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

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



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**PTFA Meeting Minutes**

**Meeting Date: 10th January 2024**

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

**Present: Laura Melin (Chair), Annabelle Sutton (Treasurer), Jenni Urquhart, Alicia Bevan (Secretary), Mrs A Jarratt**

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| **Agenda** | **Discussion** | **Action** |
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| **Welcome & Introductions** | Welcome and Introductions | N/A |
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| **Outstanding Actions** | - Match Funding (SSE – ongoing, Vodafone – submitted, one more would be ideal)-Teacher Representative (AJarratt and LCaesar to share role)-Plaque for Trim Trail (ongoing)-Books in container (ongoing, enquire into donating them through headteacher at Curridge School)- Christmas Lights | -Create a template to send to volunteers who offer to help at events- Find a company to sponsor an event – AS to enquire at Newbury Building Society-LM to enquire at old employers for match funding-Ziffit the bulk of them, the rest donate (LM, AS and AB)-AJ to provide contact details for headteacher-LM to check if lights have been PAT tested |
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| **Authorisations** | - Visual Resources for Jane Considine - £500 - agreed | - LM to fill in a form requesting Cake Sale money for Mrs Stevens- AJ to fill in request form |
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| **Finance Update** | -Annual 2023 Audit completed, no actions-Christmas Card money secured | -No actions |
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| **Upcoming Events** | - Disco 19/1/24 – Years R & 1 (2-2.45), Years 2, 3 & 4 (3-4), Years 5 & 6 (4.15-5.15)- Budget £100- DJ – Doug Hicks- Squash in cupboards- Form to include child’s name, year group, who’s picking them up/dropping to ASC, emergency contact number, voluntary contribution £2, date to be completed 18/1/24- Areas for bags in the hall- Bags4Schools – sometime in March- Toys 4Schools | - LM to liase with Doug re timings (hall is free 1.30 onwards)- JU to look for jugs- LM to buy glow sticks (2 per child) & multipack haribo (1 pack per child)- AB to put comms out for volunteers (6-7 at least)- Sonja to do form- PR to do poster for Whatsapp groups- AB to send ParentMail (children to bring party clothes to change in school)- AB to find out company name |
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| **Car Park** | No Requests for help | No Actions |
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| **Breakfast Club Availability** | No specific requests for help | No Actions |
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| **Questions For the School** | - Pantomime 2024 – found a cheaper company but limited availabilty, preliminary date 6/12/24, ask for voluntary contribution £2 (do Bottle and Sweet Drop on same day)- Christmas Fair 2024 – after school, Wrapping Room same day – 13/12/24- 30/11/24 Put Christmas Decorations up | - AS to try to book 6/12/24 and ask for sypnosis of available pantomimes- AB to ask EGuy to reserve hall |
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| **AOB** | - Poll Parents to see what they want from the PTFA (survey monkey), perhaps have a coffee stand at Parents Evening and be present at certain events- Send Comms to parents for them to go to Tesco (3 stores, London Road, Northbrook Street and Northfield Road) to support our SEN project. Token scheme runs from 14/1/24 to end of March.  | - LM to talk to EGuy – list of parent interactions- JU, LM, AS, AB to think about questions to ask- AB to send Comms, PR to create poster |
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| **Next Meeting** | -21st February at 8pm at Spotted Dog | - Messages to be sent to Whatsapp groups nearer the time- AB to send ParentMail nearer the time |
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