

MINUTES

Midfield Primary School PTA Minutes

Date | time 16/10/17 at 2pm | *Meeting called to order by* Sidra Sarfraz

In Attendance

Sidra Sarfraz (Chairman)

Lucy Pyle

Cate Rees

Sheena Sewell

Alison Kavanagh

Laura Bowes

Apologies sent

Mrs N Kaley (Vise Chairman)

Miss L Bernardi (Treasurer)

Board

It was discussed that we need to hold an AGM to elect new committee members and discuss the funds raised so far in 2017, date to be confirmed. Once a decision has been made on Committee members the school website will need to be updated.

Committee

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. **Laura Bowes** is a new parent of Midfield and has volunteered her time on the committee. Additional help from parents and teachers is required to ensure a smooth running of events.

Budget

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

Discussion Topics

Lucy Pyle suggested three events for the school by the end of 2017.

Firstly a Popcorn club

Dates to be considered for this are the 10th and 17th of November

Mrs Kaley is to send out a whole school DOJO to advise of date and cost, which is £3 per child.

This is to cover costs of popcorn, drinks and possibly crisps as a popcorn alternative.

Mrs Kaley to discuss with school the maximum number of children allowed in hall for this event.

A letter will be sent out to parents with a permission slip, numbers will be limited due to space.

Once parents have replied a class list will be created and handed to teachers and committee members on the day.

Second Event discussed Christmas Fair

The school has already confirmed the date as the 15th December 2017.

It was discussed that as **Mrs Sesli** is now also the head of Leeson's Primary school, it might be nice to invite the children from their school to the Christmas Fair.

A letter is to be drafted to ask for volunteer parent elves to help with the upcoming event and to decorate the hall. The letter needs to ask if parents wish to hire a table at the cost of £10 to sell their items. A donation request should also be included to ask for chocolate for the tombola.

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

-Guess the number of sweets in a jar

-Pre loved Books stall

-Christmas water Tattoo's (2 for 50p)

-Chocolate Tombola (Dojo to be sent out on the 4th December asking for donations)

-Lucky Dip (50p a go, prize every time)

-Pin the nose on Olaf

-Lob a Choc

-Santa Hat Toss

-Sweet Cones to be sold and made by PTA members

-Reindeer Hot chocolate cones to sell

-Cake stall with donations from committee members and teachers

-Rainbow Raffle, Dojo to be sent to parents asking for donations for the raffle in exchange for own clothes day on the 24th November (Still to be confirmed by school). Classes will be given a colour and every child in the class will be asked to bring a new item of that colour. 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 classes to store in the PTA cupboard until the hampers are made.

-Parent Stalls

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.

The third event discussed was a craftanoon

The committee decided that it was too much to organise and not enough dates to fit before the end of the year, so this is something we will be exploring in the New Year.

It was also discussed that the school have confirmed a Christmas Jumper day on the 15th December 2017 collecting money for charity.

Finally a letter is to be drafted to take out into the community asking for donations for the Christmas fair.

Committee Reports

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

Next Meeting

31st October at 2pm, School Dinner hall

Meeting Adjourned at 3.10pm