Far Forest Lea Memorial CE Primary School

Minutes of P.T.A meeting held on 11th November 2015 at 3.00pm

Administrative business

Present: Stephanie Morgan (Chair), Verity Matthews (Secretary), Martha Hall, Laura Colley, Maria Perry, Sophie Bradley, Tara Branagh, Debbie Blades. Tara Collins-Bullock (Head teacher), Jane O’Leary (Teaching staff), Adele Howells (Teaching staff), Mokshuda Begum (Teaching staff).

Apologies: Michelle Cash (Treasurer), Val Gazard, Jenny Hawthorn, Katy White, Sadie Ellis.

Agenda

Item One: New PTA
- Feedback: Parents have commented in the playground that they are happy we’re now called PTA again, and they also like the pictures at the top of the path.
- Logo: New logo was chosen, by a vote, the winning logo was created by a pupil in Fir Class.

Item Two: Fireworks Cancellation
- There were no reports of negative feedback from parents, regarding the cancellation of this year’s fireworks.
- It was agreed that we could possibly to do a bonfire/fireworks with the pavilion committee another year, Steph Morgan to arrange talks with them during next year.

Item Three: Christmas Cards
- A big thank you was said to all the staff, feedback from the staff was that they and parents need more notice next year. The final figure for orders was £670.00 from 95 orders, making a profit of £150.00 for the school (confirmation of final figures will be available when invoice is raised).

Item Four: Bewdley Lights Festival: 28th November 2015
- Helpers need to start setting up at 10.30am and finish at 6pm. It was agreed that a help sheet will go up at school, with class reps to ask parents to help, noting any help will be appreciated. Verity Matthews agreed to help at some point, she will confirm times.
- The stall will include the following: Tombola, Recipe Books and a Game – guess the number of sweets in a jar.

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Item Five: Christmas Fete – 4th December 2015
- Games stalls: 8 games agreed – wine or water, chocolate tombola, Christmas cracker, six socks, teddy tombola, tombola (depending on donated items) and Christmas bowling, x marks the spot,
- Seller’s stalls: 5 stalls sold to external people, 2 still to sell.
- School Stalls: Will include tattoos/face and nail painting, PTA stall, children’s voice, pocket money
- Helpers: A help sheet will be going up in school, parents will be asked to sign up first and then staff will try and fill in the gaps. It was noted that parents/staff who will be watching the children’s singing will need to be released from their duties, a floater sheet of helpers will also need to be filled.
- Raffle prizes: It was agreed that items will be listed and won in order of first, second, third and then all other items can be chosen by winners.
- Classes singing: This will start at 3.45pm and then continued throughout the event. Timeslots will be allocated so parents know when to turn up.
- Santa’s grotto: It was decided not to do time slots and just to have children visit grotto when they like.
- Tara Collins-Bullock noted fire doors must be kept clear and open throughout.

Item Six: Christmas Nativity
- PTA will sell refreshments and a selection of Christmas bakes.
- Helpers for refreshments: There are two performances each per key stage, a day performance and a night performance. Steph Morgan and Verity Matthews will help and a list will be going up for parents/carers/teacher to put names down to help out.

Item Seven: Christmas Lunches
- Helpers are required and shall be requested closer to the time.
- PTA will provide drinks in plastic cups, crackers and table cloths.

Item Eight: Christmas Panto
- PTA will provide snacks. Choc ices where discussed but ice pops would be preferred due to the mess. Laura Colley said she can get ice pops. Ice pops need to be gluten and sugar free – we need 160.

Item Nine: Ladies Christmas Meal
- There has been a good response, Lucy Newton has kindly offered to organise. There may be a few staff attending and will confirm shortly.

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Item Ten: Secret Santa

- Number of children: 45 currently returned slips, there was 96 last year. Steph Morgan will ask for a text to remind parents.
- Helpers to wrap presents: Laura Colley, Martha Hall, Claire Green, Sadie Ellis.
- Helpers on the day: Verity Matthews, Andy Colley, Steph Morgan.
- Completed presents to be given to staff the same day, to distribute.

Item Eleven: AOB

- The fireworks sponsor money (£650), which was donated to us was not used for fireworks. Pre-school have requested £105 worth of items and it was agreed to use some of the sponsorship money to purchase the items and then to put the rest towards a new Santa’s grotto that can be used every year, the money left over will then be put into the Christmas profits. Laura Colley has confirmed with the sponsor that it is okay to do so.
- Playground markings: It was agreed by everyone at the meeting that the money set aside for the playground markings is not being used. It was discussed that the offer that the previous PTA had found may not be available for some time and therefore Tara Collins-Bullock requested that the money be used for IPADs for the school instead. Everyone agreed that once school had found a good deal the playground marking funds will be put towards these much needed resources for the school.

Item Twelve: Next Meeting

- To be held Mid Jan 2016, date to be confirmed.

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