**St. Finian's Catholic Primary School**

**Diocese of Portsmouth** **Headteacher: Mrs Anna Jarratt**



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**PTFA Meeting Minutes**

**Meeting Date: 1st February 2023**

**Venue: The Spotted Dog, Cold Ash**

**Present: Kirsty Higgins (Co-Chair), Penny Robinson (Co-Chair), Annabelle Sutton (Co-Treasurer), Jenni Urquhart (Co-Treasurer), Alicia Bevan (Secretary), Lynette Heaver, Nikki**

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| **Agenda** | **Discussion** | **Action** |
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| **Welcome & Introductions** | Welcome and Introductions | N/A |
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| **Authorisations** | Penny and Kirsty had a meeting with Mrs Jarratt re:money  - Arts Supplies £500 – authorised  - Outside Furniture for Year 2 & 3 £1000 each – authorised  - Mother Tongue Week drum workshop £470 – authorised  - Skip and Rails for uniform in the PTFA cupboard £500 - authorised | - Lynette to find out about tea party and what Mrs Smith-Dyson would like the PTFA to do  - Send out a parentmail requesting volunteers to help set up and serve tea/coffee during the tea party (21.2.23) |
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| **Thatcham Fun Day (25.6.23)** | This was very successful last year but it was noted that more volunteers were needed to ensure it runs smoothly again this year. Decided that we should get two pitches (next to each other) and have the Bottle Tombola on one stand and the Sweet Tombola, coupled with people selling Raffle Tickets (for the Summer Fete) on the other stand. | - Pay for two pitch fees (next to each other)  - Send out parentmail requesting volunteers to help run the stalls during the fun day |
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| **Non-Uniform Days** | Decided that we should hold three in the lead up to Thatcham Fun Day and the Summer Fete in exchange for a bottle. | - Penny to confirm dates  - Send out parentmail informing of dates and request for bottle |
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| **Valentines Cake Sale (10.2.23)** | Holding a Cake Sale at end of term in celebration of Valentines Day. | - Send out parentmail informing of date and request for donations and volunteers to help man stall  - Annabelle to prepare float |
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| **PTFA Cupboard and Container** | The cupboard and container have become a bit of a dumping ground. Sorted a date to clear out and organise (4.3.23). | - Order skip  - Send out parentmail asking for volunteers throughout the day |
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| **Our Legacy** | It was discussed what we want our legacy to the school to be. Many ideas were discussed:  - The Mount  - Adventure Playground  - ICT resources (School laptops not really working – update?)  - OMI table  - Prayer Garden – learning space, outdoor stage  - What do the teachers want?  - Room for Interventions or table and chairs in corridor per class | - Survey the parents to find out how they would like to improve the school  - Find out what needs to be renovated on adventure playground  - Find out information about laptops and ask ICT specialist what they think is for the best  - Ask teachers what they would like |
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| **Summer Fete** | - Burgers too expensive – better to do our own this year  - Bar  - Bouncy Castle x2 (possibility of an assault course like last year)  - Vendors  - Gazebos – parents to lend  - Ice Cream Van  - Raffles – Bottles, Sweets, Teddies  - Can you hire Mr Whippy Machines?  - Candy Floss – took too long to make and serve  - Face Painting or Glitter Tattoos  - Books  - Coconut Shy & Hook the Duck  - Donkeys?  - Water Fight?  - Tea, Coffee, Cake  - Cold Ash Brass & Glee Club  - Balloon Man?  - Raffle Tickets – draw at fair after Glee Club  - Biscuit Decorating  - Decorate paper hat/crown  - Estate Agent Boards  - Splashing Tuff Trays | - Find out if Mr Whippy Machines are available to hire  - Send out Parentmail asking for volunteers to help set up, man a stall at the fete and clear up afterwards  - Find out about bouncy castles, glitter tattoos, game stalls, donkeys, balloon man  - Contact the estate agents to enquire about boards and then send parentmail out to ask parents to have them  - Get resources |
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| **Reception Open Days** | Discussed that we should have uniform for sale at the open days. | N/A |
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| **Position Vacancies** | Sadly, Penny and Kirsty have to step down from their positions (Co-chairs). We would like to thank them for all their hard work. This leaves the position of Chair open. Discussed with the members at the meeting a bit about the role and that an advert will be sent out. | - Send out advert of the Chair position and job role information |
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