**SMALLEY RICHARDSON ENDOWED PRIMARY SCHOOL**

**PTFA Meeting**

**Held on Tuesday 15th May 2012 at 7.00 pm**

**1. Present**

Rachel Bacon (Joint Chair), Lynne Hand (Secretary), Julia Goodliffe (Treasurer), Sue McCormick, Fiona Lambourn, Claire Whitfield, Heather Buckley, Caroline Trivett, Matt Crawford, Clare Rhodes.

**2. Apologies**

Jayne Aldred (Joint Chair), Michelle Eley, Brigette Barnes, Lorna Taylor, Diane Watson, Jodi Slater, Annette Meek, Michelle Hicklin, Rachel Watson, Clare Cox, Suzanne Pancisi, Danielle Barnes.

**3. Minutes of Previous Meeting**

These were accepted as a true record.

**4. Matters Arising from Previous Minutes**

None.

**5. Correspondence**

None.

**6. Treasurer’s Report/Update**

No further update from previous meeting.

**7. Fund Raising**

*Summer Fayre*

There had been some donations of sweets, bottles and toys, however, more are required. It was suggested that a text message could be sent out to parents asking for any last minute donations to be brought into school by Tuesday 22nd May. Matt/Rachel to follow up.

An advertising banner has been ordered and is pending delivery. Leaflets have been produced and distributed via book bags. Door to door leafleting is taking place over the next week in the village. An article is also due to appear in the ‘Ripley & Heanor News’.

Raffle tickets have been ordered and are ready to go out. A number of businesses have donated prizes.

PTFA stalls were confirmed and prices to be charged agreed. The DJ and clown have been booked. An inflatable slide will be ordered in the next few days. Smalley Lawn Tennis Club are organising games and competitions which will be held on the field.

There had been a positive response from businesses to requests for barbecue donations, which had been arranged by Brigette again this year. Morrisons at Derby & Eastwood, Tesco at Heanor and Warburtons at Langley Mill had all agreed to contribute. Brigette had suggested that bacon rolls could be put on sale as Morrisons had offered to donate bacon. It was agreed that this was a good idea. PTFA to purchase hot dog sausages, sauces and napkins for 300 servings in total. Canned drinks, tea, coffee, bottled water and ice creams will also be on sale.

A number of external stalls have been confirmed, including – Vie At Home, Real Tooth Fairy, Phoenix Cards, Charms, Bags & Jewellery. Brantanos have expressed interest in holding a stall to sell shoe cleaning products – they have offered to provide a shoe polishing service with all proceeds being donated to school.

*School Disco*

A KS2 disco will be held on Monday 16th July from 6.30-8.00pm to coincide with the Year 6 Leavers Party. Lynne to send a reminder letter out in early July.

**8. Allocation of Funds**

The following requests were agreed –

(i) Contribution towards whole school Diamond Jubilee Party (bunting, plates etc) – **£40**

(ii) Contribution towards Year 6 Leavers Party – **£100**

It was also agreed that PTFA should purchase at least 2 x 3m square gazebos for use at the Summer Fayre and future events – **price TBC**.

**9. Any Other Business**

None.

**10. Date of Next Meeting**

Tuesday 26th June at 7.00 pm.