



**The Firs Lower School PTA**

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

**Tel: 01525 402735 / Charity No.: 1053803**

**Firs Lower School PTA Meeting Minutes – 1 November 2016**

**Attendees**

Danine Maskill (Bella, Yr 3)	Claire Pollard (Page, Yr 2 & Grace, Pine)
Vicky McQueen (Felix, Yr 1)	Jo Freeman (Henry, Yr 1)
Steph Fisher (Holly, Yr 4 & Jess Yr 1)	Becks Kirkup (Seb, Yr 2 & Zac, Yr 1)
Helen Rossetti (Rosie, Yr 1)	Tanya Moffett (Caleb, Yr 1)
Kathryn Hart (Nathan, Yr 2)	Kathryn Allan (Evie, Yr 2)

**Apologies**

Sarah Campbell	Faye McKinney	Nikki Milward	Mai Lou
Claire Fanning	Helen Castle	Heidi Woodhead	Kelly Silk
Kerry Skidmore	Dan & Carolyn Phillips		

**Events / Actions**

<b><u>What</u></b>	<b><u>When</u></b>	<b><u>Who</u></b>
<b>1. Christmas Craft Fair - STEPH</b> Agreed date of 26 November 3-5pm. Set up from 1pm Check with school when stage goes up 6 craft stalls, each to have an owner who will rope in more people to help prepare for and man their stall: 1 - Christmas tree - Helen 2 - Bauble - Steph 3 - Reindeer hat - Jo 4 - Jam jar reindeer / reindeer food - Claire 5 - Snowman light – Kathryn H 6 - Christmas card - Tanya 7 - Book Club - ?? 8 - Face painting / tattoos – Becks 9 – Raffle - TBC 10 – Tea, coffee, mulled wine and cakes – TBC 11 – Santa’s Grotto – Carolyn & Dan TBC Draw up rota Send out letter Confirm numbers Craft Fair Meeting to finalise stalls and orders	Sat 26 Nov, 3pm. Set up from 1pm ASAP	All  Steph  Helen Steph Jo Claire Kathryn Tanya  Becks
<b>2. Christmas Cards - DANINE</b> Templates back from supplier this week. All fine, no help needed.	Ongoing	Danine
<b>3. Panto &amp; presents - STEPH</b> External company booked. Performance at 9.30am, set up from 7am	Mon 12 Dec	

<p>PTA parents to dress as elves to delivery gifts to classes (Adam to agree)  Source gifts and wrap.  Gifts to be wrapped by PTA – volunteer of Faye’s Dad, plus wrapping evening</p>	<p>Wc 7 Nov  TBC</p>	<p>Steph/  Adam  Steph/  Sarah  All</p>
<p><b>4. Disco &amp; dress down day - TANYA</b>  Pine/Year 1 – 3.30 – 4.15  Year 2, 3, 4 – 4.30 – 5.30  £2 per child  Dress Down Day to coincide  Investigate DJ, snacks, squash.  Kerry Skidmore has offered to help.  Include request in newsletter for DJ/kids entertainer</p>	<p>Fri Feb 10</p>	<p>Tanya  Jo</p>
<p><b>5. Autumn Dress down day</b>  Raised £223.35. Some feedback re. communication being too late and too direct. Noted for next time.</p>	<p>Ongoing</p>	<p>Jo</p>
<p><b>6. Film Night – BECKS &amp; NIKKI</b>  Hot dogs at the start (veggie option?)  Popcorn &amp; drink in interval  Minimum 12 helpers required (Kath, Megan, Rosie, Kathryn, Vicky so far)  Admission tickets with ‘Golden ticket’ to win DVD  Jo to share all info re. how to run with Becks</p>	<p>Fri 20 Jan  ASAP</p>	<p>Becks  Jo</p>
<p><b>7. Christmas Concerts - JO</b>  Confirmation of dates &amp; times with Adam. 4 performances, 2 to 3 people for each day to sell raffle tickets  Prizes to be sourced from Costco as previously. Tower of treats x 4.  Rota for performances to sell raffle tickets</p>	<p>ASAP  End of Nov  End of Nov</p>	<p>Jo  Becks  Jo</p>
<p><b>8. School Ball</b>  £250 raised so far through photographer. Around £6000 in total to date. Get update from Lyn</p>	<p>ASAP</p>	<p>Danine</p>
<p><b>9. PTA Newsletter - JO</b>  Send PTA Newsletter out in next couple of weeks to include:</p> <ul style="list-style-type: none"> <li>- info on new PTA</li> <li>- how to get involved</li> <li>- how to contact: Facebook, email address, PTA box</li> <li>- Children’s entertainer/DJ</li> <li>- Raffle prizes / unwanted Christmas gifts</li> <li>- The Giving Machine</li> <li>- Calendar of events</li> </ul>	<p>By mid Nov</p>	<p>Jo</p>
<p><b><u>Agenda for next meeting, Thursday 17 November:</u></b></p> <ul style="list-style-type: none"> <li>• Christmas Craft Fair <ul style="list-style-type: none"> <li>○ Finalise plan for set up</li> <li>○ Finalise rota</li> <li>○ Finalise order for crafts</li> </ul> </li> </ul> <p><b><u>Agenda for meeting, Wednesday 7 December:</u></b></p> <ul style="list-style-type: none"> <li>• Christmas Drinks! Venue TBC</li> </ul>	<p>17 Nov  7 Dec</p>	<p>ALL  ALL</p>