

FGPFS Meeting Minutes 05.02.19

Present:

Leanne Lamb	School Head teacher		
Jen Higgins	Parent and Chairperson		
Marlen Goulty	Parent and Vice chairperson		
Teresa Saul	Parent and Secretary (meeting minutes)		
Kate Watkins	Parent	Keri Walker	Parent
Laura Greenhill	Parent	Mrs Lambert	Teacher
Vikki Henderson	Parent	Joanne Flinders	Parent
Cariad Holmes	Parent	Naomi Fagandini	Parent
Alison Young	Parent		

Apologies:

Fiona Seccombe	Parent and Treasurer		
Claire Toal	Parent	Nicola Davies	Parent
Anna Graham	Parent		

Minutes from previous November meeting:

No matters arising.

ASDA update:

The coin drop will continue until full, roughly until end of March.

Elmer update:

Elmer has been paid for, a receipt is on its way to the school and is to be passed onto Fiona Seccombe. The timeline should be, Elmer will be delivered to the school in May 2019, it will

remain in school for decoration until July. It will be on off site from school and on display August to October. It will be returned to the school in November/December. The PTFA and a donation have covered the costs for Elmer. The idea of a dress down school day event with a monetary donation and also Elmer design ideas, £1 per entry could be used to raise costs.

Mrs Lambert detailed a session at 7 Stories where books and resources were given, and an idea is being developed for English and Art based activities around the Elmer theme for World Book Day on 7th March 2019. Nursery children through to year 4 could all take part in Elmer themed events for the whole week of World Book Day. This could also be linked to a school open day.

Parklands Raffle update:

To date 19 prizes for the raffle have been acquired, of which Newcastle Golf Club donated £120. Other prizes include; ASDA donated toys and a cinema voucher. The other three schools have been emailed for a list of final raffle prizes. A question was raised about whether our PTFA could put their charity number on the raffle tickets?

ACTION: to ask Fiona Seccombe this above question

Our PTFA will initially be paying out the cost of buying the raffle tickets which is around £160-£170. This money would then be reimbursed back to the PTFA.

The cost of the crossing patrol person is £5,000 per year. The hope is to raise enough to cover the cost of the patrol person for 2 years. The raffle idea has been decided to be the most sustainable way of raising costs year on year. The aim is to sell 12,000 tickets, that's 2,400 books of tickets.

The idea was raised about approaching take-away establishments to put advertising on tickets as a way of income generating, but this was considered too much manpower to approach companies and decided not necessary.

The Malhotra hotel chain and others have been approached to donate money, but they were wanting a percentage cost back to them from what is made (20%). This was deemed not a viable option.

Class assembly Volunteers:

Cakes were deemed as not needed at morning class assembly, only afternoon ones, as parents will have only just had breakfast.

ACTION: class reps to organise tea / coffee volunteers.

Spring Disco:

The decision for a Sunday date again was made, due to a history of lower numbers on a Saturday date. The provisional date of Sunday 28th April 2019 was made. Volunteers to collect bucket donations along the queue, would be one possible option for raising money for the PTFA.

ACTION: Leanne Lamb to check with Broadway East about availability of the hall on that date.

It was requested to get a different DJ for this event than previously. They would of course need to be DBS checked and have the appropriate liability insurances. The house DJ for Great Park community centre could be an option.

ACTION: a newsletter 'shout out' for potential DJs could be made.

ACTION: Joanne Flinders has recently attended an event with a DJ and seen a flyer advertising DJ services, therefore to let PTFA know the details of this DJ.

It was discussed about having the stalls and tea / coffee / cakes area in the first hall upon entrance, then having the actual disco in Broadway East's hall.

ACTION: Laura Greenhill self-nominated to take the lead on the spring disco event.

Easter Egg design competition:

The idea for hard boiled Easter eggs was made, with a competition on the Thursday before Easter term break up. Michelle at ASDA could possibly donate some prizes for the Easter egg competition winners. No theme was decided, just a free style on Easter egg designs.

Open Day:

The suggested date for this was 21st June 2019. A raffle / tombola at this event was discussed, the PTFA have lots of candles that could be used as prizes.

ACTION: Advertising will be needed to promote this event. Laura Greenhill volunteered to keep the PTFA notice board up to date with forthcoming events.

ACTION: Leanne Lamb to confirm with Broadway East for hall use.

ACTION: Naomi Fagandini and Joanne Flinders volunteered to re-stock tea / coffee / cups from Costco.

Future PTFA expenditure:

STEM - Mr Phipps was hoping for a donation from the PTFA towards prizes for STEM Day, of £240. A total of 16 prizes will be needed, some of which could be Lego items.

ACTION: To ask Fiona Seccombe about the procedure for reimbursement of money for prizes.

Mrs Lambert is putting a wish list together for new school books. The idea is to have a list of 25 books for each child to read before the end of school.

ACTION: Mrs Lambert to get book prices.

Mrs Thorpe's request for school keyboards

ACTION: Leanne Lamb to speak to Mrs Thorpe to clarify where we are at with this request.

AOB:

- A template letter will be sent out to each of the 4 schools involved in the raffle to raise money for the crossing patrol person. This letter can then be adapted according to each schools' individual criteria e.g. GEMS could have the option for 'Parent Pay' donations. The letter will also list raffle prizes. The aim is for each parent to have two books of 5 raffle tickets given out for parents to sell to friends / relatives. This would raise £10 per family.

ACTION: posters to advertise the raffle event and detail raffle prizes.

It was noted that GEMS has the largest pupil intake and would therefore generate a high proportion of ticket sales.

Raffle ticket sales could also be topped up by issuing tickets to local business, such as Pikku and other companies.

If a surplus of money is generated from the crossing patrol raffle, then the exact surplus generated will go back to each PTFA of the 4 participating schools.

Date of next meeting:

Tuesday 19th March 2019 at 7pm.