Agree best route with Karen / Adam	ASAP	Jo
11. General Update in green newsletter on new committee and ask		Jo

parents to attend next meeting		Jo
Publish calendar of events		Jo
Agree all proposed dates with Adam		
Discuss route to publish PTA minutes to all parents with Adam	Pre- and post Christmas	Jo
Raffle prizes – comms to parents to ask for donations – unwanted Christmas gifts		Jo
Investigate cost of money counting machine to save time		Danine
Steph to share events for the year		Steph

Agenda for next meeting, 1 November:

- Christmas Craft Fair
- Plan for gift wrapping of Panto Gifts and distribution
- Assign 'owner' for Panto
- New ideas: Bedtime stories, Happy circus, Sleepover camp