

PTFA Planning Minutes
Tuesday 19th September 2023, 9.00am – 10.30am
Nurture Room, Colwich Primary School

Attendees:	Chair - Lucy Ward (LW) Sarah Murray (SM) Nicola Benson (NB)	Emma Tillet (ET) Grace Northwood (GN)
Apologies :		

Item		Action
1.	Approval of minutes from last meeting All agreed as an accurate record of the meeting	
2.	Colwich Kilometre Event will start at 3.40pm on the school field. Mrs Chalkley and Miss De Ste Croix have volunteered to help with the event. Gazebo to be set up on the field near the raised beds to sell refreshments. LW to bring PTFA gazebo to set up. Grace to bring kitchenette camping unit to use for cakes. Keys will be needed to access the field from Friday morning to set up– LW to request keys from school. Table and tablecloths needed for the day – LW. LW will buy cakes for the day, agreed best to just do doughnuts as they sell well, LW to also bring cake boxes to use. Decided 120 doughnuts should be enough but will wait to see how many entry forms we receive on Monday 25 th September. We will use the bunting to mark out the running track, ET has some, LW to bring the rest. Balloon arch – GN to source the balloons, NB to bring balloon arch stand to use for the finish line. Will need a small float for the event, GN to order this. Decided to bring the soft drinks stock to sell at the event, and will do a stocktake before the event so we know how much stock we have. LW will speak to after school club about bringing the children over to the school field.	 LW GN LW LW LW ET/LW GN/NB GN LW LW

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	<p>Will be easier if we have printed lists of the childrens names and different coloured stickers for each year group to register which children get the fastest finisher prizes. LW to source stickers and get lists of names from school.</p> <p>Also agreed that it may be useful to have a sign in station table.</p> <p>There will be a medal for each child taking part on the day. The prizes for fastest finisher and class sponsorship etc will be presented to the winners in school assembly – LW to confirm the details with the Headteacher.</p>	<p>LW</p> <p>LW</p>
3.	<p>Leavers Hoodies</p> <p>We have received 16 orders from year 6 for hoodies, some of the children are having two. We are awaiting confirmation from one child as to whether they are ordering a hoodie. The order will be put in at the end of the week. ET to double check orders spreadsheet and return to LW.</p>	ET
4.	<p>Autumn Disco</p> <p>The disco is on the 27th October from 6pm-8pm</p> <p>Volunteers from teachers are Miss De Ste Croix, Mr Thomas, Mrs Cope, Mrs Gully.</p> <p>More stock of tattoos is required, LW may have glitter style tattoos will check.</p> <p>Sweets and cakes will be put with the bar in the reception/year 1 classroom.</p> <p>Toys – LW to check stock we have</p> <p>Hot food – decided we will do hot dogs and chicken nuggets and chips, and use air fryers if we can source these NB/LW have one and will ask others.</p> <p>Year 6 and over room will be in the spare classroom and will be supervised with mocktails etc.</p> <p>The toys and tattoo stalls will be set up in the new year 5/6 classroom.</p> <p>We need 11 volunteers</p> <p>NB/ET tattoos GN/SM Bar 4 teachers to place</p> <p>Need to book Matt the DJ.</p> <p>Agreed the cost would be £2 per child entry with adults going free.</p>	<p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p>
5.	<p>Village Christmas Fair</p>	

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	<p>Agreed the fair will run from 5pm – 8pm.</p> <p>Idea of using gazebos outside to create an area where people can congregate and eat and have drinks. Will need to ask if we can borrow gazebos.</p> <p>Hot food – NB to contact woodfired pizza company. GN to contact WE catering for alternative option.</p> <p>Bookings for village hall – agreed timings for Christmas and summer fair dates. LW to confirm booking times.</p> <p>Christmas Fair – 12pm – 8.30pm Summer Fair – 10am – 7.30pm</p> <p>Stalls to run at Christmas fair Adults and Childrens Tombola Bar External food companies Pick a pop Santa – LW to book Fake presents – ET to make Cakes – competition etc to repeat as we did last year Discussed external stallholders to initially contact – LW to contact</p>	<p>GN/LW</p> <p>GN/NB</p> <p>LW</p> <p>LW ET</p> <p>LW</p>
6.	<p>School Investments</p> <p>Update on classrooms spending Reception - £72 left Year 1 / 2 - £132 left Nurture room - £60 left Year 3 / 4 – Putting towards school trip - £9 per child – LW waiting for costs Year 5 / 6 – Not spent anything yet</p> <p>Funding grants – SM to share grants available, LW to forward information from Fawns about other possible grants to SM.</p> <p>Musical Instruments</p> <p>Have until 31st December 2023 to spend the money granted to us or we will have to pay the remainder back.</p> <p>LW to speak to Headteacher about what has been spent/ordered</p> <p>Source of the grant would like us to do a post/press release advertising the funding and what was brought with it.</p> <p>Decided that it would be nice to get some photos of the instruments brought and do some posts possibly in the local press.</p> <p>Decided it would be nice to create a poster which can be used to thank supporters for donations made which they can then display.</p>	LW/SM

Item		Action
7.	Meeting dates All to review the proposed meeting dates and confirm if they can be agreed.	
8.	Any other Business	
9.	Date of the next meeting TBC	