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Description automatically generatedEchelford PTFA Committee Meeting**

on *Thursday, 16th September 2021 at 9.00am*

Location: Community Room

**Minutes**

1. **Welcome and members present**
   1. In person: Danny Blackwell (Chair), Maria Houghton (Secretary), Lauren McBride (Treasurer), Harriet Code (Teacher), Karen Oakley (Co-Headteacher), Zoe Cottle (Teacher), Natalie Ballard, Hannah Perry.
   2. Via Zoom: Yvonne Tsiga, Mandeep Sethi, Sreena Kumar, Keri Vasta, Kiran Mann, Catherine Cook, Gwyneth Johnson, Lesley Coyle, Robert Johnson, Rowena White, Tara Anneka Bhadye Hasan, Philip Gant, Sarah Rodgers, Rhaman Khalid, Sanita Piene.
2. **Completed events**
   1. Ice Lolly Friday (June, July) – *made approx. £300. Happy with the profit made.*
   2. Krispy Kreme (9th July) - *£183 – went well. Will order more next time.*
   3. Bag2School (14th July) *- £73 – disappointed. Lack of engagement – do it over a longer period? KV felt that what was needed to bring in wasn’t communicated clearly enough. Also, discussed that perhaps the most recent Bag2School wasn’t at the best time of year. Seasonal changeover would be a better time.* Action: Look at next dates with seasonal changes in mind.
   4. Yr6 Colour Run (15th July) - £0 - *successful. children seemed to enjoy.*
   5. YrR Teddy Bears’ Picnic (8th Sept) - £0 – *successful. People seemed to enjoy.*
3. **Upcoming Events**
   1. Autumn 1
      1. Your School Lottery (Sat, 2nd Oct) – MH: *Launching imminently.* *Needs to be advertised as much as possible before first draw. Actions: PTFA to push out on Class WhatsApp groups and include on Newsletter.*
      2. Yr5 Cake Sale – Action: *speak to Yr5 reps*
      3. Spooky Disco - 21/10/21

*DB: asked how many children we could have per disco. Seem to recall around 150 previously. Action: HC/KO to double check and confirm numbers.*

*3 discos: YrR+1, Yr2+3, Yr4,5+6. Tickets £5 - Will serve water. Children to receive finger lights possibly temporary tattoos.*

*DB enquired about have a mufti day on 21st – agreed by HC. Action: MH to add on pta-events.*

*DB queried if reception children could have a small snack provided by parents before the disco starts? HC: The children could bring their green time snack on Thursday as not school on Friday.*

*Tickets to be sold on PTA events Action: MH to set up tickets on pta-events.*

*Unsold tickets could be sold from a table in the playground at pick up time if needed (not on the door/on the day)*

*DB: Free ticket for children of parents who are helping? All agreed - yes, with a small, fixed number of helper slots. Action: MH to add helper slots on pta-events.*

* 1. Autumn 2
     1. Christmas Fair

*Should the fair run straight from school or a bit later? Discussed back and forth, concluded that straight after school to capture families straight from pick up.*

*Should we have external stalls? – All agreed yes.*

*If so what time would they be able to come in to set up? Action: KO/HC to return with confirmation of times.*

*Possibly do a Christmas grotto with a Father Christmas giving out chocolate selection packs (hopefully being donated) – maybe on the stage.*

*Key stage one children to make a Christmas decoration in class to be sold at the fair. Action: HC to arrange*

*Would we have a School choir by Christmas that could sing some songs – outside? Action: KO/HC to see what could possibly be done*

*Would like to serve mulled wine and mince pies and hot chocolate – agreed.*

* + 1. Elfridges

*Sell present “tokens or vouchers” on Pta-events @ £3*

*Action: KO/HC to confirm a date. MH to set up event and product once date confirmed.*

1. Possible Future Events
   1. Spring 1 & 2
      1. Xmas Jumper Collection *(in Jan for Xmas 2022?) - agreed*
      2. Sponsored litter pick – *Speak to Kelly McKenna - Action:* discuss as next meeting
      3. Bag2School Collection - *Action:* discuss as next meeting
      4. Balloon Race - *Action:* discuss as next meeting
   2. Summer 1 & 2
      1. Adult Event (quiz, racing, comedy) - *Action:* discuss as next meeting
      2. Year Group/ KS event? - *Action:* discuss as next meeting
      3. Bag2School Collection - *Action:* discuss as next meeting
      4. Non-uniform day *(linked to summer fair?) - Action:* discuss as next meeting
      5. Summer fair - *Action:* discuss as next meeting
      6. Bag2School – Summer - *Action:* discuss as next meeting
      7. Colour Run - *Action:* discuss as next meeting
2. Other Updates
   1. Clear out of PTFA Garage & “Christmas” section of cupboard *Action:* discuss as next meeting
   2. Date, time and location of AGM – Action: MH to contact HC to arrange date, minimum 3 weeks notice of AGM required.
   3. Date, time and location of next meeting – Action: MH to contact HC to arrange
3. Any Other Business – None

Meeting Closed