**Minutes of the PTFA Meeting**

**Norland CE School**

**Tuesday 15th January 2019 at 6pm**

1. **Present: Lindsey Daubney, Janet Clayton, Vanessa Kitson, Victoria Southwart, Nicki Parker**

**Apologies: Liz Clark, Claire Anyon, Claire Baldwin, Emily Watkins, Margaret Crossley, Emma Armstrong**

1. **Minutes of Previous Meeting: Agreed as correct**
2. **Matters arising: LD to pass the constitution to VS to be read and checked through.**
3. **Finance Update: Following a £2500 donation to school towards the cost of whiteboard replacements in the classrooms, a £500 donation to school to cover two coach fares and a donation of £150.00 for books for the school children at Christmas the account balance now stands at £1,499.68. Monthly donations by direct debit stands at £155. The below summarises the funds generated from events run last term.**
4. **Fundraising Update from Previous Term:**

**-Cinema Afternoon (raised £143.02)**

**-Christmas Wreath Making (raised £451.85)**

**-Secret Santa Shop (raised £231.00)**

**-Christmas Raffle (raised £205.10)**

1. **Fundraising Events 2018/19:**

**-Colour Run; this event was discussed in detail, considering date, time, costs, number of likely entrants (estimate of 50 for costing purposes), possibility of local businesses as sponsors for colour stations, water, a medal and a certificate will be given to all taking part. VS to design a draft flyer and certificate. LD to contact Carmel Kenning to enquire of she would run a group warm up. Consent aspect to application form is needed, note all in attendance are likely to get colourful, all entrants must be accompanied by a parent/guardian and to advise to wear sunglasses to cover eyes. Advise the need for change of clothes, towel and to change on the field after the run. Date agreed as Friday 5th April 2019 after school. To run a tuck shop, cakes, cold drinks. VK offered to organise. Proposed four colour stations and to ask businesses for £20/25 donation to display their logo/banner. Entry fee will be £5 and will include a t-shirt (Norland School Colour Run – no date). VK to enquire with Fat Cat about 100 t-shirts, NP to enquire with another local company. Plan to organise via PTFA email and online booking/payment. JC noted that a risk assessment would need to be completed, LD to get a proforma and complete.**

**-Smartie Tube Challenge; All agreed to run this challenge again this year. VS to update the flyer and LD will organise with MC for distribution in book bags nearer the time.**

**-Summer Fair; Date proposed as Saturday 29th June 2019. JC to confirm after checking with school calendar and events. Once confirmed initial enquiries to Police and Fire Service can be made to ask if they will attend.**

1. **Match Funding; A number of parents who work for Lloyds have noted that they are able to name a charity event (before it occurs) and their employer will match the amount raised (up to £500). LD to speak to those parents and perhaps nominate one for the Colour Run, one for Summer Fair and one for Wreath Making in the Christmas term.**
2. **AOB:**

**MC had suggested a hamper idea; each class fills a themed hamper (in lieu of non uniform payment) and then these are raffled off. Agreed this was a great idea and could be tied in with the summer fair or Christmas.**

**Noted it was a good time to ask for donations of unwanted gifts to be used for hampers or raffles at later events. LD to ask for a text to be circulated.**

**Agreed that any forms/payments collected via the school office should be put in to a ‘PTFA box’ and sorted by the PTFA members to reduce the burden upon MC. Plan to facilitate online booking and payments as far as is possible.**

**Proposal to purchase drawstring bags (with school logo) for the new intake.**

**Date of Next Meeting: Tuesday 5th March 2019 @ 6pm**