



Fairfield Primary School PTA

Dryden Road, Penarth CF64 2RT
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Charity No: 517582



Minutes 18 July 2018

Present –

Samina Barnwell
Emma Coward
Michelle Thompson

Bev Frost
Kath Lewis

Louise Eventon
Kirsty Lay

Discussion

Michelle stated there is £12,278 left in the bank account.
There are monies totalling £2407 still to clear from the bank account.
A buffer amount of £2000 needs to be left in the bank account.
The amount set aside for literary in the bank account is £1000.

Michelle has given the necessary forms to Emma and Kath to arrange transfer of the bank accounts over to them. They will meet in the forthcoming weeks to arrange the transfer of details.

Michelle has said she will forward old accounts of events for our information. She will also ensure all details regarding insurances, licences, charity commission and other information needed is passed over to the new committee.

PTA Involvement

The idea of having a Class Representative to be the point of call for the PTA has been discussed. This will ensure that information is passed easily and quickly between parents and PTA members in each year. Also the class representatives will help to sell tickets for events and help the PTA to be more integrated into the parent community of the school. The committee have agreed to approach parents to ask if they would be willing to get involved.

The PTA form on the Fairfield website needs to be updated and ? circulated.

At the start of term we will organise slips to hand out to each child to encourage parents to join the PTA facebook page.

PTA newsletter has been mentioned and the committee will work on getting this organised.

Parc Play need to be contacted regarding their payback scheme ó Bev will chase up email already sent and Samina said she will pop in.

Easy fundraising ó this needs to be circulated to the parents so they are aware it is available.

Forthcoming Events

Bath Christmas Market Bus Trip - This has a provisional date of **1 December 2018** pending the Christmas Fayre date.

Bev has got quotes from Wheadons and Mainline bus companies and a decision was made to go with Wheadons.

Quiz/Curry Night - to be organised for **Friday 5 October** pending date approval.

Pupilø Christmas disco - **Monday 17 December** pending agreement. Kath Lewis will contact DJ John regarding price and availability.

Secret Santa ó as in previous years.

Christmas decoration to be made with children.

Tuesday 29 January 2019 ó Charity Quiz at the Windsor Public House, Penarth.

Movie night, Easter Bonnet/egg hunt and breakfast with Santa were all discussed as possible literacy fundraising events.

Possible Cake Sale Dates/Plans

Date TBC	Year 6 and 1	Halloween cake sale
Date TBC	Year 2 and 5	Valentines cake sale
Date TBC	Year 4 and reception	Easter cake sale
Date TBC	Year 3 and nursery	Spring cake sale

A leaflet at the start of terms will be done to hand out to parents so they know what the plans are for that term.

Motherø Day and Fatherø Day items will be made this year.

Other event ideas were discussed and will be reported back to committee once more information has been sought.

Any Other Business

Stock take needs to be done of cupboard and garage ó Bev and Samina.

Raffle prizes from summer fayre ó need to check all have been given out. Michelle to do charity commission report.

Next meeting to be organised for first week in September – TBC