



St Anthony's PTFA Committee

A meeting of the PTFA Committee took place at St Anthony's Catholic Primary School
on Monday 20th January 2020
commencing at 4 pm

MINUTES

PTFA Committee present	Initials
Jane McSharry	JMcS
Clare Moore	CM
Michelle Cross	MC
Shalini Chandra	SC
Sandeep Allison	SA
Susie Rack	SR
Annemarie Porritt	AP
Apologies	
Claire Zani	CZ

1. Welcome

- Welcome from MC to all members of the PTFA and apologies from CZ

2. Christmas Fayre

- SA & SC confirmed that just over £1,000 was raised on the day, breakdown per activity to follow but Lucky Dip and Popcorn went well
- JMcS had lovely feedback from the Popcorn Lady who said we had a really nice family atmosphere, she also donated 2 hampers
- SR commented that people like games such as Tombola and 'Bag a bottle'
- AP commented that the Dress Down day worked really well for bottle donations
- SA commented that we had too many children booked to visit Santa, time slots were too tight and people were still waiting after 5pm, some children didn't show up for their slot
- MC praised Richard for his help setting up, especially Santa's Grotto – we must thank him
- SR commented that we need to send 'Thank You' to businesses/individuals for their donations and to all those that helped set-up and run the event (parents, friends, Mr Purewal, Miss Richardson etc...)
- MC to look at Thank You cards
- AP to look at creating a Thank You photo with the PTFA children
- Suggestions for next year
 - Dress Down Day – specific donations per class (female gifts, male gifts, bottles etc...)
 - Hampers – each class create a hamper filled with goodies based on a colour/theme
 - Santa's Grotto – start visits earlier for KS1 children who don't have older siblings
 - Santa's Grotto – use the outdoor classroom with the gazebo as an outside waiting area, create a magical walkway from school through the gazebo to the grotto
 - Santa's Grotto – SA to review options for allocating children to timeslots

3. Valentine's Disco

- Confirmed Thursday 13th February 2020, 3:30pm until 5pm
- Charge £3.50 per child which includes the disco, hotdog and squash
- Dress Down Day – £1 to wear 'something you love'
- JMcS informed us that the school is installing new speakers this week so no need to borrow any sound equipment
- JMcS agreed to organise the music playlist with the teachers help
- AP will ask Liz England if she is available to open the disco with some group routines
- MC to ask Rachel if the kitchen will prepare the hotdogs for us – sandwiches as a backup
- MC & CM to purchase items needed for the Tuck (glo-sticks, flumps, rainbow drops, crisps, lovehearts, curly wurly etc...)
- MC to ask Richard about using the smoke machine and neon lights
- MC to ask Miss Richardson if she is available for face painting (neon, glitter)
- SR to draft the letter including a deadline for returns so we can confirm catering numbers
- JMcS confirmed the hall capacity is 200

4. Future Events

- Easter Movie Night, Thursday 19th March – popcorn & drink, no tuck
- Family Bingo Night, Thursday 2nd April – JMCS to ask her neighbour to be the caller
- Summer Fayre
 - date tbc once Sports Day date is confirmed
 - CM suggested we ask Matt Western to open the Summer Fayre – SA has a contact
- Other ideas: school sleepover, beetle drive

5. Other Items

- Change of committee details needs to be sent to the Charity Commission
 - JMCS to email link to SA
 - SA & SC to update with our details
- Committee needs to be DBS checked – AP will speak to Debbie about what is required
- New PTFA shed
 - SR & SA working on this together – SA has a contact from Jinder's
 - JMCS confirmed that it will be located behind the outdoor classroom
 - MC raised electricity access as this would be very useful especially for selling ice lolly's in the summer
- SR to ask Chris for help with access to the PTFA email (SA cannot access)
- JMCS confirmed currently raising funds for the new reading books which cost over £4,000
 - PTFA to agree a suitable contribution amount
 - Need 'PTFA donation' stickers to go inside the books
- KS1 playground resurfacing
 - JMCS informed us that the school has applied for Diocese funding
 - SR suggested contacting Tesco's Community Champion
- JMCS confirmed that the PTFA are not required for the FHC Breakfast
- SC & SA to confirm previous PTFA donations towards the School Christmas trips
- JMCS suggested we contact Waitrose, or other supermarkets, to apply for their Charity token schemes

6. Next meeting

- Monday 10th February at 4pm

Meeting finished at 5:20pm