



Parents, Teachers and Friends Association

Thursday 22nd November 2012

Class 2, Ancaster Primary School

Attendees: Sam Eden (SE), Cola Jennings (CJ), Alison Stafford (AS), Tania Allen (TA), Vicky Greenhalf (VG), Rachel Turner (RTu), Pauline Morgan (PM), Angela Blankley (AB), Rachel Tomlinson (RT), Mel Bailey (MB)

Agenda Item	Topic	Action
1	Apologies for absence Michelle Holmes (MH), Tara Black (TB)	
2.	Minutes of the previous meeting Minutes from the meeting on 18 th October were reviewed and agreed to be accurate	
3.	Matters arising from the previous meeting <ol style="list-style-type: none"> The puppet show people are unable to provide a show in school time therefore this idea will be looked at next year when it is not so busy. Thank you cards were signed by the committee and it was agreed that each helper would also receive a small gift. The Christmas meal was agreed for 25th January, location will be La Royale, Woody's or Cogglesford Mill. Menus to be brought to next meeting Gazebos have not been purchased but the committee agreed that they will not be used until next year, so this will be postponed until next year. 	AS AS
4.	Election of PTFA Committee 2012/2013 Sam Eden was elected as Chair, Alison Stafford as Secretary. Angela Blankley has unfortunately resigned as treasurer with effect from January, but Pauline Morgan confirmed that she is happy to take on the role and was elected by the committee. All positions were seconded.	
4.	Treasurer's Report Accounts for last year have all been signed off and the New Year's accounts started last month.	

	Current balance £1,600	
5.	<p>Disco 'Wash up' It was agreed that the disco was the best yet, not only a huge profit (approximately £220), but also a great time had by pupils and PTFA volunteers alike.</p> <p>The glo-sticks were not as good as they have previously, but as they are such a high profit margin we can afford to give a few away to replace the faulty ones. The committee agreed that with glo-sticks we have to accept this as a risk.</p> <p>The committee felt that the increased choice of things to buy encouraged the children to buy more.</p> <p>Blackcurrant was the most popular drink and it was decided to double the quantity for next time.</p> <p>A date was set for the next disco – <u>Friday 8th February 2013</u></p>	
6.	<p>Fireworks 'Wash up' The group felt that the Fireworks event went extremely well, but worked through the resource spreadsheet noting improvements for next year.</p> <p>To think about for next year</p> <ul style="list-style-type: none"> • More people planned to help, all members were very busy • Fireworks to last longer, buy smaller ones for inbetween • Treble the quantity of hot chocolate and make our own rather than the cups • Look at how the hot dogs are heated – microwaving was difficult for such a large amount and they were difficult to keep warm • Larger float, £20 was not enough to be shared by all the stations <p>The group discussed an e-mail received from a member of the public.</p> <p>Final profit figure was over £520</p>	
7.	<p>Breakfast with Santa The committee worked through the resource spreadsheet to plan the Santa event in detail. (See e-mail attachment). In brief</p> <ul style="list-style-type: none"> • Doors open 9.30am, Santa arrives 10am • Tickets limited to 65 due to the time it takes for Santa to see the children • A picture competition will run again to let children and parents know about the event • 5 tickets will be given away (1 to each class) as a prize for the picture competition, the other 60 are to be sold at £3.50 each. Numbered tickets will be needed • The rooms will be prepared after school on Friday 14th Dec, all helpers welcome • Could as many helpers as possible please be at school for 8.30am on Saturday 15th to get ready? 	<p>AS</p> <p>TA</p> <p>All</p>

	<ul style="list-style-type: none"> • A final short planning meeting will take place on Thursday 6th December to work through quantities and helpers • Gift will be a chocolate Santa which will not need to be wrapped. 65 will be needed • Tickets will be shared between the committee to be sold 	RT
8.	Ideas Forum Not discussed	
9.	<p>AOB</p> <p>A letter was read from Tea Club asking for help buying equipment. The committee agreed to give £40</p> <p>The PTFA will be giving each class £20 for their Christmas parties</p> <p>Each child will be given a small selection box as a gift from the PTFA. 120 will be required</p> <p>The committee agreed that creating a Facebook page would be a good way to communicate to parents and the wider community. This will be set up and all committee members given Admin privileges</p> <p>Sharing contact details with other members was briefly discussed. Could all members please confirm if they are happy to share their mobile number in case we need to contact each other by e-mail to Alison.stafford@ulh.nhs.uk if they haven't already done so please? See e-mail attachment for numbers of members who have agreed.</p> <p>Meeting was closed.</p>	<p>SE</p> <p>SE</p> <p>AS</p> <p>CJ</p> <p>All</p>

Date, venue and Time of Next Meeting

Thursday 6th December, 3.30pm, Classroom 2, Ancaster School.