

St. Finian's Catholic Primary School

Diocese of Portsmouth



Acting Headteacher: Mrs Anna Jarratt

Telephone: 01635 865925

Web: www.stfiniansprimary.co.uk

E-mail: stfiniansptfa@gmail.com

The Ridge, Cold Ash
Thatcham, Berkshire
RG18 9HU

PTFA Meeting Minutes

Meeting Date: 27th April 2022
Venue: The Spotted Dog, Cold Ash

Present: Rachel Raybould (Co-Chair), Kirsty Higgins (Co-chair), Penny Robinson (Secretary), Anna Jarratt (Head Teacher), Lynette Heaver, Sonja Watson.

| Agenda | Discussion | Action |
|-------------------------------|--|---|
| | Welcome and Introductions | |
| Easter Egg Competition | Easter Egg Competition – Friday 29 th April 2022. Just to confirm that the Easter Egg Competition is going ahead and the monies to be handed to the teachers and the teachers are running the event within the school. | No action needed. |
| 10 Year Anniversary | <p>Wednesday 18th May. The school itself is preparing events throughout the day. There will be a cake competition which will be who can design the best cake topper and then this will be transferred to a cake for the celebration. Costs for the day which have been requested to be funded by the PTFA are a total of £400 for tops/food and cakes needed for the event for 25 people roughly – TBC.</p> <p>Drone to take a picture of all the children from above in the figure of 10.</p> <p>PTFA – to hold an event on the same day (18th May) cheese and wine (7pm – 9pm) to be held in the prayer area. Tickets to be sold to the parents for the event so food can be purchased and not wasted. All proceeds to go to a charity of the school's choice. Need to speak to Nikki regarding allowing parents to make the donations online and leaving their contact number, then we text a ticket out to the parents to use on the night instead of sending out paper-based tickets through book bags etc.</p> <p>Music options- it would be great to have music played on the evening by either a guitarist or some other form of musician.</p> | <p>We need volunteers for the evening to set and clean up.</p> <p>Penny to send parent – mail with regards buying tickets and brief explanation.</p> <p>Arrange the cheese and wine</p> |

| | | |
|--|---|---|
| <p>Year 6 Leavers Party</p> | <p>Date confirmed as the 19th July, the families of Year 6 will be invited to a Year 6 leavers party on the above date. To be held at Thirtover Place, Cold Ash. It will be bring your own bottle and then the pizzas will be provided by the PTFA. It is £6.90 per hour charge to be covered by the PTFA (5pm – 1 hour set up until 9pm) latest.</p> | <p>Penny to call and book Thirtover Place. PTFA to decorate and set up the area on the evening. Balloons/Bunting.</p> |
| <p>School Uniform Cake Sale</p> | <p>Discussed the possibility of running a cake/uniform sale on the 13th May, straight after school. Donations of cakes will be asked for to be donated in the morning ready for the afternoon. Plants and Jam to be sold possibly too. Request hanger donations for the day also. Park on the school field for ease of traffic.</p> | <p>Need volunteers to collect the cakes in the morning, also volunteers for the afternoon from 2:30pm to set up. Penny to arrange Parent mail one date confirmed.</p> |
| <p>Summer Jubilee Disco</p> | <p>Date to be confirmed but hopefully June. The idea is to run 2 discos, one for Key Stage 1 and then a later one for Key Stage 2. More details to be discussed if event can go ahead because of the clubs and hall availability.</p> | <p>Kirsty to confirm a date</p> |
| <p>Thatcham Family Fun Day</p> | <p>Sunday 26th June – decided that this would be a great event for the school fundraising. Run a tombola for both sweets and drinks. We will but the products as we are already asking for bottle donations for the summer fete tombola.</p> | <p>Penny to send form to book place and then will ask for volunteers to help throughout the day.</p> |
| <p>New Parents Event</p> | <p>To be held on the 14th June 6:30pm – 7:30pm (5:30pm/6:00pm arrival for the PTFA to set up teas/coffees/biscuits for the new parents. Small introduction from the PTFA</p> | <p>Organise the teas/coffees – any volunteers that can help.</p> |
| <p>Summer Fete</p> | <p>9th July 2022. If anyone within the school or family/friends of someone within the school and wants to have a table at the Summer Fete then small businesses can have the opportunity to sell their products at the Summer Fete. A Parent mail needs to be sent out stating the ideas for the stalls and then asking for volunteers Discussed activities for the children to do at the fete to run along the stalls. Lucky Dip Cardboard cut outs – Lynette to ask Gary if he is able to do this. Bouncy Castles/Inflatables. Entry fee – charge on the door £2 per adult and £1 per child. Then raffle tickets sold separately on the entry table. Sweet Tombola - Sweet bags – send out closer to the date for the sweet tombola. Teddy Tombola – request for any teddys no longer needed to be donated. Tickets to end in a 5 or a 0 and then they can choose instead of trying to stick on the teddies. Barbecue Plant Stall Tea/Coffee & cakes stall Face Painting/Tattoos Drinks/Alcohol – Nikki’s husband Jam Stall Boards – Couldn’t make any contact with Chancellors so Penny has a contact with Roots estate agent who have agreed to do the boards.</p> | <p>Parentmail regarding the fete to go out to start the planning.</p> |