

**Chair – Linda Ryan, Vice Chair – David Stone, Treasurer – Lisa Jordan, Secretary – Vicki Brown.  
Minutes of meeting held Wednesday 16<sup>th</sup> October 2019 7.00 p.m. @ Albion Hotel.**

**Attendees** - Linda Ryan, Lisa Jordan, Vicki Brown, David Stone, Andrea Batchelor, Arlene Delgado

**Apologies** - Erin Price, Julie Baldwin, Amanda Martin, Janette Foster, Laura Rattenbury

**Agenda** - Linda welcomed the group and advised the items on the agenda:

- Volunteer recruitment
- Christmas events
- Netball tournament
- Library working bee

**PTFA Roles:** Linda advised group that this is her 4<sup>th</sup> year as Chair, and it is quite important, where possible for different people to take on PTFA roles – new blood –new ideas.

Group discussed the fact more members are needed for the PTFA to continue in its fundraising efforts. Ideally would like each class to be represented.

Linda designed a list of specific roles to hopefully make it easier to encourage and recruit new members. In addition to: chair, vice chair, treasurer & secretary suggested new roles include:

Stores officer: Barbara Stone has agreed to take on this role.

Uniform shop coordinator: Janette Foster has been carrying out this role very successfully.

Bake sale coordinator

Raffle & sponsorship coordinator

Assistant Treasurer

Efforts will be made to advertise for these roles & encourage more members.

**Newsletter.** The school newsletter is now produced monthly, discussed the need to use this platform to recruit new members & communicate latest PTFA news.

Vicki to liaise with Victoria Sutherland to ensure monthly presence in newsletter.

**Christmas events.** Group discussed various ideas for Christmas activities.

Decision made Years R – 4 a visit to Father Christmas, in Santa's grotto, Photo shoot & gift bag.

Yrs. 5 & 6 Christmas Arts & crafts party, Arlene suggested Christmas music & food. Arts & crafts activities: Make your own Christmas decoration, Christmas lanterns & decorate Christmas cookies.

**Christmas Gifts** Last year's Christmas gifts proved to be very successful, all children may buy a gift for a loved one – PTFA will source larger range of gift ideas this year as last year many children wanted to buy more than 1 gift. Hopefully year 6 will be involved in shop.

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**Christmas Raffle** – Group discussed difficulty in obtaining Christmas raffle gifts, decision made to offer cash prizes this year. To encourage ticket sales prize to be given to the child who sells the most tickets.

Linda to confirm with Mrs Price if event can be done in school time & confirm date.

Linda to confirm that year 6 can help run Christmas shop.

Andrea to ask Father Paul if he will be Father Christmas.

Arlene to source materials to creat santas grotto photoshoot & materials for arty party (with help!)

ALL Recruit volunteers for all Christmas events.

**Library working bee.** Mrs Egan & Mrs Price require volunteers to help catalogue the library, huge efforts have been made to sort through books, removing ones that are no longer suitable ( out of date) A group of volunteers advised by Mrs Egan would help catalogue books into reading level categories, this is to be scheduled for a Sat morning in November. The school have produced a list of required books for the school.

Lisa to confirm date & organise group of volunteers.

Vicki to publicise booklist, encourage donations of new books from parents.

**Netball tournament.** Lisa advised the group the school will be taking part in a netball tournament on Sat 9<sup>th</sup> Nov. The PTFA will be fundraising by selling sandwiches, teas & coffees, should be a well-attended event.

Lisa to organise a group of volunteers.

**Facebook** - Group discussed the importance of using social media to : share news, advertise easy fundraising, increase volunteers. All agreed this will be a vital form of communication.

Vicki to discuss facebook with Mrs Price to hopefully obtain approval to make page public.

Meeting ended 8.30 p.m. next meeting T.B.C.