



**ST NICHOLAS FIRST SCHOOL
PTFA COMMITTEE MEETING
MINUTES**

Wednesday 4th October 2017 – 7.30pm

Chair: Louisa Griffiths

Treasurer: Nikki Read

Secretary: Ruth Duckworth

Attendees					
Louisa Griffiths (LG)	3HW/N2	Kirsty Oswald (KO)	4W/2S	Helen Hilton	3HW
Nikki Read (NR)	3M/N1	Natalie Callicott (NC)	RP		
Ruth Duckworth (RD)	RP/N1	Lauren Tait (LT)	N1		

Apologies					
Jodie Parker		Katie Smith		Amy Rhodes	
Joanne Robinson		Hannah Link		Rachel Patterson	
Claire Younger		Gail Jones			

		Action
1	Minutes from previous meeting	
1.1	The minutes of the AGM and Planning Meeting were agreed as a true and accurate record.	
2	Actions carried forward from previous meeting	
2.4	The PTFA would be selling refreshments at the strictly dance event to raise additional funds. RD and NC confirmed that they were available to help on the night.	RD/NC 17/11/17
2.8	KS agreed to take on responsibility for keeping the PTFA notice board up to date. KS to obtain the key for the board from the office.	KS Ongoing
3	Matters arising	
3.1	<p>LG had met with the fireworks organiser who had confirmed we were unable to swap the field around as it would invalidate his insurance.</p> <p>KO had spoken to Mike at the licensing office who had confirmed we could apply for a premises licences but this cost £600-800 initially, plus an annual fee thereafter and it would have to be allocated to a dedicated person. We could also apply for a temporary event licence as long as the bar was in a licensable area (i.e. the school hall) as this area would be given a licence for the sale of alcohol to be consumed on or off the premises.</p> <p>NR agreed to apply for the temporary event licence.</p> <p>It was agreed that the barbecue would be placed by the entrance gate before the school hall and glow products would be sold by the sheds opposite the barbecue.</p> <p>Ticket price would remain the same, £10 for a family in advance and £15 on the night. Tickets would also be sold on the playground on 1st/2nd/3rd November.</p> <p>KO agreed to enquire with friends whether they could provide first aid on the night. If this was not an option then LG would book St John's ambulance.</p> <p>NR agreed to update the signs and produce the information leaflet and tickets. These would be sent out from school w/c 9th October.</p>	<p align="right">NR 04/11/17</p> <p align="right">KO/LG 04/11/17</p> <p align="right">NR 06/10/17</p>

	<p>Assistance was required on the day of the display to help move the log circle, put bins out. Marshall volunteers were required for the evening and assistance the day after the display was needed to collect litter. A request for help would be sent out in the newsletter on 13th October.</p> <p>LG confirmed to HH that there were 3 planchas available to use on the night. The food order required was 150 samosas (KO to order), 200 burgers, £30 of sausages, cheese slices and ketchup. HH also requested disposable aprons (RD to order) and disposable trays (LG to purchase from CostCo). The barbecue station would be looked after by Helen, John and 2 servers.</p> <p>LG advised that a new floodlight would be purchased to replace one broken last year.</p> <p>NR agreed to order the glow products. These included 100 glowsticks, light sabers and double ended light up sticks. Light sabers and double ended sticks would be sold at £3 each or 2 for £5.</p> <p>Leaflet drops would need to cover Drury Lane, Church Lane, Sandy Lane, Cranley, Stoneleigh, Chillington Lane (including all cul-de-sacs). Hannah Link, Jo Robinson and Rachel Patterson had all volunteered to do this.</p>	<p>KO/RD/LG 04/11/17</p> <p>LG 04/11/17</p> <p>NR 04/11/17</p> <p>HL/JR/RP 27/10/17</p>
3.2	KO confirmed that the planning for film night was done and she would collect squash and crisps ahead of the event.	
3.3	<p>LG confirmed that Tea and Cake with Santa was going ahead on Saturday 9th December. Selection boxes would be used as the grotto gift and RD was trying to source direct from Mondelez.</p> <p>Included in the day would be a selfie stand, a raffle, the inflatable reindeer ears game, snowflake balloons to be sold at 50p and tattoos which would also be 50p. Raffle tickets would also be sold at the nativity plays.</p> <p>Raffle donations to be requested in the newsletter, with each year group asked to bring in specific items.</p>	<p>LG 20/10/17</p>
3.4	<p>LG advised that a further meeting regarding the ball would take place on Tuesday 10th October. Volunteers were required for the night. (RD and NC confirmed they were available, and LG and NR would also be there to help). £1,000 had been received from Taylor Wimpey and currently 54 of the 180 tickets had confirmed sales.</p> <p>LG confirmed that the ticket sales were providing the budget for the event and fundraising would come from the bar and auction.</p>	
3.5	Sarah Bergeret had commenced the Christmas card project and these would be sent out to parents ahead of half term, with the deadline for return being Thursday 19 th October.	
4.0	Date of next meeting	
4.1	Wednesday 15 th November at 7.30pm in school.	
	There being no other business, the meeting was closed.	