

**Parent Teacher & Friends Association meeting 2021 -2022 (2)**

**Date/time:** 25th Nov 2021 (7.30 – 9pm)

**Attendees at school:** Lisa Moreton (LM), Louisa Thompson (LT), Rebecca Dunbobbin (RD)

**Attendees on-line:** Alice Taylor (AT), Jonathon Glover (JG), Lindsay Sykes (LS), Hannah Greaves (HG)

**Apologies:** Mrs Kelly (HK), Michelle Mee (MM), Cally Littler (CL), Kerry Thompson (KT)

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| **No** | **Item** |
| **1** |  **Apologies** |
| **2** | **Approval of the minutes from the last meeting** |
| **3** | **Welcome to new members** |
| **4** | **Chair’s business**1. Matters arising and actions

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| **Date** | **Action** | **Owner** | **Update** | **Status (open/closed)** |
| **25.11.21**  | **Vacant position**Secretary | **LM** | **This role can be shared.**Please contact LM for detailsAwaiting volunteer(s) | Open |
| **25.11.21** | **Uniform shop**Lisa has agreed with Mrs Kelly that we can hold a ‘uniform shop’ in the first week of each term. We need someone to look after the stock, set up, replenish, and take money. | **LM** | Louisa’s mum has agreed to take it over. LT to contact Karen Hogarth to arrange transfer of stock.LM has rail in her loft to donate to PTFA.LM to publicise ‘Uniform Shop’ in PTFA newsletter for first week of January term. | Closed |
| **25.11.21** | **School requests***Recycled plastic picnic benches*, The children have asked for more picnic benches for in the forest School area so they can have their lunch outside. I think it would be nice to revamp this area and maybe add to the pond area? These could be projects for the PTFA.  | **AT** | We need 4 benches as a starting point, possibly more depending on cost.AT to speak to husband (Pete) about the ones Norley Park are looking at and get an estimate of costs. | Open |
|  | Community garden - Mr Akers has offered to clear the pond area of leaves when the last ones have fallen. |  | It is the responsibility of the PTFA to keep this garden tidy, it has not been looked after for years so we need to arrange a group ‘tidy up day’ and then a few members to keep an eye on it throughout the seasons, by new plants etc. | Open |
| **25.11.21** | **Parent request**Suggestion of supporting Art or science-based workshops but need to clarify what school currently funds and feasibility | **LM** | Lisa has contacted Premier Sport, Marmalade Drama about after school clubs. However, there is an issue as Link Cub have the hall, so if there was a need it would have to be after 6pm.The school include a lot of science in school. There are companies who will come to school but no-one is running at present due to Covid. It is hoped that in a year r so these can begin to happen again. | Closed |
| **25.11.21** | **Future events**Return of the Summer Camp Night next year championed by Michelle Mee  | **MM** | MM will champion and will hopefully include in the Summer Garden Party event (see below) | Closed |

1. Chair’s other business

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| **Date** | **Action** | **Owner** | **Update** | **Status (open/closed)** |
| **25.11.21** | Treasurers report | **LT** |

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| **Income** |  |
| Pumpkin party\* | £283.37 |
| Rag bin | £143.20 |
| Easy Fundraising | £53.88 |
| School lottery | £221.70 |
| Uniform shop | £48 |
| Christmas cards | circa £250 |
| **Total** | **£1,000.15** |

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| **Expenditure** |  |
| Pumpkin party - decorations, prizes and sweet cones | £130.21 |
| Christmas selection boxes | £96.10 |
| **Total** | **£226.31** |

 | Closed |
| **25.11.21**  | Raffle at the Christmas play  | **RD & HG** | HG to speak to Jane Paget to see where prizes come from in the past. RD to help sort prizes too – *Auction of promises* idea.AT to provide a wreath, LM has some prizes from previous years to pass on. HG and RD and organise volunteers. x2 volunteers needed to sell tickets at each and the question will be asked on the ticket inviting people to volunteer. | Open |
| **25.11.21**  | Visit from Father Christmas and choc box | **LS & LB** | Friday 10th December after school Christmas lunch. Has to be outside due to Covid restrictions. School has a gazebo we can borrow if raining.Selection boxes purchased by LM.Need 3/4 people for couple of hours after lunch to set up, help collect children from classrooms / facilitate activity, and tidy up.  | Open |
| **25.11.21**  | **Whats App Champions**PTFA representatives to act as a messenger and liaise with year groups through Whats App.Lisa to create a group, any messages regarding PTFA activity will be conveyed to year groups through the class rep. Class rep will then send any messages received from year group back to PTFA Champions group.  |  | Jonathon Gover – ReceptionLouisa Thompson – Year 1Hannah Glover – Year 2Rebecca Dunbobbin – Year 3Alice Taylor – Year 4LS to help source Year 5 and 6 as no representative of these year groups at the meeting | Open |
| **25.11.21**  | **Parent Talent list**LM needs help to compile list of parents who have a trade/ specialist role in employment that we may be able to call on to run events / offer as raffle prizes.Also, parents who have a hobby – sport, art/craft etc  | **All** | Started to compile at *‘Mince Pie and Mingle’* event | Open |
| **25.11.21** | **Christmas jumper swap.**Children bring old jumpers to school, put rail in reception. Children/parents choose new jumper to wear on 10th Dec and pay £1 per new jumper taken.  |  | LM to get some text sent out in school newsletter on Friday 26th Nov.Christmas jumpers in by Friday 3rd December. Rail up in reception 6th – 9th, £1 per jumper to be collected by honesty box and funds raised to Save the Children.LM to set up the jumpers in reception on Friday 3rd and replenish every evening.Need some Big bag for Life to gather overflow jumpers from rail.  | open |
| **25.11.21** | RAG Bin | **LM** | When MM spoke to JP she suggested community Rag Big days could be very successful as Winsford Swimming Team do them.Saturday 26th March, invite the whole community to have a clear out of Winter clothes and donate to our Rag Bin. Representative from Nathans Waste to be there and weigh garments as they are donated.Publicise around the village in good time, get in Norley News? | open |
| **25.11.21** | Events for remainder of academic year | **LM** | LM shared the planned events with explanation on Fund-Raisin in Feb and Journey to the palace in May.LM to send calendar of events to school to be sent out with meeting minutes in school newsletter | Closed |
| **25.11.21** | Purchase of Platinum Jubilee Commemorative Medal | **LM** | It was agreed that we would purchase a medal for each pupil and would be presented after the Journey to the Palace event in May. | Closed |
| **25.11.21** | Using the database of contacts on PTA- Events website to contact parents rather than going through the school |  | The PTFA have scope to use the PTA-Events website as information pages and a method of communication. There is an app and it was agreed that we will start to use this platform and the database of contacts on the Site to communicate with parents rather than going through school. This way parents would be able to differentiate between school and PTFA events and would not have to deal with any/ as many enquiries for events they have not arranged.LM to introduce the idea on the January newsletter. | Open |

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| **5** | **AOB**

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| **Date** | **Action** | **Owner** | **Update** | **Status (open/closed)** |
| **25.11.21** | Meet and mince pie  | **AT** | No pressure, just non-alcoholic mulled wine, and mince pies, come and have a chat find out what PTFA do and give Christmas wishes, teachers too. In playground at school pick-up on Wednesday 15th Dec. Gazebo available for bad weather.At event need people to champion PTFA and raise awareness of what events/equipment PTFA have run/ purchased for school as lots of parents don’t realise it is us!  | Open |
| **25.11.21**  | Summer fair / garden party – like school anniversary | **Group effort****CL****MM** | Saturday afternoon, garden party like the one held for the school’s 75th anniversary.Games, splat the teacher, summer fete etcHold in June and link in with the Queen’s Jubilee.Include Scavenger Hunt suggested by CL at AGMEnd with Summer camp for those that want to stay over organised by MM as suggested at AGM | open |
| **25.11.21**  | Cake sale last Friday of every term in school playground each class take it in turns to provide cake.  | **LS** | Start with Class 4 on last Friday before Feb half term as they will remember the event from when it was run previously.LM to add to January/Feb newsletter.WhatsApp champion to remind class nearer the time. May need gazebo in bad weather | open |
| **25.11.21**  | Family sports class – Pilates | **AT** | Not discussed | open |
| **25.11.21**  | Night walk like Scouts | **AT** | Parent suggested that this might be difficult to organise as the distance a 4-year-old can walk compared to an 11-year-old is huge.Decided to park the idea for a while until someone can volunteer to run and has more time to think about/ possibly arrange | Closed |
| **25.11.21**  | More healthy treats | **AT** | This is something to be considered at future events. | Closed |

Meeting close: 21:12 |
| **6** | **Date of next meeting** Spring Term – Date TBC |

**Ongoing from previous meetings**

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| **Date** | **Action** | **Owner** | **Update** | **Status (open/closed)** |
| **21.09.21**  | **Vacant position**Secretary | **LM** | Awaiting volunteer | Open |
| **21.09.21****Updated 25.11.21** | **School requests***Recycled plastic picnic benches*, The children have asked for more picnic benches for in the forest School area so they can have their lunch outside. I think it would be nice to revamp this area and maybe add to the pond area? These could be projects for the PTFA. | **AT** | We need 4 benches as a starting point, possibly more depending on cost.AT to speak to husband (Pete) about the ones Norley Park are looking at and get an estimate of costs. | Open |
| **25.11.21** | **School Request**Mr Akers has offered to clear the pond area of leaves when the last ones have fallen. |  | Need to arrange a ‘Community Garden’ Tidy up | Open |

**Closed from previous meetings**

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| **Date** | **Action** | **Owner** | **Update** | **Status (open/closed)** |
| **21.09.21** | **School requests***Pantomime transport,* hopefully we will be able to fund the transport to the Panto this year | **LM** | Has been agreed at a cost of £650.00 | Closed |
| **21.09.21** | **Future events**Pumpkin Party on the 21st October Cauliflower cards/bags for life for Christmas Crazy Hair/Break the rules day Wine/Gin tasting night championed by Lisa Moreton Suggestions of movie nights and a bingo night | **LB****LM****LM****LM** | Completed – raised £153.16Orders placed should be here by DecIncluded in 2021/22 eventsPerhaps 2022/21Perhaps 2022/21 | ClosedClosedClosedClosedClosed |
| **21.09.21** | Relaunch of Easyfundraising, Amazon Smile, School LotteryRag bag bin | **LM****MM** | Included in Newsletter and specific page created on PTA EventsMM has contacted JP and asked her to email all details across to PTFA.  | ClosedClosed |
| **21.09.21** | School council requests | **LM** | No school council requests at present | Closed |
| **21.09.21** | Relaunch of Easyfundraising, Amazon Smile, School Lottery | **LM** | Included in newsletter | Closed |
| **21.09.21** | Lisa has agreed with Mrs Kelly that we can hold a ‘uniform shop’ in the first week of each term. We need someone to look after the stock, set up, replenish, and take money. | **LM** | Louisa’s mum has agreed to take it over. LT to contact Karen Hogarth to arrange transfer of stock.LM to liaise with Mrs Kelly about the rail in reception and pass details to LT.LM to publicise ‘Uniform Shop’ in PTFA newsletter for first week of January term. | Closed |
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