**PTFA meeting 4th June 2024**

**Present:** Kate O, Lucy, Ann, Emily.

**Apologies:** Kate S, Janie, Nat, Kieley, Charlotte, Gemma F.

Meeting chaired by Lucy at 7pm at The Watermans Arms.

* Lucy confirmed she had contacted AB seeking any updates the school might like to share.
* Lucy confirmed that Mr Pemberton will be at Sports Day to meet parents and that she is also meeting with him that day.
* Lucy updated that Gavin the local artist has come in to speak to the children about their ideas for the mural and that the hope is this will be completed by the end of term and a press release will be done thanking the parish council for their grant.
* Lucy updated that the refurbishment of the library is due to take place soon and that once completed all classes are intended to have a session in there a week. It was agreed that the PTFA should highlight to parents that they have part funded the refurbishment in the hope of gaining more support if people can see the impact we are having.
* Lucy updated that the mufti day and bake sale were a fundraising success.
* Lucy updated that parents seem pleased with the second hand uniform shelves in reception - she will tidy it and put the last of what is in the cupboard out.
* The idea of a colour fun run was discussed, it was concluded that the PTFA does not have capacity to take this forward at the moment.
* Whether or not the school have compiled a wish list/Amazon wish list of items they want was discussed - it was agreed that it would be helpful to have an idea of what they would like.
* The idea of using a local printer and arranging the printing of Christmas cards directly was discussed. It was agreed that we would like to try this in order to support a local business. It is hoped that the school will allow children to design cards during art time and the PTFA can then sort getting them printed.
* The idea of a final Green Team Day this academic year was discussed.
* Ford Fiesta was discussed, they are keen for us to provide volunteers for the bar, gate and setting up/clearing up if we can. We hopefully have someone who can do face painting, if not it was agreed we will do glitter/tattoos - Emily agreed to help for a bit on the day, as will Lucy.
* Sports Day/Pre School Sports Day was discussed, it was agreed the PTFA will sell lollies, ice creams and cold drinks.
* The idea of giving all teachers a small pot of money to buy things they would like for their classrooms was discussed as a way of showing appreciation for them.
* Reworking the PTFA section in the school newsletter was discussed. It was agreed it would be best to remove the EasyFunding section and consider some colourful, engaging text. Ann P has already picked this up with Bryony. It was also suggested that we check what is said about the PTFA in the school prospectus and include something about the PTFA in the welcome packs that go to new starters.
* The idea of holding raffles at the school performances on the 11th of July was suggested. Could people be asked for donations that are made into two hampers - one for each performance.
* The end of school disco on the 19th of July was discussed, it was agreed that something should go in the newsletter and on the WA groups soon about this. Entry will be £1 and tickets will be sold ahead of time. Kate O can come along and help after 5pm and Lucy can open up the hall. Hot dogs (meat and veggie) will be sold, along with drinks, crisps, sweets and popcorn. The village hall bar will open part way through so parents can get a drink. Gemma will be in charge of music and decorations. We will need lots of hands on deck for this. The hope is also to do glitter/tattoos.
* The treasurer's report showed a balance of £6232.79 as of 03.06.24 - aprox £2500 of the balance is allocated spending by September.

**Points of action:**

* Lucy to ask on the WA groups if anyone has any questions for Mr Pemberton.
* Lucy to seek clarity with Mrs Blair about the schools wish list/Amazon wish list.
* Lucy to liaise with local printers and the school regarding Christmas cards and also check in with a second printers to compare costs.
* Lucy to ask Kate S if she is up for doing another Green Team Day.
* Lucy to see who else might be able to help at Ford Fiesta.
* Lucy to see who might be able to help on Sports Day.
* Lucy to liaise with Bryony about the PTFA section of the newsletter.
* Lucy to ask on the PTFA and WA groups re raffle donations for the school performances and find out who is going that could sell tickets and do the hamper draw.
* Lucy to ask about who can help volunteer at the end of term disco and also put something in the newsletter and WA groups about it. She will also speak to Bryony about collecting the ticket money and keeping a log of who is attending.
* Lucy to see what is included about the PTFA in the prospectus and draft something to be included in welcome packs.

To be discussed next time:

* Reaching out and surveying parents about how they would like the PTFA to fundraise and what they would like them to spend money on.
* Christmas cards.
* Colour fun run.
* School/teacher wish lists.

The next PTFA meeting date - Wednesday 18th of September at 3.30 pm at Harbertonford School - the idea also being to try and bring in some of the new reception parents - maybe by having hot chocolates and cake.