**Committee Meeting**

*Thursday, 21st September 2022 at 9.00am*

Location: Community Room

**Attendees:** Maria Houghton (Secretary), Lauren Mcbride (Treasurer), Miss Cottle (Teacher), Amy Mollallegn, Mandy Bye, Jade Young, Tamana Faizi, Nia Lend, Lucy Jones, Vish Kara, Harsha Kara, Nicola Easthepe, Swetha Kolanavada, Mehroze Kashif, Amit Kumaz.

**Minutes**

1. *Meeting opened.* Everyone welcomed. Apologies sent by: Angela, Amy G, Keri and Hannah.
2. *Completed Events*
	1. YrR Teddy Bears’ Picnic - 7th Sept. School happy with how it was run. Parents didn’t mingle much but was good to speak to teachers. May be worth encouraging parents to mingle with their class. Good feedback overall.
3. *Upcoming Events*
	1. Autumn 1
		1. Yr6 Cake Sale - 21st Sept. Not many cakes or much engagement from Y6 parent/carers. Not technically a PTFA event. Everything raised goes directly to that year group. Funds have been used to subsidise trips or to buy specific resources. Process explained for new members. £250 is a good cake sale.
		2. Bag2School Collection – w/c 9th Oct. Second hand clothing collected. An easy win/ money for nothing. Clothing, shoes, bags, belts etc.
		3. Reception Cake Sale – 12th Oct. Dates for this and future cake sales are on Facebook & pta-events.co.uk/echelford
		4. Spooky Disco - 19th Oct. 3 x 1hr discos. We’ve found that it is too much for the reception children. Decided to remove reception from disco and give them their own event (a disco party or popcorn club). Then discussed removing the “Spooky” element from the disco. No fancy dress. It can cause issues with costumes, extra expense. Volunteers needed - can help for just 1 slot, younger siblings welcome at events. Actions: \*Speak to DJ re: availability. \*Find suitable date for YR separate event. \*Let Keri know to create disco marketing without Spooky theme. \*Update school newsletter, website etc. \*Miss Cottle to draft a letter to clarify disco. \*Volunteers needed: approx. 10 per disco.

* 1. Autumn 2
		1. Y1 Cake Sale – 16th Nov
		2. Christmas Jumper sale – 1st Dec. Sell at Santa Fun Run.
		3. Christmas Mufti Day - 1st Dec. KS1: Bottles, KS2: Chocolates.
		4. Santa Fun Run - 1st Dec. Organised by school. Lat year PTFA sold refreshments. Was busier than expected, will need more helpers this year. Actions: Speak to Miss Holman re what she’d like to make any changes this year.
		5. Christmas Fair - 8th Dec. After school, outdoors. 3.30 – 5.30pm. Santa Grotto in library. Elfridges (children can buy gifts for family/friends in “secret”). Lauren reminded everyone they should buy tickets promptly as some events sell out quickly and the numbers are limited due to health & safety regs. Planning will begin very shortly. Many volunteers needed for both organising and on the day. Parent suggested she could run a gift wrapping stall, at fair or after school possibly? Actions: \*Speak to contact at Frost. \*Speak to Grotto deco company \*Set up Fair organising group.
		6. Christmas Performance Refreshments

YR: 29/30 Nov, KS1: 6/7 Dec, UKS2: 12 Dec, LKS2: 14 Dec

Volunteers will be needed and get priority seating in exchange for their help.

1. *General*
	1. KS2 Shelter. No invoice/ cost confirmation received yet. Sand pit invoice received – will be paid shortly. Actions: \*Miss Cottle to follow up. \*Sand pit invoice to be paid.
	2. School wish list. Action: \*Miss Cottle to ask school for next fundraising goals.
	3. Uniform Bin. PTFA looking to acquire a wheelie bin to allow for uniform donations (also Christmas jumpers & dressing up costumes). Means there re no bags of uniform sitting about in the school office. Cost approx. £60. Possibly ask local company to sponsor eg. Tom Harris. Actions: Speak to Tom Harris to gauge interest in sponsoring a bin. Investigate other companies who may wish to sponsor.
	4. Date, time and location of AGM. Min of 3 week notice to school community. 3 people needed on the committee. Without a committee, the PTFA cannot exist. No PTFA = No disco, no seasonal fairs, no lolly sales. Actions: Lauren to confirm availability.
2. *Any Other Business.*
	1. Lauren explained what PTFA is/ does. Every parent/carer is a member of the PTFA. You don’t need to be a committee member to help here + there. More person power is needed. Especially for events such as Christmas Fair both on the day but also in the lead up.
	2. Feedback that fox poo in Sand pit in reception. Action: \*Ms Cottle to take feedback a see if a cover can be put in place.
	3. Lauren explained “Matched Giving”. Great way to increase the amount raised for the PTFA as a Registered Charity. Many companies, particularly Corporates, will match what their employees have raised for a charity. For example, parent helps on a Fair stall & raises £200 during that time. Their company will then match that amount and donate an additional £200 to the PTFA. Some companies will also donate an amount against the number of hours volunteered by an employee.
	4. Parent asked how PTFA communicate needs. This is usually via Class reps. There is also the “PTFA Lite” group for people who want to help on a more adhoc basis. PTFA are aware that we need to be better at communicating what help is needed.

Meeting Closed