

Chadsmead Academy PTFA AGM
Minutes of meeting held 7th October 2015

Present: Sally Ward, Sally Higginbotham, Andy Raine, Karen Turner, Sally Acton, Tracy Wright, Sian Hewkin, Rachael Taylor, Ellen Gibbon, Claire Baker, Alison Whillis, Nicola Price, Jennie Ivey, Ramah Balaji, Andy Hirst

Apologies: Claire Ballinger, Helen Fisher, Sarah Cutland, Denise de Borde

1. Summary of Meeting 30th September 2015

- **Welcome** - Sally H welcomed everyone to the meeting and gave a summary of the status of the current committee. It was noted how great it was to see new attendees and
- **Treasurers Report** - Karen Turner gave the meeting an overview of the Treasurers report, including annual accounts and committed spend for the current year.
- **PTFA Chair Report** - Sally H took the meeting through the previous chair's report for the year, key areas of focus were lessons learned and fund raising performed.
- **Committee Nominations:** The following nominations were made and supported by the meeting / committee:
 - Alex Hems - Chair
 - Alison Whillis - Vice Chair
 - Sally Ward - Secretary
 - Ellen Gibbon - Secretary
 - Tracy Wright - Treasurer

2. Spooky Disco 22/10/15

- Due to the very welcome, increased support received for the PTFA, the spooky disco can go ahead.
- To establish who can assist and numbers required - approx. 10 adults at least.
- Check what staff will be available to assist - AH.
- Glitter tatoos and glowsticks to be sold at disco - AW. Establish who will be available to do the tatoos on the evening - AW. Need to ensure that the glowsticks are the ones with connectors - AW.
- Hot Dogs - AH to check with Mandy. TW to order sausages and rolls.
- JI mentioned about a quiet area for children who wanted to be a part of the evening, but who perhaps were not as keen on the loud music. To check we can use the music room as the quiet room and to assign a volunteer to ensure this is a 'quiet' room throughout the duration of the discos.
- Halloween decorations - AH to check the shed / cupboard, if we need to purchase any, to source - Poundland? AH & AW.
- Prizes for best costumes to be sourced - AH.
- Sweets for DJ to give out as prizes to be sourced - AH.

- Posters and flyers advertising the event to be put together - **SW**.
- Tiptops - Can we use the freezer? Do we have any in stock and if not, these need to be sourced - **AH**.
- Check stock of squash in cupboard - **AH**.
- Pricing - keep at £2. KS1 - drink and biscuit included.
- Donuts to order from Morrisons - **TW**
- Drinks check what we have in stock and to source, what is on offer at supermarkets at the moment - **AH**

3. Harvest Festival 21/10/15

- The school did not require any assistance from the PTFA this year, however, it was noted that members were happy to assist if required. The foodbank had contacted the PTFA to say they were happy to receive donations from their 'list'.

4. Christmas Cards

- The school is happy to assist with the creation of the cards.
- Should themes be suggested to the school to assist? **SW to put together a sheet with ideas.**
- It was noted that some cards received in previous years by parents had not been folded 'square' and the copying was off centre. To speak to suppliers and check cards when they come back - **AH**
- KS1 staff have asked for help Friday afternoons with making the cards. **If anyone else can assist, contact AH**
 - Friday 9/10: **AH, Rachael, SW**
 - Friday 16/10: **TW, AH, AW, RB**
- Once the cards come back from printing, these will all need checking. **AH to confirm a date and to get together a group to perform this one evening.**
- Those children in the choir to be able to take theirs home to complete in time - **AH**.

5. Christmas Fair

- Date of Friday 11th Dec suggested.
- Is the school going to the Panto this year as this delayed the start of the fair last year - **AH to find out if panto this year.**
- Times - a vote was taken and majority voted for 5-7pm. Agreed.
- It was suggested to keep the fair on a smaller scale this year if less support was envisaged.
- A query was raised re private stallholders - PTFA insurance does not cover these.
- Prize for raffle to be decided - **Committee. Once decided TW to order raffle tickets.**

6. AOB

- PTFA facebook page to be monitored - **AH to delegate.**
- Are future discos booked with Dave Dee - **AH to check.**
- Date to be agreed for next Uniform Sale - **AH to raise at next meeting.**
- Venue for next meeting to be determined - **AH to check availability of junior hall for meeting.**

Date of next meeting
Mon 2nd Nov 7pm Junior Hall