

**Wittering Primary School**

**Meeting Minutes**

**DATE**

Present: EJ, BS, CB, LH, KF, AM, ZQ, SW, MC, CW

Apologies: LH, SJ

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| **No.** | **Item** | **Action** |
| 1. | Date of next meeting: 29th June | TBC With Claire Brant. |
| 2. | Doughnuts: Discussed, Gluten free options, next sale buy more doughnuts, two lines when selling and key stage1/2 options?  Contact for cakes accessible at Sainsburys. | Free from options and this displayed/advertised, account for this in numbers. |
| 3. | Matters arising  Chair of PTFA: Sophie Joy has stepped back from chair and the PTFA, BS discussed reasons and currently acts as vice. To put forward names. Suggested idea to have two chairs. Both persons Zoe and Becki happy to share the role and be point of call to confirm with and chair the meetings. | BS and ZQ confirmed joint role of chair. |
| 4. | DBS Checks: BS checked that everyone was still okay to complete DBS. | School will pay invoice.  All in agreement to complete. |
| 5. | Leavers Hoodies: Waiting for reply from Y6 teachers. Can we pay by cheque? | Awaiting confirmation, to follow this up. |
| 6. | Finance: CW expressed Barclays bank in Stamford has closed therefor unable to bank the recent money, can anyone drop the money off in Peterborough as CW is unable to. We will need volunteers in the future to help with banking.  Currently raised:  £2634.41  (Ice lollies cheap at Iceland, could we do a Friday lolly day £1)  Registered charity: We need three trustees to register as a charity. This is needed after £5000 is raised. Would need a name for the charity and a structure of the charity, chair/vice/treasurer/secretary. | AM has offered to do this.  Name of charity to be: PTFA of Wittering primary school.  Charity needs to be in place by next academic year, can run this with AGM. |
| 6. | Second hand sale: When are we selling this? Open evening, will need helpers. Help will be needed throughout the evening. Stall in the library. Advertisement to specify donation only, where and when. Clothes are already organised and in size order. Staff in school will need to take this down ready to the library, CB happy for staff to do this during school. | Confirmed: Open Evening 14th/ 4-6pm. LH/BS has confirmed running this.  SW to create a flyer with selling of clothes on. |
| 7. | PTFA Facebook Page: BS confirmed she has updated the page. |  |
| 8. | Donations letter. BS/LH have drafted a letter. Needs to put it on a letter head. BS to email CB and send it back and CB will share it on pages also. (raffle prizes) |  |
| 9. | **Fete:** Ashely Brittain is happy to provide inflatables. Families will be charged and we take 50%. Copy of insurance needed. He will be fully responsible for this.  Teddy: Mr D, Sewing Bee suggestion, could he make us a wittering bear?  We need to start delegating positions for the Fete. A lot of setting up will be required. CB to put a note out next week to staff about manning a stall. Get a list of the stalls to CB next week. PTFA need to confirm their posts after this has been organised.  Police car: Police car to arrive at school, where will we put the police car, who will meet her upon arrival. EJ still dealing with military vehicle, smaller vehicle only allowed due to not being able to drive around the village.  Raffle: To draw during the event, BS happy to phone around for raffle prizes. Raffle tickets to potentially send home with children (school would help with this), these would need a confirmation of the prizes if we want personalised Wittering tickets.  Discussed the alcohol license and it has been agreed due to the length of time and actions it would undertake, it would be easier to opt for a soft drink option.  Snack stall: Crisps, drinks (cans of soft), sweets etc. Keep choices minimal.  Soak the teacher: How? X2 water pistols, to be sat, bucket for water, 15 mins either way.  Ice cream stall: Iceland cheap, PTFA freezer, how many would we need?  Tuck shop rather than a BBQ.  External stalls: List of stalls that would compliment what we are doing.   * Face painting * Dom Tomer possible characture? * Sensy (LH mentioned Mel also provides beauty) * Avon/body shop * Honey: Local lady * Photography- advertise?   Decorations for the event, would be nice. EJ may be able to provide some items. Look in to this. | Bouncy castle to confirm, BS will contact to confirm a price if reasonable and insured.  EJ to ask Matthew.  Teddy: KF  CW: Label  CB to ask staff by next week.  BS dealing with police car.  EJ dealing with military vehicle.  Raffle draw at 16:30  ZQ happy to look at the tickets.  Not to proceed with the license.  CB/CBR nominated and agreed.  Confirm this in the next meeting who will be in charge of requiring the lollies and how many to require.  To proceed only with the tuck shop.  EJ to ask DT  LH to ask Mel |
| 10. | Summer holiday activity: Should we do one? | All in agreement- No |
| 11. | Can we have a tiered PTFA system: To stand up and speak to new prospective parents about joining as volunteers. Having a contactable database of a possible 3 tier system. AGM needs to be booked. | PTFA to build momentum advertisement, word of mouth and get AGM booked in to promote enrolling volunteers. |
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