**SMALLEY RICHARDSON ENDOWED PRIMARY SCHOOL**

**PTFA Meeting**

**Held on Wednesday 21 May 2013 at 7pm**

**1. Present**

Stacey Hudson (Chair), Catherine Duro (Vice Chair), Suzanne Pancisi (Secretary), Julia Goodliffe (Treasurer), Joanne Mellor, Katie Ufton, Diane Evans, Kate Mason, Heather Buckley, Lorna Taylor

**2. Apologies**

Matthew Crawford, Caroline Trivett, Jodie Slater, Stephanie Wass, Victoria Hickling, Fiona Lambourn

3. **Minutes of the meeting held on Tuesday 30 April 2013**

 Minutes were agreed as an accurate record of the meeting, with the exception that the date at the top needs changing.

4. **Matters arising**

 Stacey to tell Lorna that we would still like to use the apartment for the auction – Lorna told Julia she doesn’t think it’ll be a problem for Feb half term or Easter.

 Matt and Stacey have met to complete the UK Coal Bids – one bid from PTFA for IT equipment and one bid from school for the outdoor area for the reception class. Plus a further bid to be submitted to Integrated Community Solutions for IT equipment.

**5. Fundraising**

 **Summer Fair 8 June 2013 11 until 2**

 Cricket activity will be at the summer fair – Jayne and Rachel to run. Mrs Evans to enquire at event at Stainsby on 22 May if a cricketer could come and open

| **Stall** | **Who to run** | **Details** | **What needs doing** | **Who to do it** |
| --- | --- | --- | --- | --- |
| **Barbecue**  | James Taylor/Matt |  | Meat, veggie burgers and cobsGas | Stacey to ask BrigetteMrs Mason to ask Rachel or Mr Bates |
| **Hook a duck** | Catherine to ask Clare Cox | £1/Punch ball balloon – Catherine has bought 100 | Paddling poolBalloon pump | Heather to buyHeather to buy |
| **Bottle pull** | Suzanne | £1 per pull | StringAnother flyer on first Monday backText reminding of donations on Friday of half term | Suzanne to buySuzanne to sortMrs Mason to sort |
| **Strawberries and cream**  | Diane and Lisa | £2 bowl inc and a drink – Pimms or soft drink | Buy strawberriesBowls and spoons | Mrs Mason got a contact at Morrisons, Stacey to ask Brigette to source from other supermarketsHeather to buy 100 |
| **Pimms** – raffle a glass of Pimms | Diane and Lisa | Included with strawberries | Pimms and lemonadePlastic cupsMint | Heather to buyStacey to getLorna/Suzanne to get |
| **Cakes**  | Heather |  | Need cake donationsFlyer asking for donations on first Monday back | Matt to ask members of staffSuzanne to sort |
| **Guess how many sweets**  |  |  |  | Heather to make |
| **Raffle** | Catherine | £1 per ticket – various prizes | Tickets to go out to on FridayNeed contents from picnic hamper, games hamper and holiday hamper | Suzanne done flyer/ Stacey stapling to tickets and getting to schoolHeather to buy contents – to spend £10 on each |
|  **Tin Can Alley** | Julia | Bubbles and bouncy balls for children – Catherine gotBeer for adults | Tin cans?beer | Julia to supply |
| **Tombola** | Caroline |  | Need more donations – send out flyer first Monday back | Suzanne to sort |
| **Sweet stall** | To go on tea and coffee stall – staff to man | Few sweets in a bag for 50p | Sweets | Stacey to buy, plus we may have some donated |
| **Tattoos/nails** | ? Caroline Howett | 50p each – Catherine has got tattoos |  | Lorna to ask Caroline Howett |
| **Goalie game** | ? year six boys to run  | £1 for 3 shots“Footballesque” prizes – Catherine got frizbees with football pics on |  | Mrs Mason to ask year six boys |
| **Guess the name of the teddy** | Jo | Jo donating the bear and Stacey has sorted the list of baby names |  |  |
| **Pocket money stall** | Katie | Sell the items sourced from Birthdays plus the leftover tea towels | Need to ask Fiona for Birthdays stuff | Julia to contact Fiona |
|  **Tea and Coffee, bottled water and sweets**  | Staff |  |  |  |

|  |  |
| --- | --- |
| **Person** | **Stall** |
| Donna Cawley | Badges |
| Claire Hollingshurst | Weleda |
| Diane | Phoenix Cards |
| William Gregg Leisure – Kelly | Swimming lessons etc |
|  |  |
| Tennis club | Lorna to speak to Sarah |
| Smalley Art Club | Mrs Mason to speak to Art Club |

**5. Correspondence**

 None

**6. Treasurer’s Report**

 Nothing to report

**7. Allocation of Funds**

None

**8. Any Other Business**

 Lorna has a leaflet for labels for clothing etc that we could earn commission on – it was agreed that Lorna should get enough leaflets to give to all parents

 Lorna suggested hosting an SOS fashion show – it was agreed to hold one in the New Year (Jan/Feb)

**9. Date of next meeting**

Friday 7 June – to meet in school from 3.30 onwards to set up for fair