



# Fairfield Primary School PTA

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Charity No: 517582



## *Minutes – 19 April 2018*

### *Present*

Kirsty Lay, Samina Barnwell, Chris Johnson, Michelle Thompson, Bev Frost, Jane Mcleod, Emma Jones.

### *Apologies*

Linda Leo

### **1. Quiz Night – 11 May 2018 – (funds to be earmarked for outdoor equipment )**

Tickets are to be £10 with a curry and entrance (chicken or veggie option available).

Licensed bar ó Samina will apply for the licence.

Apologies given that Michelle and Kirsty will be unable to attend event so are unable to help.

Zara Kaplan has kindly agreed to be quiz masterø

Bev and Samina to finish work on questions and rounds.

Alcohol will be supplied by Majestic Wines on a sale/return basis (as used on previous events). Samina will check out costs and then a price list can be organised.

Table items need to be purchased (gloves, plates, napkins etc) - PTA cupboard to be checked for other items.

Letter to go out to parents on 20.4.18 ó Bev to do.

During event there will be various quiz rounds, raffle, 50/50. Raffle prizes are to be obtained. Andreas Flowers have kindly donated a voucher which hasn't been used yet so we will use that as one prize.

Committee have agreed to try and sell a table of 6 per member.

Posters have been kindly done by Andrew Jones (parent) and these need to be printed and displayed on the gates.

Sound system needs to be checked in Hall ó Jane Mcleod will check with Mrs Lewis.

Samina will kindly be making the curry and a reminder will need to go out to parents to bring Tupperware storage if there is any curry left to sell at end of event, as we have done previously.

Samina and Bev will regularly check the PTA pigeon hole regarding ticket sales for the Quiz Night.

An Ideas Box will be available on the night for parents to give us ideas for future events or things they would like PTA funding to be used for.

## **2. Cake Sale – 16/17 May 2017 – Year 4 and Nursery**

Kirsty and Chris will take the lead on this cake sale.

Posters done by Andrew (parent) and have been emailed today to Kirsty.

Letter/event notice will need to go out to parents on the 7 May and then a reminder on the 14 May regarding cakes.

Helpers need to be organised and a call out to parents in years 4 and nursery encouraged to help as this is aimed at their year.

Floats to be organised.

Disposable gloves will need to be bought if there are none left over from the Quiz Night.

## **3. Banking/Signatories**

It was suggested that the paying in book be left at school for easy access for the committee to bank funds after events.

Money bags need to be obtained and kept with the book for ease of cashing up and getting funds to the bank.

The signatures on the account are currently Treasurer and Vice Treasurer. A discussion was held regarding the need for the Chair to also be a signatory and have access to view the accounts. The question was raised for the need of a Vice Treasurer next year if the Chair and Treasurer have access to the account as a joint signature is needed.

Chris/Michelle will find out from Lloyds whether there is an option for 3 signatories on the account

Any banking changes need to be organised after the AGM in June/July to enable transition to new committee members to be smooth and ready for the new term in September 2018.

#### **4. Summer Fayre – 23 June 2018 - 12 til 2 pm**

Bev has emailed Penarth Fire Service and they have agreed to attend the fete.

Bev has spoken to Jenny Hignett and she has agreed that Silverstars will do a gymnastic display at the Fete for us.

Chris will ask Jason Dunlop regarding RNLI attendance.

Jo Harris will be asked regarding the police/police dogs being able to attend.

Kirsty and Phil Lay have agreed to organise the hot food for the fete.

The question of a Pimm's stall was raised and Mrs Mcleod will ask Mrs Lewis regarding this aspect.

Candy floss was an option and Michelle said she would ask Sue Reynolds regarding this.

Ice cream was suggested as an option for the fete, Mrs Mcleod will assess the freezer storage at the school.

The Stalls/Stand agreed so far of refreshments, beat the goalie, hook a duck, face painting/nails etc.

The question of pony rides was raised, Kirsty will ask her contact at Downside Stables regarding this and Mrs Mcleod will speak to Mrs Lewis regarding this.

A petting zoo was mentioned and this needs to be looked into.

Kirsty has had contact from a company that supplies various children's activities (bouncy castle etc) at Roath Park and she is going to look into this for us for the fete.

The school choir need to be asked whether they would be happy to perform at the fete.

Obtaining raffle prizes is a big job, Sue Reynolds has kindly done this in the past for us. We will be asking Sue if she would be willing to undertake this for us again - although this is a job all members of the committee can get involved with.

Jolly Jars of a suggestion has been made for us to be more eco friendly so we will not be using plastic cups for this. Biodegradable cups are available and Kirsty will ask her contact in the Principality Stadium regarding this. The use of paper bags as an option will also be looked into.

The need for recycling bins to be dotted around the field will be addressed on the day.

## **5. Other Events Prior to End of School Year**

A suggestion has been made to combine a school disco for the children along with the PTA AGM and re-election. This would be a social event rather than a fundraising event.

Mrs Lewis will be asked regarding a date for this but we will be looking at the 4 July.

A DJ will need to be contacted (Kath Lewis does have a number for the one used previously). Times would be Infants 2.15 to 3.15 pm and Juniors 3.30 to 4.30 pm. AGM would then take place around 4 pm.

One future event requested would be a Bath shopping trip ó the dates suggested would be Saturday 24 November or Saturday 1 December. Prices will be obtained and decision made regarding this with the aim to get the event organised before the start of the September term.

## **6. Requests for funding from school**

Mrs Kendall has asked for £300 for books for the additional learning needs unit and this has been agreed.

Mrs Stead has asked for a mud kitchen for the junior playground at a cost of £110 and this has been agreed.

The Nursery have asked for water and sand tables at a cost of £200 and this has been agreed.

A purchase of books by the Poet Laureate have been agreed at a cost of £68.

The Nursery have requested 4 mini ipads and covers at an approximate cost of £1100 and this has been agreed.

A request from nursery and reception for 4 bikes, 4 trikes, 2 balance bikes and 2 storage areas at a cost of £1586 has been made and agreed.

There were a few other requests made and we have asked for further information and costing in regards to this and will look at them at the next meeting.

Key stage 2 teachers need to be asked advice regarding outdoor equipment they think would be good for the children.

## **7. Any other business**

A suggestion was made that it would be nice to invite the parents and new children due to start at Fairfield in September 2018 to our Summer Fayre. A leaflet could be made and handed out at the open day. Mrs Mcleod will find out when this is for us.

Another option was to have an information half hour after school just to tell people what we do as a PTA and why and encourage new members to join/help.

Another suggestion was a call out to parents on skills they may have that we could use within the school events if they were willing to give their time. Also does any parent work for a business that would have facilities to help the school at all be it funding or physical help e.g conservation area etc.

## **8. AGM Date**

This has provisionally been booked for the 4 July pending agreement. A letter will need to go out to all parents describing the roles and asking for volunteers.

**Next meeting date TBC**