

# St. Finian's Catholic Primary School

Diocese of Portsmouth



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## PTFA Meeting Minutes

Meeting Date: 28<sup>th</sup> September 2022

Venue: The Spotted Dog, Cold Ash

Present: Kirsty Higgins (Co-chair), Penny Robinson (Secretary), Sonja Watson, Jason Mohammed, Alicia Bevan, Jenny, Annabelle Sutton, Mrs Baldrock

Agenda	Discussion	Action
<p><b>Welcome &amp; Introductions</b></p>	<p>Welcome and Introductions – great to see new faces so welcome to everyone</p>	<p>N/A</p>
<p><b>New Position Vacancies</b></p>	<p>Sadly, Nikki and Rachel have had to step down from their positions (Co-chair and Treasurer). We would like to thank them for all their hard work the past year. Penny Robinson currently the secretary is going to take on the other Co-chair role along side Kirsty Higgins. This then leaves the two positions of secretary and treasurer open. Discussed with the members at the meeting a bit about the roles and that adverts were going to be sent out tomorrow (29<sup>th</sup> September). Penny voted in by the members as Co-Chair.</p>	<p><b>Kirsty</b> to send out via the school and on social media the adverts for the vacant positions.</p>
<p><b>Parking</b></p>	<p>The parking situation was discussed briefly as it isn't something that we as the PTFA can become heavily involved in. A parent mail and a WhatsApp message to the parents via the PTFA asking for more helpers in the morning and also in the afternoon to help out with the kiss and drop and also the running of the afternoon pick up. The communication worked well for the morning kiss and drop and a few more people have come forward to help. The afternoon is proving more of a struggle as parents have received a lot of verbal abuse from other parents at this time so are more reluctant to come forward. It was discussed whether Years 1 &amp; 2 could be pushed back to a 3pm collection as part of Key Stage 1. More signs were also discussed as a measure or markings on the car park to help direct the snake more effectively.</p>	<p><b>Kirsty</b> to ask Mrs Sommerville if the collection time for Year 1 &amp; 2 can be changed to 3pm to see if that helps with the pickup.</p>
<p><b>Cake/Uniform Sale</b></p>	<p>Decided that it should be done sometime this month – Halloween Theme (to be checked if allowed) Date to be confirmed with the school. The field will need to be open (dependant on the weather) Volunteers needed to set up from 2:30pm and then throughout the cake sale and cleaning up afterwards. Donations of cake to be dropped off in the morning of the date of the sale.</p>	<p><b>Kirsty</b> or <b>Penny</b> to find out a date for the cake sale from the school as well as if Halloween theme can be used.</p>

<b>Wrapping room</b>	<p>Date required from the school for the best day to do the wrapping room. Penny or Kirsty to find out from Mrs Jarrett/office the best day to run it on. Decided on £3 per gift (maximum of 2 gifts per child)</p> <p>Present ideas: Socks/Avon/Bath Bombs/Books Boxes of chocolates</p> <p>Make it very simple to organise by only having a handful of people organising and buying the presents. 5 female/5 male options.</p> <p>If not wrapping paper left in the PTFA cupboard Jenny mentioned recyclable wrapping paper to be used or bought instead.</p> <p>We will need a lot of volunteers to organise and run this event so the earlier a date of sorted the quicker we can get the information out to the parents.</p>	Date to be confirmed with the school – <b>Penny/Kirsty</b> to arrange.
<b>Ugly Duckling</b>	We discussed the Ugly Duckling being for Reception only as the rest of the school will be given a New Year Disco in the New Year. Will discuss with Mrs Summerville if this is something that she wants to do within Reception.	<b>Penny/Kirsty</b> to discuss with the school.
<b>Cauliflower Christmas Cards</b>	Cauliflower Christmas Cards – discussed agreed to do it this year (try and get it organised earlier so not so much to do at Christmas time)	<b>Penny</b> to contact
<b>Christmas Decorations</b>	Date needs to be decided – thinking of the end week of November to everything up.	
<b>Young Voices</b>	The school has asked if the PTFA would pay for the coach for the Young Voices trip – no confirmed quote yet (Kirsty has asked the office for the quote) we are talking around the £1000 mark – voted YES based on the £1000 mark	<b>Kirsty</b> to ask the office the submit the quote on the relevant form to get the payment.
<b>Christmas Books</b>	Gifts for the children from the PTFA – Naomi Jackson did it last year so we will contact her to arrange this again this year – Santa was discussed but we feel this maybe year Santa will be at the Christmas Market. To be discussed with the school.	<b>Penny/Kirsty</b> to contact Naomi re:the books.
<b>Christmas Disco</b>	Christmas Disco was discussed but too much going on throughout the December period. Discussed a New Years party to be held in the New Year for Year 1 – Year 6 (Reception will be doing the Ugly Duckling instead)	N/A for now
<b>Quiz</b>	Quiz – A quiz was brought up by Jenny-Marie previously and we think that’s a great idea – just for parents on a Saturday evening. Times discussed 6:30pm – until 10pm (7pm start for the quiz) prizes discussed bottles of champagne/bottles of wine/chocolates. 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> . Date to be confirmed with the Acland Hall and booked. £20 per table (table of 6) to be paid for on the website – Sonja to arrange the website payments once date confirmed etc. Bring your own alcohol. Snacks and nibbles to be arranged for the evening. Kirsty has a PA System already.	<b>Kirsty</b> to contact the Ackland Hall to book the date.
<b>Christmas Market</b>	<p>This year a Christmas Market is going ahead, date to be confirmed with the school – it will be a Friday evening in December. Santa to be held in the pavilion – John who we have used before to be contacted.</p> <p>Santa slots to be sold online prior to the night? TBC.</p> <p>Entrance fee - £2 per adult/ children to be free.</p> <p>Bottle/Toy and Sweet tombola.</p> <p>Biscuit making/Book Stall</p> <p>Raffle</p> <p>Outside Vendors/ Reindeers/Donkeys</p> <p>Solar lights/festival lights hanging all around the school for atmosphere.</p> <p>Carols and Cold Ash Brass Band to play.</p>	

