



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 – 19 September 2019

Attendees

Kelly Chung (YR), Kelly Tomkins (Y1), Louise Pridding (Y2&4), Vicki Davies (Saplings & Y2), Jo Freeman (Y4&2), Danine Maskill (Y2), Angela Abbott (Y2), Celia Bennett (School Business Manager), Heidi Woodhead (Y3), Vicki McQueen (Saplings, Y1 & Y4), Kathryn Hart (Y1), Rebecca Ellis (Saplings & Y2), Tanya Moffett (YR, 2 & 4), Nandita Sonagra (YR), Sian Batley (YR)

Apologies

Adam Campbell, Helen Pearson, Daisy Forman

Minutes

<u>What</u>	<u>When</u>	<u>Who</u>
<p><u>1. Welcome & Introductions</u></p> <p>Danine welcomed all to the meeting and gave an overview of the PTA for newcomers. We were delighted that 6 new members had joined the meeting.</p> <p><u>2. Finances</u></p> <p>Angela gave an overview of our current position. We have £6,600 in the bank which covers our annual commitments of £5,800 (Y4 Swimming, Wow Days, Panto, Puppet Show, Christmas gifts, playground equipment, Y4 leaving book, Football contribution). Any additional funds we raise this year can be spent on specific requests from the school.</p> <p>Celia confirmed that there would likely be requests for an Outside Classroom area for Y4 (Mrs Rogers to attend future meeting), and new benches.</p> <p>No other requests for the time being, but more to come once teachers have settled in to the new school year. Celia will update</p>	<p>Next meeting</p> <p>Next meeting</p>	<p>Mrs Rogers</p> <p>Celia</p>
<p><u>3. PTA Dates & Events for this term</u></p> <p>i. AGM - 30th September – 7.00-7.30pm Need at least 20 attendees so all to attend please</p> <p>Chair's, Treasurer's & Headmaster's Reports need preparing</p> <p>All committee members to confirm whether they will stay on or want to stand down. Danine asked for volunteers for a Vice Chair.</p> <p>We will have a Second Hand Uniform Sale on this evening</p>	<p>30/09</p> <p>30/09</p>	<p>ALL</p> <p>Danine, Ange, Adam</p>

<p>ii. New Parents 2020 evening - 14th October We have been asked to represent the PTA on this evening, and also to serve refreshments. Celia to confirm timings and refreshment requirements</p> <p>Vicki, Vicki, Rebecca, Danine, Jo & Ange to attend</p>	<p>ASAP</p> <p>14/10</p>	<p>Celia</p> <p>Vicki, Vicki, Rebecca, Danine, Jo & Ange</p>
<p>iii. Dress Down Day & Disco - 18th October</p> <p>Rebecca kindly volunteered to oversee the organising: Refreshments, Tattoos, Colouring Table, Glo Sticks etc. Louise to help with set up on the day</p> <p>Kelly T to investigate DJ option this week (max spend £160). If not possible, Danine to contact DJ from last year.</p> <p>Celia to check Safeguarding caveat around signing children in and out (especially the second group) and confirm to Jo</p> <p>No fancy dress for Halloween. Jo to amend Facebook event title.</p> <p>Helen to get letter out next week – all details as per last year.</p>	<p>18/10</p> <p>20/09</p> <p>23/09</p> <p>ASAP</p> <p>25/09</p>	<p>Rebecca / Louise</p> <p>Kelly T / Danine</p> <p>Celia</p> <p>Jo</p> <p>Helen P</p>
<p>iv. Christmas Craft Fair - 30th November</p> <p>Format will be as per last year. 6 crafts, Reindeer Food, Glitter Tattoos, Book Club, Santa's Grotto, Christmas Cafe.</p> <p>Santa has been booked.</p> <p>Celia to ask Mrs Freeman whether it would be possible for the Choir to perform at some point in the afternoon.</p> <p>Celia to check and confirm to Jo what time we can have the hall for set up. Running time will be determined by this.</p> <p>Come up with 6 crafts.</p> <p>Check that last year's crafters are happy to help again: Helen Rosetti, Caroline Wise, Becky Randell, Bella & Lizzie. Sian, Tanya & Kathryn confirmed.</p> <p>Letter to go out before half term</p> <p>Vicki confirmed she is happy to arrange presents for the grotto again</p> <p>v. Christmas Cards</p> <p>Vicki Davies volunteered to shadow Danine on these this year, with a view to taking it over next year.</p> <p>We also agreed to do Personalised Tea Towels in the Summer Term.</p>	<p>next meeting</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>17/10</p> <p>Ongoing</p>	<p>Celia</p> <p>Celia</p> <p>Heidi</p> <p>Jo</p> <p>Helen</p> <p>Vicki Mc</p> <p>Vicki D/ Danine</p>

<p>vi. Christmas Gifts</p> <p>Jo to arrange books again and confirm titles with Mrs Brady</p>	November	Jo
<p>4. New ideas</p> <p>Pamper Nights It was suggested that we bring back Pamper Nights. These have been very successful in the past but petered out due to lack of volunteers.</p> <p>Ange to speak to previous 'owner' Yvette Phoenix to check that she has no objection to us resurrecting this idea.</p> <p>Football Tournament at Redbourne Vicki McQueen advised that her husband Gary (Chairman of Firs Football) is looking to hold a Football Tournament at Redborne in May. PTA to be involved with refreshments / BBQ etc to make a large fundraiser. Vicki to advise on more details as she knows them.</p> <p>Break the Rules Day Louise shared a concept that the PTA of her old school used. A Break the Rules day as an alternative to a dress down day. All agreed it sounded fun. Louise to share more details to be discussed.</p> <p>Administrative Support / Payment Technology Tanya, Rebecca & Ange have all been investigating options to take our ticketing etc. online so that parents can sign up to and pay for events electronically. PTA Events, Parent Pay and Class Lists have all been looked at. Currently payment fees are prohibitive and would mean us having to increase all our prices, which we are not comfortable with. Further investigation ongoing to find out what other PTAs do.</p> <p>Online fundraising Investigate online fundraising sites and publicise them so that we can make some money in the run up to Christmas. Namely, Amazon Smile, Easy Fundraising & The Giving Machine.</p> <p>Mother's Day / Father's Day Gifts Give children the opportunity to 'buy' their parents a surprise gift independently. Parents pay £1.50 for their child to be involved. PTA buy a variety of gifts wholesale and children can choose / wrap their gift. Children get real sense of pride and delight in having chosen their gifts independently. Investigate options & discuss further.</p> <p>Clothing Bin Raise money by hosting a Clothing Bin for 2nd hand clothes outside school. Investigate options</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Done</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>	<p>Angela</p> <p>Vicki Mc</p> <p>Louise</p> <p>Rebecca, Tanya, Angela</p> <p>Jo</p> <p>Rebecca</p> <p>Jo</p>
<p>5. Ball 2020</p> <p>Ball Date confirmed as 10th October 2020. Start publicising following Russell Ball on 5th October this year.</p> <p>Set up a series of Ball Meetings, to be run separately from standard PTA meetings,</p> <p>All to start speaking to people about Auction prizes, Raffle Prizes, Matched</p>		Jo

<p>Funding</p> <p>Kelly to confirm what props / accessories she's able to supply.</p> <p>Marquee is provisionally booked with UK Events and Tents. Jo to contact & provisionally book caterers.</p>		<p>ALL</p> <p>Kelly T</p> <p>Jo</p>
<p><u>6. Next meeting</u></p> <p>4th November at The Hollows.</p>	<p>4/11</p>	<p>ALL</p>