



Parents, Teachers and Friends Association

Minutes of the PTFA meeting held in the school on: Wednesday 23rd May 2012

Present:

Rachel Duncan, Moira Parkin-Moore, Maxine Hills, Jane McSharry,
Mary Moran, Serena Pitchers

Apologies:

Vinay Patak, Dawn Forbes, Mairead Fernandez, Siobhan Muller,
Theresa Hancox, Neil Walker, Yashmin Rawbone

-Special Note:-

Raphaelle Miller has resigned from the PTFA Committee. Please could you make sure that she is removed from emails and PTFA committee communications.

Father's Day Craft Afternoon

When discussed in the group there were concerns over the shortage of volunteers available for the Monday afternoon session. It was then suggested that as the hall is available, the craft afternoon would be consolidated to just the Thursday afternoon as there are more helpers available to supervise the children.

Serena, Mrs McSharry, Maxine, Mairead and Siobhan are available to help but could we have more?

Letters to go out on Friday for the event.

If very large response we can always look to extend to another afternoon.

Could the above people please check and confirm that they are available for Thursday 14th June 3.15 – 5pm.

Could other committee members please volunteer if they can or recruit some classmate parents!

Jubilee Party

Mrs McSharry confirmed that the school are still looking for parent volunteers to help the party go smoothly on Friday 1st June.

Volunteers will be directed as how to help by the teachers who are in charge on the day.

Could committee members all try and recruit in the playground to see if anyone is willing to help.

Please could you confirm to Mrs McSharry or Mrs Brown in the office whether you can help out.

Mrs McSharry or Mrs Brown could you confirm from what time the volunteers are needed and until what time.

Summer Fete

There were real concerns both with the committee members present and expressed from some of those absent, that there will be a shortage of volunteers for the summer fete, which would lead to volunteers being stretched. It was agreed that it is essential that all volunteers are able to see their own children participate in the races. It was also agreed that one of the most profitable areas of previous fetes has been the catering, and so the following was decided so as to balance the number of volunteers with maximising the opportunity to make profit for the PTFA with the captive sports day audience.

The PTFA will concentrate on the following time slots:

Breakfast – (8.45 – 9.30)

A cold breakfast will be available such as croissants, fresh fruit, juice, tea and coffee.

At 9.30 all parents (including the PTFA!) are free to watch the Nursery and Reception races.

Lunch - (12 – 1.30)

The BBQ will be set up from 11am with a view to being able to catch both Key Stage 1 leaving and Key Stage 2 arriving for their children's races.

Refreshments and food will be available throughout the lunch time period.

At 12 noon the stalls will be ready to go with a small collection of bought in Tombola's, Sweet jar Tombola's, Raffles, face-painting, nail bar, hoop a bottle, hoop a duck and book stall being set up. There will also be a pocket money toy stand selling bubble wands etc.

The Cake stall will also be set up for this time.

In total it looks like we need the volunteers to man approx 7 stalls.

It was suggested that the school Cheerleading team be able to perform a demonstration on the field at about 12.30 to encourage parents and children to stay later/come early and to give a focus to the 'fete section'.

Afternoon until 3.30

At 1.30 the Key Stage 2 races begin at which time the stalls will be broken down and packed away.

Drink refreshments and lollies will be available for the afternoon as well as any cakes still left over.

One consolidated stall will also be operating with a mixture of items to sell off anything that is left, raffle tickets etc.

This should ensure that all parents are released to watch their children take part in the sports day.

Minimum of 12 volunteers needed primarily for the 11-2 time slot. Others will be needed to help with the breakfast, 11am -12 set up and afternoon refreshments

Neil, could you confirm that you have enough books for the book stall.

Could all members confirm if/when they can help.

Donations will be requested after half term so as not to confuse with the jubilee party.

Mary Moran to source and purchase items for the pocket money stall.

New Parents meeting

Mrs McSharry agreed that a 'face' for the PTFA would be a good idea.

As Serena and Yashmin will already be in attendance at the meeting they would just highlight themselves as people to approach in the new academic year.

Mrs McSharry is to look at the template on the PTA-UK website which lays out a PTFA new parents booklet with a view to possibly completing this for the meeting on the 26th June. The pack also contains a gift aid declaration and a short parents survey sheet.

Letter to Parents – Committee Positions

A letter to parents written by Yashmin was forwarded on to Mrs McSharry and Mary Moran to approve.

The letter reminds parents what the PTFA does but specifically notifies parents that at the September AGM the Chair and the Secretary positions will need filling. There is also the proposal that introduces Class year parents reps from September and asks for volunteers.

Agreed Expenditure

The following expenditure was agreed between the committee members who attended the meeting:

£450 to pay for the pond safety net; the area is now revamped thanks to the community project and can be used by the children as soon as this netting is in place.

It was also agreed that Serena Pitchers will send out letters to local businesses asking for contributions for this specific item, friendship benches and the matting for the boat. It will be suggested that if they could not help with this, could they contribute a prize or money for the fete raffle instead.

Playground

Serena Pitchers and Yashmin Rawbone have made appointments following the half term with St.Patricks and Clapham Terrace schools to view their play areas and to discuss their funding.

It was agreed that we should aim for a big project and look to improve both Key Stage 1 and Key stage 2 playgrounds, the bike area and the field with equipment and go for a big grant. St. Anthony's qualify for the SITA grant scheme as we are 1.7 miles (less than 3 miles required) from the Warwick landfill site.

This project is ongoing. Serena and Yashmin will report back following the visits.

PTFA Noticeboards

Mrs McSharry shared a costing leaflet for notice boards and it was suggested that perhaps a new board be placed in a different place at the front of the school. **Ongoing.**

Next Meetings:

Fete organisation:

20th June – 3pm in school

End of Year summary meeting:

11th or 18th July at 5.30pm in school.

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