



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

Wednesday 17th January – 7pm

Chair: Louisa Griffiths

Treasurer: Nikki Read

Secretary: Ruth Duckworth

Attendees					
Louisa Griffiths (LG)	3HW/N2	Ian Tunnicliff	3HW	Carli Staffiere	RP/2A
Nikki Read (NR)	3M/N1	Claire Younger	2A	Katie Gibson	1R
Ruth Duckworth (RD)	RP/N1	Hannah Link	4W/2S	Rachel Patterson	RP/2A
Jodie Parker		Sarah Bergeret	1R/3M		

Apologies					
Kirsty Oswald		Katie Smith		Gail Jones	
Helen Fairclough		Amy Rhodes		Stephnie Row-Botham	
Joanna Robinson		Lauren Tait			

		Action
1	Minutes from previous meeting	
1.1	The minutes of the previous meeting were agreed as a true and accurate record.	
2	Actions carried forward from previous meeting	
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	Film night was confirmed for 26 th February. Films to be shown would be tested prior to the evening. Films chosen were Captain Underpants, Despicable Me 3, My Little Pony and Cars 3. All films to be in school by Friday 15 th February. Film length would be checked to establish film start and finish times. PTFA to provide squash and crisps. Claire Younger and Hannah Link (possibly) to help on the evening.	JP LG CY/HL
3.2	Sarah Bergeret presented options for personalised Mother's Day gifts to be sold through school. It was agreed to produce two tea-towels to be sold at £4 each, one for Nursery/Reception/Year 1 and the other for Years 2/3/4. Sarah to provide the paper to school by Friday 9 th Feb and to provide the letter and order form which would be sent out by Friday 2 nd March.	SB
3.3	Easter Egg Hunt was confirmed for Sunday 25 th March. Set up would be 12-2pm with the event running 2-4pm. Stamps would be used for the hunt. Katie Gibson would request sponsorship for the eggs. Entry cost £2 per child and PTFA would provide cookies and drinks to sell. Games to be run on stalls and a bouncy castle would be hired with a charge of £1 per child per go. A raffle would also be run to win a hamper.	KG LG All to help
3.4	A discussion was held on whether to hold a summer fair/circus event. The Circus would need 50mx50m of space and would have to drive onto the field to set up. JP to ask Martin to confirm width of gate.	JP

	<p>Circus would run 6pm-8pm with a half hour interview and the PTFA would run a barbecue and bar. The circus sell popcorn and candy floss. The event accommodates 600 people and costs £3200. Tickets sold at £8pp. We could also have our own stalls at the event and open the gates from 5pm. Four volunteers are required to little pick at the end of the event. It was agreed to pursue the circus event rather than a summer fair.</p> <p>NB: Unfortunately, since the meeting it has been confirmed that the Circus would not be able to gain the required access to the school therefore this event is not going ahead.</p>	
3.5	<p>Louisa had received a suggested from Lauren to sell quiz sheets at a cost of £1-£2 whereby a winner would then be randomly selected from all winning entries. Lauren would organise prizes. Questions to include 'guess the teacher from the baby photo' and other things that could not be 'googled'. It was agreed to go ahead with this.</p>	LB
3.6	<p>Louisa also suggested a cocktail night to be held at either the Parish Rooms, Forget Me Not Club or the scout hut. RD to check availability.</p>	RD
3.7	<p>Nikki confirmed that with Lloyds bank closing in Codsall, this would make banking for the PTFA more difficult. She would therefore look into moving the account to Nationwide.</p>	NR
3.8	<p>Nikki also confirmed that the PTFA accounts had now reached a threshold whereby they needed auditing independently. JP would check whether the lady that manages the school fund was able to do this and SB would ask her brother whether he could take this on.</p>	JP/SB
3.9	<p>Following the success of the Christmas Ball, it was agreed that this event should run again on December 1st, 2018, subject to a suitable venue being secured. JP to ask the High School whether we could use the Leisure Centre Sports Hall. Any venue would need to be available from midday Saturday 1st to midday Sunday 2nd to allow for set up and clean up.</p>	JP
3.10	<p>JP had one funding request for £1,000 to purchase three or four iPads for early years. This was agreed. LG to order and supply to school.</p>	LG
4.0	Date of next meeting	
4.1	TBC	
	There being no other business, the meeting was closed.	