



Friends of Fourfields PTFA

24th February 2016 - 6.30pm

Present: Claire Collett (Executive Head), Helen Stewart, Anna Despicht, Katie Brooks, Sam Greenslade, Debbie Blackman, Lindsay Crawford (parents).

Apologies: Chloe Grooby (Class teacher), Jennie Beasley, Mandy Wright (parents).

Unfortunately due to work commitments, Julie Ellis will no longer be able to meet with the committee however is happy to support future events.

Agenda items discussed:

1. Update on profits made through recent events:

- Christmas Fayre - £660.13
- Christmas Disco - £25.27 (it was noted that entry was free to this event)
- Coffee Morning (mince pie event) - £25.08
- Summer Fete - £499.47
- Quiz Night - £219.82
- Christmas Cards - £202

2. Sam presented the committee with a yearly plan outlining upcoming events. Each item was discussed by the committee:

a. Discos

It was agreed that the PTFA usually host three discos per year; Valentine's, Leavers and Christmas.

Mrs Collett presented the option of the Year 6 trip to London taking the place of the usual meal at the Thatched Cottage, given its recent closure. The trip is to include train journey, a meal at Pizza Express and a visit to the museum/s.

The committee agreed this was a good idea and that a PTFA contribution would be made as usual (£10 per head).

The proposed dates for the Leavers disco are **Wednesday 20th July (preferable) or Monday 18th July.**

b. Bingo night – Easter

Mrs Collett reminded the committee that the Village Hall Children's Bingo night would be taking place on 8th March and that it would be unfair for us to hold a similar event around the same time. The Village Hall has agreed to share profits from their evenings with the school.

The proposed date for the PTFA bingo night is **Thursday 28th April.**

Action – Sam to confirm date/booking with the Village Hall. (now confirmed)

c. Summer Fete

Sam has spoken to Penny Fountain (Treasurer of the Village Hall) about whether the days we have allocated to us without a charge include weekends, to which the response was yes. Theoretically the Village Hall would also be willing to provide tea/coffee/refreshments from the Community Lounge should the PTFA decide to hold the Summer Fete on a Saturday.

The committee discussed the success of the Swineshead 'Camp Out' and concluded that it could be possible to use a Saturday allocation for this purpose at Sutterton in the future.

A discussion followed about the success of last year's Summer Fete and the committee agreed that we should follow that model for this year.

The proposed date for the Summer Fete is **Thursday 14th July, 5-7pm** (with the hall available should the weather require us to be indoors).

It was also agreed that the families of the new intake for September should be invited to the Fete.

Action – Sam to confirm date/booking with the Village Hall. (now confirmed)

Action – Mrs Collett to organise a communication out to new Parents/Carers.

d. Quiz Night

A discussion took place regarding the success of the last quiz night and it was agreed that we should hold another evening in June.

The date proposed for the Quiz Night is **Saturday 18th June, 6:30 – 8:30pm (quiz to start at 7pm)**.

e. Sport Relief – 18th March

Mrs Collett confirmed that the school will be doing a sponsored walk around the village (times and route TBC).

It was agreed that the PTFA would volunteer to help man the route and provide refreshments from PTFA funds.

Katie agreed to purchase squash, oranges and other healthy refreshments.

f. Non –uniform days

Mrs Collett confirmed that there are no school non-uniform days in the diary at present.

It was agreed that the PTFA would hold one near to the Summer Fete to raise prizes for stalls (date TBC once the Fete is booked with the Village Hall).

g. Cake stalls

Mrs Collett confirmed that the end of term Celebration Assembly could be brought forward to **Thursday 24th March** so that we could hold a Cake Sale afterwards.

The PTFA will also hold a stall at break time for the children to buy cakes.

h. Art Exhibition

The committee discussed the idea of holding an art exhibition, possibly to include wine/cheese/nibbles around Christmas time.

Mrs Collett explained that while a similar event at her last school was enjoyable, it was also work intensive for staff/PTFA members and not wholly inclusive to families, attracting less people than other school events.

We agreed that Mandy should be part of the discussion on this item so it will be added to the next meeting agenda.

i. Christmas Cards

It was agreed that due to the good uptake and profits made from the project that we should run the Christmas Cards again this year.

Action – Lindsay to confirm the process and best timescales for ordering.

3. Future fundraising ideas

There were no ideas put forward given that we already have so much in the calendar for this year.

4. Play Equipment

It has been agreed previously that the PTFA would fund a £500 spend on play equipment however we are still awaiting confirmation from Mrs Pimlott/School Council.

Action – Katie to liaise with Angie Newark regarding the cheque payment.

5. Spending

Mrs Collett confirmed that with the closing of this budget year, the school would be spending some money on revamping classrooms, the reception area and school hall (curtains).

It was agreed that the PTFA would be happy to allocate some funds towards other small spends on extras around the school (type and amount TBC).

6. Outdoor Church

A discussion took place regarding the outdoor church project.

Mrs Collett explained that this project came under the remit of Miss Robinson who will be leaving us at the end of next week.

The project has been quoted by Firth's, and will be revisited by Mrs Collett in the next budget year (March onwards).

It was agreed that the PTFA would be happy to fund plants for a sensory garden once the project is underway.

7. Sports Day bibs

It was agreed that the PTFA would be happy to fund the cost of Sports Day bibs/t-shirts however Debbie suggested that we borrow equipment from Swineshead to save costs which was a popular idea.

Mrs Collett confirmed that Swineshead's Sports Day would be planned so that we can make use of their equipment.

8. Facebook/Twitter

The Federation now has an active Twitter account, details of which can be found on the website.

9. AOB

There was no other business to discuss.

Next Meeting: Wednesday 13th April @ 6:30pm

Summary of dates for the diary:

Date	Time	Event
Friday 18th March	TBC	Sport Relief
Thursday 24th March	9:30am	Cake Sale
Thursday 28th April	TBC	Bingo
Saturday 18th June	6:30-8:30pm	Quiz night
Thursday 14th July	5-7pm	Summer Fete
Wednesday 20th July	TBC	Leavers Disco