**VPPS PTFA Meeting Minutes**

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| Diagram  Description automatically generated with low confidence | **Date:** Thursday 11 November 2021, 8:00-9:00pm**Venue:** On [Zoom](https://us02web.zoom.us/j/86089657346?pwd=UFhSVk5nSmhiSFhzMUtuV3d3QTJRUT09) (Meeting ID: 860 8965 7346, Passcode: VPPS) |

1. Welcome and Apologies

Apologies: Julia, Alex, Gemma

Attending: Nic, David, Maria, Becky

1. Minutes of previous meeting approved
2. Actions from previous meeting

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| **No** | **Action** | **Owner** | **Deadline** |
| 7.01 | School Gateway Payments- follow up with Lorraine in School Office | Julia | Julia followed up and money deposited in account |
| 7.02 | Raffle return to Council | David/Julia | Still not finished, so ongoing – just had reports  |
| 7.03 | Disco volunteers on WhatsApp group | David | Completed |
| 7.04 | Organise Quiz | David | Completed |
| 7.05 | Inquire about Bonfire Night | David/Owen/Julia | Completed |
| 7.06 | Call for Volunteers at AGM to organise Winter Fayre | David | Becky to organise |
| 7.07 | Coordinate Christmas Cards and Mugs | Maria | Ongoing |
| 7.08 | Print out PTFA Leaflets | David | Completed |

1. Finance Update

In good shape, about £15k in the account (some income from Amazon Smile, EZ Fundraising and regular giving scheme and 2ndhand Uniform Shop).

Money going toward drama workshops

5) Project leads to update on the progress of the following projects

Event Planning Guides (Susie) – will need to follow up about this

Christmas Cards (Maria) - will go to teachers’ rooms with deliveries of cards and mugs

6) Identify coordinators for upcoming events

Winter Fayre Saturday 4th December, 11am-3pm, outside

Outstanding stalls that need coordinators?

Stalls we know are running:

Mel is coordinating Raffle

Gemma coordinating donations for jolly jars and bottle tombola

Claudia – 2nd hand fossils

Janet – uniform shop

Wrapping room – Sarah (Magnolia)

Grotto – Becky and Susie also can help with Grotto

Teddy Bear Raffle – need a volunteer for this

BBQ – need a volunteer (PTFA members running the BBQ), previously we had a contact at VPAG who lent us a gas grill – we need someone to source BBQ

Susie to text Owen to see if Muhammed who cooked the World Food in the past would be interested to do this, this year

Susie to ask her Ukelele band if they want to play (or her trio)

Nic to follow up with musical members of staff

Impromptu carols

Possibly a meeting of the Winter Fayre planning committee next Wednesday at the pub?

We’ll make contingency plans for any of the events but are thinking of the middle playground, the community room for the wrapping room, and possibly Santa’s Grotto in a classroom or in the ‘quiet area’ in the middle playground

Live Music – need a volunteer (Samba band coming for 2, ½ hour set)

7) Any Other Business

Storyboard Trail – David – a nanny service and childminding training organisation that wants to combine advertising and fundraising for schools, 20 boards can raise £300 for the PTFA and a bit more per additional board

David – to set up Google Form for anyone else happy to host during the February half-term (so after the Winter Fayre we’ll start looking for households to host the storyboards)

Nic – will look for additional theatre experience for EYFS (Reception and Year 1) so that every child will have had a theatre experience. Suggestion from Susie to contact Dragon Bird about possible theatre work they could do in the School will the younger classes

Nic – to chat with Mark about noticeboards

Will look for volunteers in a few weeks’ time for the Fayre

Are the meetings working at the time and place?

9) Date of Next Meetings

2nd Thursday of January term ☺