

St Andrew's PTFA

7th December 2011

PRESENT: Damien Marsh (Headteacher), Sacha Cooper, Nicholette Dean, Emma Dickenson Emma Dickenson, Tracey Fielding-Marshall, Julie Gough, Jon Lyons and Sarah Taylor (Chair) arrived 15 minutes into the meeting.

APOLOGIES: Leigh Dickenson, Marie Graves, Wendy Paylor, and Nina Turnbull.

WELCOME

DM recalled that ND had been voted in a secretary in her absence at the previous meeting and welcomed her to her first meeting, thanking her for her support.

MINUTES

The minutes of the previous meeting held on 3rd November 2011 were circulated. A request was made for NT to advise DM if a letter had been sent to Barclays Bank, thanking them for their generous donation.

DECIDED - that the minutes of the meeting held on 3rd November 2011 be approved as a correct record.

CHAIRS/HEADTEACHERS REPORT

DM thanked all for their help and support in organising the Christmas Fair and the association agreed it exceeded all expectations and was a resounding success. He requested that the Sub-Committee prepare a report detailing the areas which were successful and any area which needed improvement. Various points were raised: food to be advertised on the flyer, opening times, extra equipment on the tombola, use of area under the canopy, possible entry fee and a need for management at front of school.

The association discussed thank you letters for key supporters and gave a special thanks to WP for her and her family's help. It was noted that the Christmas presents had been donated and that volunteers would be needed to wrap these. It was requested that any photographs of the Fair be forward to WP to be put on the website.

The Chair proposed that the schedule of events would require more structure this year to ensure optimal organisation. She suggested that the events be staggered throughout the year to ensure easier organisation. ST suggested that any ideas should be proposed and approved in principle at the association meeting and could be implemented by a sub-committee once the Head teacher's approval had been gained. It was agreed that no

advertising of events should be made until full approval to proceed was given, thus avoiding any future disappointment.

DECIDED – that

(1) the Christmas Fair sub-committee prepare a short report regarding the fair to be presented at the association's next meeting

(2) WP to send an email to association members when the Christmas presents are due for collection.

COMMUNITY DIRECTORY

The Chair referred to the Community Directory letter, which was circulated at the meeting, thanking LD for his support on this matter. JL suggested that the cost may change once interest has been gauged. It was suggested that this directory could be in paper format and/or electronic. A notice board in the canopy area for such and other community services could also be used.

DECIDED – that the Community Directory letter be circulated to all parents.

TREASURERS REPORT

The Treasurer referred to the circulated document. It was noted that although the cost of the bar seemed excessive, many items had been stocked up on for use at future events. The Treasurer highlighted that the funds raised from the Christmas Cards was at present unknown.

DECIDED – that the report be noted.

SCHEDULE OF EVENTS

Various usual and new events were discussed. With regard to new events, it was noted that next year the Queen was to celebrate her Diamond Jubilee on 5th June 2012 and agreed that a balloon race on the nation colours would be a good way to celebrate. Concern was raised at the environmental impact of balloon races. The association was advised that the Olympic Torch would pass through Edenfield on 23rd June 2011 on its way to London and that a breakfast at school should be followed by a walk to Edenfield to mark the event.

It was discussed that next year's Summer Fair could be linked to the Olympic Games. It was suggested that instead of colouring competition, an Easter Bingo and craft event with light bites took place at Easter. It was suggested that this could be linked to Ramsbottom's Chocolate Festival. A Treasure Hunt and BBQ was discussed for the autumn term and a possible firework display with seasonal food for 5th November 2012. The association discussed the possibility of selling advent calendars from 30th November 2012 in order to raise funds. The Chair stressed the importance of support and donation for all events should be secured as early as possible.

DECIDED – that:

- (1) the Dinner Dance be scheduled for 19th May 2012;**
- (2) a balloon race be scheduled for w/c 28th May 2012;**
- (3) ND to investigate environmentally friendly balloons;**
- (4) the Olympic Torch breakfast be scheduled for 23rd June 2012;**
- (5) the Summer Fair be scheduled for 29th June 2012;**
- (6) a Treasure Hunt and BBQ be scheduled for the Autumn Term;**
- (7) ND to investigate the Health and Safety requirements for a firework display.**

ANY OTHER BUSINESS

The association was advised that the Valentines Disco would be held in the afternoon for Key Stage 1 pupils and from 3.15pm until 5pm for Key Stage 2. It was highlighted that the DJ needed to be booked and the tuck shop arranged.

DM apologised on behalf of WP regarding the confusion over the Mince Pie Munch. WP was thanked for all her help on this and other events. It was agreed that more support for this event would be needed in future.

DECIDED – that the Valentines Disco be an agenda item at the next meeting.

DATE OF NEXT MEETING

The association discussed varying the nights of meeting to ensure optimal attendance.

DECIDED – that the next meeting be held on Thursday, 19th January 2012 at 7.00 p.m. in the staff room.