

St. Finian's Catholic Primary School

Diocese of Portsmouth



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PTFA Meeting Minutes

Meeting Date: 16th February 2022

Venue: Community Room

Present: Rachel Raybould, Kirsty Higgins, Penny Robinson, Lynette Heaver, Jason Mohammed, Alicia Simmons, Becca Aitken, Jenny Marie Collins, Nikki Degun.

| Agenda | Discussion | Action |
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| School Uniform Sale | Confirming the school uniform sale on Friday 4 th March. It is being held in the school hall from 4:30pm – 6:30pm. School has already agreed it so discussed the possibility of running a small cake sale during the period. Agreed just to do the school uniform sale. Rachel, Kirsty, and Penny to run. Suggested donation of £2 per item of clothing, cash on the day. Kirsty to be outside the PTFA cupboard on Monday 28 th February to take in any uniform donations. | Penny to send out Parent mail with all the details and a call out for any donations of uniform. |
| School Fete | Confirmation the date of the school summer fete being the Saturday 9th July 2022 . Discussed the timings and all agreed 11am – 2pm would be long enough and a good time to run the fete. List of possible stalls below so far: Inflatables Tea/Coffee & cakes in community room. Plant stall Teddy Tombola Drinks Tombola (non-school uniform day arranged for the 26 th May in return for bottles for the tombola) Barbecue Book stall Cake stall Jam stall Tattoo stall Sweet's tombola – (we will send out closer to the date bags for the children to return filled with sweets) Drinks/alcohol – Nikki's husband. Discussed how many volunteers – agreed each stall or activity would require 2 people every 1.5 hours so 6 volunteers needed for each stall. Other activities: Cold Ash Band to play for an hour. Glee Club Performance – to be organised by the school. Talent Show – offer places/times for the children to perform their talents. Guitar Club – could they do a performance on the day? Mascot on the day? A kid's character etc for the smaller children. | Send a Parent mail out in due course requesting volunteers for the fete and which stalls they would be interested in. Volunteer to organise the stalls/volunteers – spreadsheet. |

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| | <p>Also discussed about inviting local businesses to have a table set up for a small donation? i.e., Avon etc, Lynette already has said she will do Avon. Jenny-Marie knows lots of local businesses so will make contact with them. Local advertising?</p> <p>The idea of a brochure for the Summer Fete was discussed. Will probably not have enough time to organise and print in time for July.</p> <p>We really wanted to include and involve the local community and get them involved and supporting us. There is the local Cold Ash Community brochure/leaflet that would be worth getting involved in and getting some advertising organised for it.</p> <p>Other ideas/ Box factory – at the last fete there were cut up objects that the children could decorate and then play with like guitars/swords etc Memo’s dad</p> <p>Water Fight – had it in the past, maybe a good idea for the Year 6 leavers, another option was stocks and then inviting parents/teachers to have wet sponges thrown at them we feel it would go down well with everyone.</p> | <p>Jenny-Marie to contact local small businesses to see if nay would be interested.</p> <p>Lynette to ask if he is still able to do this for us.</p> <p>To be discussed and confirmed at the next meeting</p> |
| Reading Books | Chloe made a request for new reading books to keep in line with the changing curriculum. Discussed best way to pay for them – invoice to be raised and paid directly to the school. | All agreed for the PTFA to buy the books. |
| Easter | <ul style="list-style-type: none"> • Guess how many eggs are in the jar went down well, Ask Naomi if she still has the jars, decided that the younger years should have less eggs to guess than the older children - £1 a guess and then winner wins all the eggs. • Easter bonnet – last year Reception and Year 1 made bonnets and the parents were asked to bring in decorations for the bonnets. Need to check though if this was a school organised activity and or if the PTFA can help with anything with regards purchasing the bonnets. • Ugly Duckling – this was brought forward from Christmas, the idea id for the parents to chose what they would like their children to decorate and then The Ugly Duckling organises for us | <p>Kirsty to find out if Naomi has the jars for guess the eggs.</p> <p>Penny to find out if the PTFA is to organise the bonnets or help in any way with anything Easter related.</p> <p>Penny to find out more information on this, if it is possible and something we can still do.</p> |
| PTFA | <p>Discussion of how to advertise what the PTFA does and how people can get involved. The Facebook page needs pushing and more activity on it. Kirsty mentioned that the school was having a new Newsletter format and the PTFA would be having a whole section so we can advertise what we are doing etc. Idea of our own newsletter in the future also. Display board also outside the PTFA cupboard so we can put posters and information.</p> | Kirsty is going to find out prices for a new display board. |
| Jason’s Jam | Jason’s homemade jam – we were fortunate enough to try and test Jason’s homemade Passion fruit and Mango Jam. It was delicious, and we discussed how much they would be sold for, whether we require a Food Hygiene certificate to be able to sell them at the fete. We also discussed any other fab flavours, rhubarb came up, but we all thought the passionfruit and mango was the best one moving forward 😊 | Kirsty to find out if there are any restrictions with regards selling the jam. |