

# MINUTES

## Midfield Primary School PTA Minutes

*Date | time 06/11/17 at 2pm | Meeting called to order by Sidra Sarfraz*

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### In Attendance

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**Sidra Sarfraz (Chairman)**

**Lucy Pyle**

**Cate Rees**

**Allison Kavanagh**

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### Apologies sent

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**Mrs N Kaley (Vise Chairman)**

**Miss L Bernardi (Treasurer)**

**Laura Bowes**

**Sheena Sewell**

**Ashlee Priestman**

**Radhika Jensen**

**Grace Stevens**

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### Board

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It was discussed that the date for the AGM needs to be arranged as soon as possible so that we can obtain new committee members. The funds raised in 2017 also need to be discussed and a bank account needs to be set up as soon as possible. Once a decision has been made on Committee members the school website will need to be updated.

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### Committee

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It was discussed that we need to do some additional recruiting for the PTA and create a list of parents and teachers willing to help on events for the school. Additional help from parents and teachers is required to ensure a smooth running of events.

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### Budget

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The budget for the current school year is to be discussed with the Treasurer **Miss Bernardi**.

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### Discussion Topics

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Due to a cancellation of the meeting at the school, the meeting was held at short notice out of school grounds. Thus a lack of numbers attended today's meeting. With Christmas fast approaching

and a lack of committee members unfortunately the popcorn club had been postponed until the New Year.

The Christmas Fair organisation however is well under way, it was discussed that in order for it to go ahead more volunteers are required. **Lucy P** sent out a letter to all parents regarding the details for the Fair. This will be held on 15<sup>th</sup> December 2017 from 3.15 until 5.30pm and a number of stalls were discussed.

**Stalls discussed for the fair, run by PTA and parents were:**

- Guess the number of sweets in a jar (Jar provided by **Sidra S** and completed by **Cate R**)
- Pre loved Books stall (Books to be sorted by committee members on 13<sup>th</sup> November)
- Christmas water Tattoos (2 for 50p) (purchased by **Allison K**)
- Chocolate Tombola (Dojo to be sent out on 9<sup>th</sup> November)
- Lucky Dip (50p a go, prize every time) (ordered and wrapped by **Allison K**)
- Lob a Choc (Game board to be made by **Alex R, Cate R's Husband**)
- Santa Hat Toss (board made by **Lucy P**)
- Sweet Cones to be sold and made by PTA members (to be ordered and made by PTA members)
- Reindeer Hot chocolate cones to sell (to be ordered and made by PTA members)
- Popcorn cones (Alison K suggested in the meeting)
- Cake stall with donations from committee members and teachers (message needs to be sent out to teachers ASAP, to be sent by Mrs Kaley)
- Rainbow Raffle (**Lucy P** sent out a letter which contained details of the rainbow raffle). The items will be made into colour themed hampers ready to raffle on the day of the fair. A member of the committee will collect the items from the classrooms to store in the PTA cupboard until the hampers are made.
- Parent Stalls (none confirmed as yet)
- Name the teddy (Cate R to purchase teddy and print list of names)

It was discussed that it might be nice to have Santa in the Celtic hut on the day of the fair, so children can get a photo with him. We agreed that the parents could take the photo themselves and a cost of 50p would be charged which would include a sweet. (Mr. Monaco has agreed to be Santa and Ms. Burnett is lending the PTA a Santa suit)

A list of tasks to complete for the stalls will be completed by **Lucy P** as soon as possible.

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## Committee Reports

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### Committee reports

- Volunteers needed
- Letters to be printed out
- Dojos to be sent to parents
- Newsletter to be updated on upcoming dates
- AGM to be confirmed as soon as possible

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## Next Meeting

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Monday 13<sup>th</sup> 9am, meet at reception