



Swineshead St Mary's Primary School
Parent, Teacher and Friends Association

**Minutes for the PTFA Meeting held on
Tuesday 30th October 2018
At 6.00pm in School Hall**

Present: - Donna Armstrong-Taylor (DAT), Louise Cowdell (LC), Gemma Powell (GP), Andrew Cook (AC), Heidi Gotts (HG), Kelly Clarke (KC)

Apologies: Sophie Williams (SW)

Agenda Item	Information, Discussion & Decision	Action
Meeting minutes	LC had circulated the previous meeting minutes via FB PTFA messenger group – agreed as correct. Emailed to Mrs Collett for posting on the Emmaus website	
Secretary	Unclear if SW wishes to continue with this role – HG happy to step in if need be	
Facebook page	GP reported this now has 110 followers and she will shut the previous page soon. Currently having an issue with the admin setting	GP
Update on status of bank access	LC & GP have signed the relevant forms – awaiting a signature from Sharon Ealham or Joe Gotts in order to complete the transfer of signatories	DAT
Feedback re: bacon bap breakfast	£72.51 profit made. 120 rolls sold, more bacon needed next time. Emma Kemp requested a serving start time of 08.15 – PTFA requested that we come in earlier to prepare. Emma to be asked if we can come in at 07.00 and start serving at 08.15. (Some negative feedback received re: non-uniform days, bacon not being crispy & children being left unaccompanied but all agreed these comments were in the minority)	LC

Refreshments at foundation days	HG volunteered for 28.11.18 and ?HG or DAT to do 07.12.18 – 09.30am start.	DAT, HG
Diary dates	<p>Non-uniform day in exchange for chocolate for the Christmas Fayre – 02.11.18. LC & DAT free to collect chocolate</p> <p>Film night (Hotel Transylvania) – 23.11.18, 6pm for 6.30pm start. Emma Woods is happy to lock up afterwards. GP & HG have popcorn machines to use. Hot chocolate, hot dogs, popcorn, Ice cream, sweets & drinks to be sold. More ice cream needed – none in the freezer but plenty of cones.</p> <p>Christmas Fayre – 30.11.18, 2.30pm. GP has produced a stall plan. Jamie Dowding & Hullabaloo have requested stalls – LC to chase for £10 payment. A lady has requested 3 tables for her charity (? name). Twinings ? doing higher/lower game & Christmas Celebrations to sell raffle tickets – LC to chase Adam Cock to confirm. Santa to be on stage – HG has a chair, Santa to be found, presents from Santa needed ? non-consumables.</p> <p>Stalls/games to include Guess the weight of the cake, Marble run, Adopt a bear, Chocolate tombola, Tombola</p> <p>Bunting & fairy lights to be borrowed from LIVES and be assembled in the hall after school on 29.11.18 as agreed with Emma Woods</p> <p>Christmas disco 05.12.18, 5.30 – 6.30pm KS1, 7.00-8.30pm KS2. Tickets £1, tombola. Leaflet with slip to be produced. Suggested to have squash instead of ready filled cup drinks & limit money for sweets – was stated that this has been tried before and not worked</p> <p>Christmas film night (film TBC) – 15.12.18</p> <p>PTFA breakfast – 20.12.18</p> <p>Bingo 18.01.19, 6.30 for 7pm start</p>	<p>LC & DAT</p> <p>All</p> <p>All</p> <p>All</p>

Advert for Swineshead Life	Deadline is 12.11.18 and magazine is out on 26.11.18. Advert to be included for Christmas Fayre and Bingo	LC
AOB	All agreed it may be a good idea for committee members to have a DBS check for PTFA purposes	
Next meeting date	27.11.18, 6pm in the school hall	