**Echelford Primary School PTFA**

*Registered charity:  1192901*

**Committee Meeting**

on *Thursday, 15th September 2022 at 9.00am*

Location: Community Room

**Minutes**

In attendance: Danny Blackwell (Chair), Maria Houghton (Secretary), Lauren Mcbride (Treasurer), Miss Cottle (Teacher), Emma Sutton (Home-school Link Worker), Amber Cawte, Mandy Bye, Lucy Garrod, Trina Disavadia, Donota Yasiuska, Mohini Rettan, Nauka Rana, Arun Din, Gemma Beauchamp, Kelly Pennock, Emma Allen, Vrishika Patel, Amy Mollallegn, Katie Dimon.

1. Welcome, members present and apologies

*Lauren McBride welcomed everyone to the meeting. Pleased to see so many new faces. Introduced the named committee members and staff in attendance. Catherine Cook sent apologies for her absence.*

*Lauren highlighted some of the benefits of being involved in the PTFA. Such as meeting new people, priority seating at performances, free entry to disco in exchange for supervising.*

*Danny Blackwell then took over and started running through the agenda items.*

1. Completed events
	1. YrR Teddy Bears’ Picnic (7th Sept) – *Seemed successful although it wasn’t quite what was planned originally. Discussed possibly holding a coffee morning for parent/carers to mingle on the first day in the future.*

*A YrR attendee said they liked their first day bags, others agreed. We will probably make this a permanent item for new starters.*

1. Upcoming Events
	1. Autumn 1
		1. Bag2School Collection – Collection date changed to W/c 3rd Oct
		2. Yr6 Cake Sale - 22nd Sept – coming up. Brief explanation of how the cake sales work for the new attendees. Next cake sales: Yr5 in Oct & Yr4 in Nov.
		3. Spooky Disco - 20th Oct. Some helpers still needed for set up and supervision. A lot of fun for the children. We would like to return to dismissing from the gym as per pre-covid – Miss Cottle to confirm.
	2. Autumn 2
		1. Xmas Jumper sale. Around the 1st Dec?
		2. Christmas Fair - 9th Dec. Lots to organise. Many helpers needed beforehand and on the day. Discussion on benefits of holding event Indoors vs Outdoors. Miss Cottle to arrange - YrR, 1 & 2 to make decorations. Keri has been hard at work over the summer requesting raffle prize donations. Current total prize value around £700. Mandy & Amber offered to look after the distribution, sale and collection of the xmas raffle tickets.
		3. Christmas Performances – Refreshments. Various food and drink options. Discussed possibility of mulled wine. Flavoured syrups from hot chocolates/ coffees was suggested.
2. Other Updates
	1. Wickes Donations – We have received a very generous donation of goods from Wickes. Items included: shelving and storage boxes for the PTFA cupboard and the 2nd hand uniform area. We were also able to get several items to be used by the Forest School.

A Discussion around Matched Funding then followed. Some companies will match employee’s fundraising. For example, Lauren claims matched funding on both funds raised up to £500 per year, plus volunteer hours. This mean the PTFA receives an additional donation of around £900 each year. This could be money raised from helping on a stall at the summer fair or funds raised from a sponsored run etc.

* 1. School wish list – Reception Sandpit, quote received £2,480. Committee to check current bank balance but this should be fine. Maria will return to Miss Green once confirmed. Miss Cottle to get an approx. price for shade sails mentioned by Miss Oakley in July 2022. We can then set a fundraising goal.
	2. Date, time and location of AGM – tbc. This will be Danny’s last year as her son is now in year 6. Ideally a co-chair for this year will be elected to aid the transition for next year. Maria is willing to co-chair but a new secretary will then need to be appointed. Lauren would also ideally like a co-treasurer as she is now working full time and cannot give the treasurer role the time it needs.
	3. Date, time and location of next meeting – joined with AGM.
1. Any Other Business

Ideas that arose from the meeting – Pamper evening, perhaps in March 2023. Adult quiz night discussed. Miss Cottle to follow up with Mr Lockyer for suitable date – possibly in Feb?

Meeting Ended