

## ST. STEPHENS COMMUNITY ACADEMY PTFA

Meeting on Wednesday 3<sup>rd</sup> February 2016 @ 3.30pm

**PRESENT:** Helen Coole, Laura Osborne, Katie Pidgeon, Gareth Lancaster, Sam Mayer, Sally Lankston, Kelly Moore, Katy Lacey

**RECENT MONEY RAISED:** Christmas Disco - £197.00  
Cake Sale - £68.40  
After School Cinema - £70.73

**CURRENT ACCOUNT BALANCE:** £1660.00

**RECENT PURCHASES:** A new laptop for the School Hall.

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**After School Cinema:** The launch of the first After School Cinema went well, although we have agreed a few changes for next time.

\*Date of next cinema: **Fri 11<sup>th</sup> March @ 3.15pm – 5.15pm**. Letters to be out by 2<sup>nd</sup>, Laura will organise a text reminder on the 7<sup>th</sup>, letters and money to be returned by 9<sup>th</sup>.

\*Changes to next letter/permission form; Add medical information and contact number.

Also explanation for parents to wait outside entrance lobby on collection to get the children out safely as it gets very crowded and difficult to ensure the children are being collected by the correct person. At least 2 PTFA/staff members are to see the children out by standing at both the hall and lobby entrances. Also Gareth to make notice to explain and put up on the day.

\*Cost will be £1.50 to include a drink and sweets or popcorn. No extra money needed to be brought in by the children.

\*Sweets will be bought by Sam and Jamie and they will make up bags beforehand ready to give out to the children. Laura to provide bags.

\*Risk Assessment to be checked and revised. (Laura/Gareth)

**Valentines Disco: Fri 12<sup>th</sup> Feb.** Laura/Gareth to design new tickets/certificates and send out revised letter by Fri 5<sup>th</sup> February. Letter to be returned with payment by Thursday 11th. Need to book kitchen. Sam and Jamie to buy and bag up sweets beforehand. Sally to get prizes for the best dancers. Kerry to be asked to sort tattoos, glow bands/sticks. Gareth to update playlist.

Help at the event: Laura, Katie, Gareth, Katy, Helen, Heather, Kerry, Marie, Sam.

Teacher present will be Mrs Lumby.

New time: 4.45pm – 5.45pm for Key Stage 1 and 2 together.

Leaving procedure to be organised the same as discussed for the After School Cinema. (see above)

**Book Fair: 17<sup>th</sup>-23<sup>rd</sup> March.** Sally to organise float. Raffle for winners of Book Vouchers will be drawn in assembly on Fri 11<sup>th</sup> March, PTFA members to write out children's names on tickets beforehand.....Class F-Sam. Class 1-Jamie. Class 2-Katie. Class 3-Laura. Class 4-Sally. Class 5-Gareth. Class 6-Sam. Class 7-Katy.

Book Fair rota of help: Thursday 17<sup>th</sup> March: Becky, Heather, Helen  
Friday 18<sup>th</sup> March: Laura, Katie, Becky  
Monday 21<sup>st</sup> March: Sam, Jamie, Gareth  
Tuesday 22<sup>nd</sup> March: Helen, Sam, Katy  
Wednesday 23<sup>rd</sup> March: (IN THE HALL) All available PTFA members who are setting up for the bingo.

**Easter Bingo: Wed 23<sup>rd</sup> March.** Gareth to edit and update letter. Tickets to be copied onto card and risk assessment to be done (Laura/Gareth).

Gareth is also going to speak with Santander about the possibility of fund matching for this event.

To help at event: Sally, Sam, Katie, Heather, Kerry, Helen.

**A.O.B:**

\*PTFA have been asked to help each class out with their school trip. We agreed we could donate up to £100 to each class when required throughout the year.

\*We agreed to give Breakfast Club £20 towards new bowls/plates etc.

\*Summer Fair update – We have decided to arrange a meeting for all parents/carers to attend to share their thoughts and input on the Summer Fair. Due to the small number of PTFA members, we may be unable to go ahead with it this year. A meeting asking for volunteers to help with the set up and organisation is vital. Meeting to be confirmed and letter drawn up.

\*Laura to speak to office regarding the possibility of being able to have PTFA related messages sent out to all parents/carers as reminders as we approach events.

\*PTFA Facebook page – 2 pages are currently set up where parents can find out information regarding the school and its events. It was agreed to discuss the necessity of a Facebook page with Miss Taylor in light of the new text messaging system which now reaches everybody and if a decision is made to continue with it, then also seek her advice on how it should be set up.

\*Rag Bag scheme has now finished; Laura has found a similar scheme called Bag2School and is going to make enquiries.

\*Next Recycled Uniform sale will be on Monday 21<sup>st</sup> March. Organised by Sam and Gareth. Arrange for a text to be sent out beforehand.

NEXT MEETING: TBC