**PTFA Meeting**

**Norland CE School**

**Minutes of Meeting Tuesday 11th September 2018 at 6pm**

1. **Welcome & Apologies**

Present: Lindsey Daubney (Chair), Victoria Southwart (minutes), Liz Clarke, Janet Clayton, Margaret Crossley, Nicki Parker, Emma Armstrong, Vanessa Kitson, Emily Watkins, Tegan Shipman, Julie Hawksworth.

Apologies: Mary Franklin-Smith, Claire Anyon, Claire Baldwin, Claire Holdsworth, Cat Daniels.

1. **Minutes of previous meeting**

Agreed as correct

1. **Voting in of Officers**

Previous officers were thanked for their efforts and contributions over the last year, they were then stood down and attendees were invited to express their interest in undertaking roles. Previous officers were re-elected: Chair- Lindsey Daubney, Vice Chair – Vanessa Kitson, Secretary – Victoria Southwart, Treasurer – Liz Clarke.

1. **Finance Update**

LC provided an overview of the PTFA account. A total of £3350 was raised in the last school year, approximately £900 of which was raised at the summer fair. LC summarised donations/purchases made from the fundraising of the PTFA over the last year including contributing towards the new school stage. The account balance as at September s £3082. It was agreed that a donation of £2500 would be made to school to contribute to the programme of smart white board updates.

LC and LD noted that the Charity Commission Annual Return is due shortly, following this the gift aid application can be submitted for the last 2 years.

1. **Fundraising Events Review 2017/18:**

LC recapped events throughout the last year and LC noted the figure raised from each. The summer fair raised the largest amount.

1. **Fundraising Ideas for 2018/19:**

The PTFA focus for the forthcoming year has been agreed as ‘Supporting School Activities: Funding Fun Learning Experiences for all of our Children’. The Whats app group remains a useful communication between all those happy to contribute to PTFA events and ‘constructive and creative fundraising’.

It was agreed that the Secret Santa shop would be run again. It was suggested that the drop-off cinema afternoon held over from the Summer term meeting would be run in early December and marketed as an opportunity for adults to go Christmas shopping. Proposed to run on Sunday 2nd December 2-4pm, with food (possibly hot dogs) and a drink provided. Volunteers will be required. VK to explore possible food donations/discount. LD to design flyer. Volunteers to be recruited via whats app, these will need DBS.

LD proposed a ‘Friday Night Takeaway’ where pre-orders would be taken for a curry and sides to be collected after school on Friday. Queries around food preparation and hygiene were raised in relation to food to re-heat. EW to make enquiries in to this and to re-discuss next time.

VK outlined a Gin Night she is planning to run at Copley Cricket Club as a fundraiser for a Cricket Trip her son is going on. VK has offered to donate 10% of ticket sales made through school to the PTFA. VK to provide a flyer to be distributed in book bags.

Agreed that the PTFA would make a donation to refreshments (either by providing sweet/popcorn cones or money for ice creams) at the Christmas trip planned by school (which as yet remains a surprise for pupils so is not noted in detail here).

Tesco bags for Help was discussed and it was agreed that an application would be submitted with the proposed focus of the fundraising to be to ‘rejuvenate the outdoor learning area’. LD to complete.

LD suggested a school colour run, with sales of white t-shirts (perhaps with colourful printing of the event name and year), charging to enter with all given a medal and certificate. Agreed to do this in the Easter term of the last day of term Friday 21 April. Suggested the day to be rainbow colour / non-uniform. It was noted that Copley School ran a similar event last year so agreed to enquire about the costs. Consider if any of our fitness contacts would run a whole school warm up with music. Agreed to run the smartie tube challenge over the Easter holidays.

LD proposed a Christmas Wreath making event, this was agreed to take place on Thursday 6th December 7-9pmin the school hall. VK to create facebook event. Event charge £20 to include all items to make the wreath and refreshments.

1. **AOB**

-Start times of the meetings, agreement that all meetings would be at 6pm on Tuesdays, LD to circulate amended list of dates/times for the year.

-Thanks was expressed by the reception parents for the gingerbread provided for the new intake from the PTFA. Agreed that a card would be sent to the bakery that made the kind donation of the gingerbread men. MC offered to organise this from the children.

**Date of Next Meeting: Tuesday 13 Nov @ 6pm**