



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

**Wednesday 20<sup>th</sup> September 2017 – 7.30pm**

**Chair: Louisa Griffiths**

**Treasurer: Nikki Read**

**Secretary: Ruth Duckworth**

<b>Attendees</b>					
<b>Jodie Parker (JP)</b>	Head Teacher	<b>Lindsey Howse (LH)</b>	3M/RB	<b>Sarah Bergeret (SB)</b>	3M/1R
<b>Louisa Griffiths (LG)</b>	3HW/N2	<b>Katie Smith (KS)</b>	4W/N1	<b>Carli Staffiere (CS)</b>	4W/RP
<b>Nikki Read (NR)</b>	3M/N1	<b>Kirsty Oswald (KO)</b>	4W/2S	<b>Hannah Link (HL)</b>	4W/2S
<b>Ruth Duckworth (RD)</b>	RP/N1	<b>Claire Younger (CY)</b>	2A	<b>Natalie Callicott (NC)</b>	RP
<b>Stephnie Gribble (SG)</b>	1R/N2	<b>Donna Sparrow (DS)</b>	RP	<b>Lauren Tait (LT)</b>	N1

<b>Apologies</b>					
<b>Amy Rhodes</b>		<b>Rachel Patterson</b>		<b>Louize Spittle</b>	

		<b>Action</b>
<b>1</b>	<b>Actions arising from previous meeting</b>	
<b>1.1</b>	CS to confirm whether the Crowne Joules beer bus is available for fireworks evening on 3 <sup>rd</sup> November 2017.	<b>CS 21/09/17</b>
<b>2</b>	<b>Matters arising</b>	
<b>2.1</b>	LG provided the calendar of events for 2017/18. The next event was football which was scheduled for Saturday 30 <sup>th</sup> September. Presently no teams had been submitted for this, therefore JP confirmed that a reminder would be sent from school, which also stated that individuals could submit their names to be put into teams on the day. It was agreed that a minimum of 4 teams would be required in order for the event to go ahead.	<b>JP 22/09/17</b>
<b>2.2</b>	The next film night was booked for Monday 9 <sup>th</sup> December. LG asked for a volunteer to manage the administration. KO agreed to do this. Films were agreed as Boss Baby, Sing, Ballerina and Lego Batman. Lego Batman would be provided by LH and JP would try and obtain Boss Baby. Other DVDs to be sourced.	<b>KO/LH/JP 9/10/17</b>
<b>2.3</b>	The annual fireworks event was booked for Friday 3 <sup>rd</sup> November. LG/JP were liaising with the fireworks coordinator to establish whether they could use the opposite side of the field this year, enabling refreshments to be set up on the playground only.  KO advised that, whilst we could not currently have a bar set up due to licensing, it may be possible to apply for a premises licence if there was a personal licensee on site. LG to update on this.  NR confirmed that the popcorn machine was booked and proceeded to show examples of glow toys that could be purchased on the night. It was agreed to purchase light sabers, fibre optics and glow sticks.  A fireworks planning meeting was scheduled for Wednesday 4 <sup>th</sup> October at 7.30pm and all were invited to attend.	<b>LG/JP 4/10/17</b>  <b>LG 4/10/17</b>  <b>NG 3/11/17</b>
<b>2.4</b>	JP confirmed that staff were taking part in a 'Strictly Dance' competition at Codsall High School on Friday 17 <sup>th</sup> November at 7.30pm. Tickets would cost £7.50 for adults and £2.50	

	for children. The PTFA would be selling refreshments at the event to raise additional funds. RD and NC confirmed that they were available to help on the night. LG confirmed that she would speak to Emma Carey to establish whether a licence could be obtained for the evening.	<b>RD/NC</b> <b>17/11/17</b> <b>LG</b> <b>4/10/17</b>
<b>2.5</b>	LG advised that the first ever St Nic's Christmas Ball would be held on Saturday 2 <sup>nd</sup> December at Codsall High School. This event was being organised by Ian Tunnicliffe, with all profits from the ticket sales coming to the PTFA. The event was being sponsored by Royston Blythe, however Ian was also looking for further sponsors and auction prizes to be bid for on the night. Tickets cost £42pp and go on sale on Saturday 23 <sup>rd</sup> September. No further work was currently required by the PTFA, other than promoting the event when possible.	
<b>2.6</b>	Following last year's success, SB advised that she would be organising the Christmas card project again this year. Orders needed to be in by Thursday 19 <sup>th</sup> October in order for the school to benefit from additional proceeds. NR agreed to purchase plastic folders for the cards to be placed.	<b>NR</b> <b>20/10/17</b>
<b>2.7</b>	LG confirmed that Tea and Cake with Santa would take place again this year, on Saturday 9 <sup>th</sup> December. JP confirmed that the grotto could be set up in Class 3M. LG confirmed that the books for this year's Christmas presents had been ordered and had cost 85p each.	
<b>2.8</b>	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.	<b>KS</b> <b>Ongoing</b>
<b>3.0</b>	<b>AOB</b>	
<b>3.1</b>	NC advised that she had become an Usborne Books Distributor and it was possible to obtain £360 worth of free books for the school if £600 worth of orders could be raised. LG provided information regarding the 'Ready, Steady, Read' promotion to JP who would ensure it was reviewed by the relevant member of staff. JP advised NC to bring promotional leaflets into school which would be handed out at the end of the week with the school letters.	<b>JP/NC</b>
<b>4.0</b>	<b>Date of next meeting</b>	
<b>4.1</b>	Wednesday 4 <sup>th</sup> October at 7.30pm in school.	
	There being no other business, the meeting was closed.	