

Chadsmead Academy PTFA AGM
Minutes of meeting held 12th Nov 2014

Present; Clare Cook, Alison Eggington, Rachael Taylor, Karen Turner, Emma Sykes, Chris Bird, Andy Raine, Tracy Wright, Sally Higginbotham, Emma Marshall, Claire Ballinger

Apologies; Sally Acton, Sally Ward

1. Review of the minutes of the last meeting

- **Book Fair** - Alternative providers need to be looked at. To be done after the Christmas Fair, possible timing May 2015. The Book People may be an option if funds can be generated from this. **Look at alternative book fair providers, including the Book People. Committee**
- **Communication with kitchen staff** - Clare has provided Mandy with a list of events where we would like her to cook for / attend. **Book date for Spooky Disco 2015 Clare/Alison.** Tues 16/12/14 school Christmas concert - need to know if PTFA needs to serve coffees and confirm date **Clare.** Mandy was going to provide a list of what equipment PTFA can use **Clare to chase up.**
- **Easy Fundraising** - Discussion about having someone at the Christmas fair publicising this to try and encourage as many parents as possible to sign up to support. **Put onto the list of stall for the Christmas Fair - Allison.** Discussion was held about putting a leaflet together with simple steps on how to join. **To include in the next edition of the PTFA newsletter - Tracy.**
- **Bag2School** - We agreed that we would not use Bags2School again and instead agreed to give Rags2Riches a go. They will pay 65p/kg instead of 50p/kg, they weigh the clothes at the school and tell us what we will receive.
- **Stickins** - Completed, money handed to Karen.
- **Harvest Festival** - This was a great success and the food delivered to the Lichfield Foodbank and Pathway.
- **Wish lists** - The school has put forward requests for three amounts:
 - i) £600 - Author for World Book Day to come and work with the children
 - ii) £150 - Contribution toward early years and Y1 panto
 - iii) £400 - Refurb of the deputy head's old room into a sensory room.
 - i) The Committee would like to know more about this and which children will benefit from the visit of the author and how this would work to benefit all children at the school **Alison.** ii) Committee agreed to the £150 in principal, but would like to understand what it is the children will be doing **Alison.** iii) Agreed. For information, some of the outdoor equipment has arrived. Also, the school has won £500 funding from Lloyds bank fund which is being used to purchase film making equipment.
- **Calendar of events** - Clare has provided Mrs. C with a calendar of PTFA events for the year ahead.
- **Treasurers Report** - Done.

2. Recent Fundraising

- **Spooky Disco** - Great success, £497 generated. Used some of the stock left over from the Summer Fair so stock needs checking for Christmas Fair **Alison**. Meeting noted - more donuts next time?
- **Charity Christmas Cards** - These have been done and orders need to be back in by Monday 17/11/14. Reminder text has been sent out today.
- **Bag2School** - we discussed the storage of bags in the shed. However, it was decided that this was a possibility for the summer months as we did not want to encourage mice, etc.
- **PTFA cupboard** - Mrs. Cartwright would like to utilise some of the storage space in this cupboard for school equipment. This has been agreed but the PTFA strongly feel that they need to retain a decent indoor storage space.
- **Uniform Sales** - becoming an established and successful fundraiser. Next sale Thurs 12th February 2015 **Newsletter**
- **PTFA Facebook page** - Karen has set up this as a single user profile, rather than a group and this is working extremely well. Andy has completed the guidelines for the page and a number of members have been deleted who no longer have children at the school, etc.

3. Future Fundraising

- **Family Quiz Night** - We agreed to run another bingo night in March 2015. date proposed Thursday 26th March 2015, to be agreed with Mrs C. **Alison. Chris and Andy** to do the bingo calling. We had a discussion about food for the event in order to increase the level of funds raised: cones of chips, chilli and jacket spuds, pizzas (Morrisons fresh) and chips? **Clare to speak to Mandy and investigate the food options.**
- **Summer Fair 2015** - Date agreed as Saturday 6th June 2015.
- **Head teacher for the day** - Mrs C has been asked if she would be happy to run this year; no response as yet. **Alison to follow up.**
- **Decorate an egg competition** - The children enjoy this and pay 50p to enter. Propose to organise this the week running up to Thursday 2nd April 2015. **Alison to check dates with Mrs C.**
- **Chadsmead's Got Talent** - the Committee agreed that this was not a possibility this year.

4. AOB

- Bank signatories, all information has been sent, just waiting on the bank to action.
- St. Giles Hospice will be having a small table at the Christmas Fair.
- Christmas trees - Mrs C will sort out this year.

- Round Table application - Clare managed to get this completed for us to help Santa, however, we were turned down. **Chris knows members often Lichfield Round Table and will action for Christmas 2015.**
- Nativity raffles - **Alison to e-mail the office to confirm dates and times.**

5. Christmas Fair

Non uniform day agreed as Thursday 4 December as the children will need to be in uniform for the panto on Friday 6th December.

Donations will be:

Nursery & Reception	Chocolate
Y1 & Y2	Jars of sweets
Y3 & Y4	Bottles
Y5 & Y6	Cakes

- Mr Budge and Mr Stevens will be organising the Yr 5&6 stalls this year. They may need some support in organising things. Last year the stalls ran by Y5&6 included: nails, face painting, tattoos, refreshments, reindeer food, human fruit machine, roll a dice, play your cards right, hook a duck, guess the number of sweets, guess the name of the teddy, pick a lolly.....**Clare to speak to Mrs Mason about what she did last year.**
- Heidi Pike has agreed to do the balloons.
- Face Painting - **Sally W to check what face painting equipment we already have and identify what we need.**
- Junior hall stalls - tombola, jar tombola, wrap a present, toy & book stall, water to wine (25/75 to do this year). **Committee to bring in any wine carriers and empty bottles they have.**
- Donations - **Tracy to chase up the co-op and look at contacting the Kings Bromley and Abbots Bromley breweries. Also the Owl pub, new pizza restaurant in town and the new day spa in Dam Street.**
- Bake Off - open up to children. 50p per entry and a prize for the winner.
- Santa's Grotto - to be in the green room next to Jozone. We need a santa suit as we have not been able to recover ours to date. Approx. 3 mins per child and a sign up sheet is needed to allocate time slots. We need someone at the fair to take money and allocate time slots. **Alison to allocate task once volunteers identified.**
- Donations for raffle - to date, we have received £100 in cash donations from Elaine Lovatt, Clare Cook, Claire Ballinger's husband, Neil Martin and Creative Cakes. Sian Hewkin has agreed to donate a prize. Other prizes donated to date: wine and chocs (Morrisons and Tesco), vouchers from: Snowdome, Netherstowe House, Friary shoes, The Coffee House, Dimbles Fish Bar, Lichfield Health and Fitness, Viv Bailey Photography and a tin of shortbread.
- **Sally H and Emma to do hampers.** Some food leftover from harvest festival, Rachael has cellophane.

- Wrap a present - Mrs Miles room.
- Money running - Clare, Rachael & Sally H.
- Cashier - Karen in kitchen office. **Clare to check with Mandy that this is ok.** Bigger floats needed this year, especially for kitchen and tombola stalls.
- Need a feel for how takings are managed in the junior hall. **Clare to check with Mrs Mason.**
- Raffle Tickets - Karen has sorted them. **Alison to oversee putting in envelopes and request assistance from Committee if required. To get out asap.**
- Christmas Fair programme **Chris will put together.** People need to e-mail any adverts to be included in the programme by Monday 1st December, PDF format is better if possible. **Tracy to e-mail Chris with donators of prizes for a mention in the programme.**
- PTFA Newsletter needs to go out next week, to be with the office Thursday 20th November to go out Friday 21st.
- Christmas Fair music - Mrs Vaux agreed to do music and MC-ing again as worked really well last year.
- Volunteer List - **Tracy to ask Emma for templates and put copies up in staff room, red wing and glass corridor.**
- A chocolate raffle was suggested as an additional fundraiser and fun for the children: Year 6's go around the school selling raffle tickets to win a large chocolate santa (or similar) and Mr C pulls the winning ticket at assembly in school. **Alison to check with Mrs C for the go-ahead.**
- Mince pies - **Emma will make a batch of 36. Clare to check if Mandy can make some as well. Clare to check on number of hot dogs needed (qty 250?) and place order with Rob.**
- Cans - **Alison to check we have enough.**
- Wrapping paper - **Karen to get.**
- Santa Grotto Gifts - Sally H has brought some cellophane cones to fill with sweets as santa gifts.

Date of next meeting
Wed 14th January 7.15 pm The Feathers