

Old Town Infant School PTFA Meeting Minutes

Attendees

- Doug, Carla, Kayleigh, Tania, Vicki and Sophie

1. PTFA Roles

- Chair: Kayleigh
- Vice Chair: Barbara
- Committee Members: Sophie and Tania
- No major decisions, particularly regarding PTFA roles, should be made unless the full PTFA committee is present.

2. Review of Recent Events

General

- Positive feedback was received from parents.
- The Summer Fair generated a significantly higher profit than previous years.
- Deposits have been paid for the Halloween Disco and Year 2 Leavers' Event.
- The pantomime, Jack and the Beanstalk, has been booked.
- Donation amount still to be confirmed (approximately 120 attendees expected).
- Nursery donation opportunities to be explored.
- Consider asking Year 2 parents to contribute towards Leavers' celebrations (£2 per month, approximately £10 in total).

Easter

- Very positive feedback was received.
- Glow sticks were particularly popular.
- Bunny Bingo should be reintroduced for future Easter events due to its popularity.

Christmas Fair

- The event felt too long.
- Santa's Grotto was extremely popular.
- The booking system was overly complicated; a simple drop-in system would be preferred.
- Consider holding the event at a weekend to minimise disruption to the school day.

3. Fundraising & Future Events

- Retain Get Up and Groove as the deposit has already been paid; however, look at using Rich (PickNMixx) for future events.
- Future Halloween events could include bingo, games and a quiz.
- Proposed date: Thursday 22 October.
- Estimated attendance: Approximately 195 children.

- Introduce themed Friday Freeze events including Gingerbread, Christmas treats and Tuck Shop.
- Continue seasonal trails due to positive feedback.
- Investigate alternative suppliers, as Funky Peach is considered too expensive.

4. PTFA Administration

- The current bank account should be changed, as former PTFA members still retain authority over it.
- The PTFA should maintain ownership and control of its finances.
- A new joint PTFA bank account should be opened.
- Sophie will produce spreadsheets showing current funds and a financial breakdown.

5. Communications

- Produce introductory PTFA flyers.
- Carla to provide meeting dates and times for inclusion.

6. New Parent Engagement

- Hold a Coffee & Cake Morning in September for Reception parents.
- Introduce the PTFA and encourage volunteer participation.
- Carla to organise the event around Reception start dates.

7. School Matters

- The fridge and freezer need to be relocated due to health and safety requirements.
- Carla to discuss arrangements with Becky Spicer.

8. Next Meeting

- Date: 8 September
- Location: To be confirmed