



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

## Minutes for the PTFA Meeting held on **Tuesday 8<sup>th</sup> January 2019** **At 6.00pm in School Hall**

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

**Apologies:** Kelly Clarke (KC), Sophie Williams (SW)

Issues discussed	Information, Discussion & Decision	Action
Change to role	LC stated she wished to step down as Vice Chair due to other commitments and reluctance to have access to bank account. DAT & GP still have authority to act as dual signatories. LC willing to continue as secretary so quorate membership is maintained. Members discussed posting a statement to say that further help would be needed if the PTFA are to continue, especially when HG and KC leave when their children leave the school at the end of term	LC
Year 6 leavers	To explore suppliers, costs & ? change the design. GP to approach Tesco re: supply of hoodies	GP
Forthcoming events	<b>Bingo</b> – 18.01.19 <b>Film night</b> 01.02.19 – poll to choose film to be posted on FB (Smallfoot, Christopher Robin, Hotel Transylvania 3) <b>Valentine disco</b> – date TBC (awaiting confirmation with Lewis) <b>Non-uniform day</b> in exchange for tombola items for summer fayre – 14.02.19 <b>End of term pancake breakfast</b> – 15.02.19 <b>Quiz night</b> – 23.03.19	All

	<p><b>Mothers Day afternoon tea</b> – 30.03.19 (to be a ticketed event)</p> <p><b>End of term bacon bap breakfast</b> – 05.04.19</p> <p><b>Easter fayre &amp; egg hunt</b> – 06.04.19</p> <p><b>Yard sale</b> - 14.04.19</p> <p><b>Family picnic and games</b> – 05.05.19</p> <p><b>End of term bacon bap breakfast</b> – 24.05.19</p> <p><b>Village fun day</b> (Twinning Association – PTFA to have a stall – 09.06.19</p> <p><b>Summer fayre</b> – 05.07.19</p> <p><b>Leavers disco</b> – 16.07.19</p> <p>Refreshments &amp; ice creams to be sold at sports days</p>	
Bingo	<p>Stock required – soft drinks, popcorn, crisps, milk, sweets.</p> <p>Prizes – boxes of chocolates &amp; roast boxes x 12</p>	All
Flowers for Sharon	DAT to order flowers as discussed previously	DAT
Miscellaneous	<p>Christmas fayre was successful and very busy.</p> <p>All agreed that funds are generated as much from the combined smaller events (e.g. donations for refreshments at nativities) as from the larger events (e.g. Christmas Fayre). More external stallholders to be allowed to attend the summer fayre as there will be more room with it being held outside</p> <p>AC to ask Mrs Collett if odd socks can be worn on 21.03.19 on behalf of LC for World Down Syndrome day</p> <p>New Years Eve family party to be held with proceeds being split between PTFA &amp; Down Syndrome support group. Swineshead village hall to be booked &amp; disco. Alcohol licence to be obtained – no bar but people can bring their own food &amp; drink</p>	AC
Date of next meeting	12 <sup>th</sup> February 2019, 6pm in the school hall	