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

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



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**PTFA Meeting Minutes**

**Meeting Date: 21st February 2024**

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

**Present: Laura M (Chair), Annabelle S (Treasurer), Alicia B (Secretary), L Caesar, Nikki D**

**Apologies: Jenni U**

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| **Agenda** | **Discussion** | **Action** |
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| **Welcome & Introductions** | Welcome and Introductions | N/A |
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| **Outstanding Actions** | -Plaque for Trim Trail (ongoing)  -Christmas Wrapping Room and Christmas Fair (13.12.24)  -Find a company to sponsor an event (Newbury Building Society have declined)  -Christmas Panto (school to confirm dates)  -Tesco Tokens  -Survey | -LM to contact M Harrison to re-measure space for plaque  -AB to contact EGuy to reserve the hall for Christmas Fair  -LC to check dates with school  -AB to send ParentMail about tokens and put in weekly newletter  -AB to build survey |
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| **Authorisations** | -SEN Provision – Nurture Group with an alternative curriculum, requesting £350 to get it started – Agreed  -Bird Watching Station – Agreed £500 | - AJ to fill in request forms |
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| **Finance Update** | -Insurances | -AS to check |
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| **Upcoming Events** | -2/3/24 Indorr Car Boot Sale  Are risk assessments needed?  Volunteers (tea/coffee/door duty)  Donations of World Book Day & Christmas jumpers (£1 donation)  Posters for classroom doors  Check tea, coffee resources | -AS to ask ParentKind abput risk assessments  -LM to create poster and print |
| - Bags4Schools – sometime in May  Hand out bags before Easter holidays  Create poster | -LM to create poster |
| -Colour Run (17/5/24)  Have vendors in for food  Sell alcohol  Outdoor DJ | -Find out if there is power in the field (Eguy) |
| -Summer Fair | -LM to do a walk round with MHarrison |
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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** | -Christmas Pantomime (6.12.24)  -Lottery (charity lottery for West Berkshire) – costs £1 weekly  -Easter letter hunt with buddies | - School to confirm dates  -Check with school whether they’d be okay with this  -Check with school |
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| **AOB** | -Social Media | -AB to show parents on Facebook items that PTFA have bought for the school  -Refresh website with photographs etc  -Refresh our part on school website |
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| **Next Meeting** | -17th April 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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