

FGPFS Meeting Minutes 13.11.18

Present:

Leanne Lamb	School Head teacher		
Jen Higgins	Parent and Chairperson		
Marlen Goulty	Parent and Vice Chairperson		
Fiona Seccombe	Parent and Treasurer		
Teresa Saul	Parent and Secretary (meeting minutes)		
Kate Watkins	Parent	Anna Graham	Parent
Vikki Henderson	Parent	Alison Young	Parent
Victoria McLannahan	Parent	Kasim Malik	Parent
Jane Dixon	Parent	Nicola Davies	Parent
Jayne Thorpe	Teacher	Dyonne Branch	Parent
Claire Toal	Parent		

Apologies:

Naomi Fagandini	Parent	Laura Greenhill	Parent
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Minutes from October meeting:

Raffle for crossing:

All schools are agreed about the raffle, which will happen in February 2019.

Book fair:

Laura Hansford (and Laura Greenhill) will be putting together a rota for people to man the book stalls, volunteers needed.

ACTION: Marlen Goulty to talk to Laura to help co-ordinate.

Match fundraising:

Sage have been contacted via email, they need documentation to prove the FGPFs are a registered charity.

ACTION: Fiona Seccombe to provide proof to Sage on charity status

No email contact has been received by the PTFA from the Lloyds banking group. Jen Higgins requested that the PTFA email be used in any such correspondence.

ACTION: Laura Greenhill to contact Lloyds regarding Match Funding for the Glow in the dark disco.

Glow in the dark disco:

The number of tickets sold to date is 90 at the time of the meeting. The entrance fee includes a prize, drink and packet of crisps. It was reported there had been some confusion about whether parents had to pay, which they don't, tickets are required for any children aged 3 years or over. There will be a prize draw at the end of the disco, drawn from the name and details parents put on their entrance tickets. The suggestion was for members of the PTFA to stand next to a bill board, near the school gates, to promote disco ticket sales, until the end of the week.

There was also a proposal to sell any spare disco tickets on the door. This would aid full time working parents who would find it difficult to purchase disco tickets otherwise.

Jen Higgins has decided not to do a formal rota of parent volunteers to help at the disco, but to allocate volunteers at the time. Please see Jen during the event, if you wish to volunteer. There will be tea/coffee, cakes, pocket money stall (50p items) and face painting stalls (50p per person) to man with volunteers. Plus, a volunteer to man the door, for which Russ has offered. It was commented that the first 30 min of the disco will be the busiest time, when volunteers will mostly be needed, especially for face painting.

ACTION: (for school gate ticket sales)

Wednesday: Laura Greenhill and Marlen Goulty

Thursday: Anna Graham and Vikki Henderson

Friday: Laura Greenhill and Alison Young

Kate Watkins highlighted there are cups and crisps left over from the Autumn Fair that could be used at the disco. There has also been a large donation of glow sticks to sell at the disco. It was discussed how children with tickets would get a drink included in their admission, but parents of under 3-year olds would need to buy their drinks. Jugs of cordial would be available for 20p, jugs of water would also be available.

It was decided that more crisps, juice cups, milk and cordial would need to be purchased.

ACTION: Anna Graham will buy X3 crisp boxes, X4 juice cups, X4 milk cartons, X1 orange cordial and X1 blackcurrent cordial.

Cake donations to be sold at the disco would be very welcome and to bring these on the day. Both halls will be utilised, it was decided to use Gosforth Park's hall predominantly for dancing and to have some chairs for supervising parents around the edge of the room and to use Broadway East's hall set up mainly with tables and chairs for parents to enjoy tea/coffee and cakes.

Santa:

The secret Santa idea has evolved into gifts from Santa. Age appropriate books will be ordered by the school and with a proposed parental contribution of £2 per child, Santa will hand out a book and a sticker to every child in school. The outdoor wooden gazebo in the school grounds will be decorated and converted into a Santa's grotto and each class will be able to visit Santa in turn. If anyone can spare any Christmas decorations and lights to decorate the gazebo, then this would be gratefully appreciated. The proposed date for this will be Wednesday 19th December 2018. Books will be pre-wrapped by PTFA volunteers and there was some discussion about whether books would be gender neutral and if not, to be colour coded for girls / boys. The choir could be available to sing after 3:15pm on this date to catch parents who would like to make a donation towards the funding of T-shirts for the choir.

Christmas production refreshments:

Jen Higgins has a friend who could make a recording of the school Christmas productions. It was discussed about having a rota for volunteers to run tea/coffee sales. This would be at the actual performances only and not at the dress rehearsals.

ACTION: Class reps could organise a rota of volunteers for beverage sales for each performance and Fiona Seccombe would organise the floats.

It was decided to ask parents for any raffle prize donations for a raffle to run after each of the performances. As reception class has two performances, one morning and one afternoon, they would have two separate raffles at each performance.

ACTION: a list of volunteers to go to Leanne Lamb prior to each performance.

AOB:

Request for funds:

Leanne Lamb put in a request for the PTFA to fund a pantomime trip for Reception, Key stage 1 and Key stage 2. This would be to see a production of Aladdin at Simonside Community Centre in Westerhope. The cost would be £7 per child, the request was for the PTFA to fund £2 per child bringing the cost to parents down to £5 per child.

Leanne Lamb also put in a request for the PTFA to fund £300 for the Zoo lab which was very popular last year. This would be for the remaining children who would not be attending the panto.

Christmas party – Leanne Lamb put a request for the PTFA to fund a drink, packet of crisps and a bun for every child in school to celebrate their Christmas party. It was decided to approach Michelle from ASDA regarding the bun/cake for this. It was suggested it would be nice to get a photo of Michelle from ASDA with Santa in Santa's grotto, for ASDA to promote their food donation towards the children's Christmas parties.

Any stock left over from this event would get stored in the PTFA's store cupboard, to roll over to any future events.

There was a suggestion made for the choir to sing carols at Manor House on Brunton estate, to provide entertainment to residents there.

Date of next meeting:

Tuesday 4th December at 7pm in school. This will include a 5 min section for the AGM, whereby Fiona Seccombe will present the accounts, officials will be nominated: Chair, Treasurer and Secretary.