



# Fairfield Primary School PTA

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Charity No: 517582



## *Minutes 23 January 2019*

### ***Present –***

Samina Barnwell, Bev Frost, Emma Coward, Louise Eventon, Ms Lewis, Mrs Mcleod, Linda Leo, Kath Lewis and Rachel Jones.

### ***Apologies Received***

None

### **1. Christmas event round up**

Raised well over £3,000 with all of the Christmas events.

It was acknowledged that there is a significant number of events to plan for during the Christmas term and parents can be overwhelmed with this in the run up to Christmas which is a busy period anyway. As a result, the PTA will space the timing of the events as much as possible. In addition, the newsletter which was extremely well received this year should be sent out during September and at the latest before half term. It also could be linked in with the school events, in order to give a definitive list for parents well in advance of that busy time. Ms Lewis agreed.

Secret santa which it was felt that this became a little protracted. The children responded extremely well to this and really enjoyed buying gifts for family and friends. The preserves which were donated by Irena went down particularly well, as did the Ikea and Home Bargains gifts. Larger donations could be used for the tombola or raffle in future.

Raffle which extremely successful. Plan on a larger 1<sup>st</sup> prize for the summer raffle as this seems to work well. Louise Eventon to organise the thank you letters.

Jolly bags which it was agreed that they were too large and many found the increased cost a little too much. Of course, this was as a result of being let down with the bag delivery just before the event. For the summer fayre PTA will purchase bags well in advance and Bev Frost has researched smaller bags. The cheapest for these is £13.99 for 100 bags. It was suggested that Karen (Umpa Lumpa) may be able to help with bag sizes and stockists. Samina to check with her.

It was agreed that the bags should be ordered asap so that we have them in stock well in advance of the summer event to give parents enough time to fill and return them to school.

Calendars which very successful. It was acknowledged that the laminating sheets are a significant cost to the school so these will be purchased by the PTA for next year.

Christmas decorations ó It was agreed that this should be organised earlier in the term, probably during November.

Bath trip ó It was agreed that this should be organised again next year. Hopefully the momentum and choosing a date with no other events going on in Cardiff will help with numbers for next time. Date to be confirmed as soon as the dates are released by the Bath markets. Louise Eventon is on the mailing list so will confirm as soon as this has been announced. Anticipate that this will be organised for the first weekend of the xmas markets in November.

Crafts ó there was some confusion regarding charging for the colouring pages and crafts available during the fayre. Children were only supposed to be charged if they chose to have their pictures laminated. Otherwise it was meant to be a free activity. It was agreed that this needs to be made clearer for next year.

Christmas 2019 :

- Christmas Fayre to be held on 6<sup>th</sup> December. Secret santa during week commencing 2<sup>nd</sup> December and Christmas decorations during week commencing 25<sup>th</sup> November;
- Disco ó DJ John for next year. Kath to organise (KL has since booked DJ John for 16<sup>th</sup> December 2019); and
- Christmas cards. The children will design their own cards for next year. Bev has ordered the packs and registered the school for 2019.

## **2. Ideas for future events**

Easter - There were some ideas for an easter egg treasure hunt to be held in school grounds. It was agreed that any Easter event would clash with the events being run by the teachers and this idea will therefore shelved for this year.

Picnic idea ó there was, however support for organising a school picnic in early summer. It was also agreed that this could be for the benefit of an external charity rather than always raising money for the school. The PTA could ask for ideas for charities which are personal to parents within the school and any money raised would be given to that charity. Possible dates suggested were 11<sup>th</sup>, 12<sup>th</sup> or 18<sup>th</sup> May 2019. One idea is to hold a Bake Off competition and ask someone locally to judge it ó possibly James Somerin.

Gin tasting ó Oddbins would hold a gin tasting with 4 gins to taste and nibbles included. Venue required and preferably not within school to make it more sociable. Possible venues ó Crepe Escape (Linda to check this), Wilmores (Samina to check this) and Baroque (Kath to check this). Bottle Shop do a similar event but unclear about the cost and how many can be accommodated (Louise to check). Planned for before 4<sup>th</sup> March and 12<sup>th</sup> April.

## **3. Windsor Quiz**

This is booked for 26<sup>th</sup> March. All of the organising is done by the Windsor pub. It is open to the public and any proceeds are donated to our PTA. Details to follow and marketing to be done to encourage support.

## **4. iPad request update**

Ms Lewis confirmed that iPads in classrooms remain a priority for the teachers. It was therefore agreed that any spare funds within the PTA account should be directed towards this and any future fund raising will be used towards this.

Ms Lewis stated that they would, ideally, like 8 iPads per class from Year 1 up. This equates to 72 iPads across the school.

Based on the funds available in the PTA account, it was agreed that £8,500 should be released for the initial purchase which would equate to 24 iPads. Clearly these need protective covers and Bev will therefore check the cost of these with the stockist.

Also to be clarified before purchase is the memory size required. Ms Lewis to do this.

## **5. Cake sales**

It was agreed that these should now be held regularly on the last Friday of each month and donations will not be linked to particular year groups. PTA agreed to assess the success of this change and review.

The next cake sale will be the last day of the February half term. Any unopened boxes of cakes/biscuits can be saved for the St David's Day event.

## **6. Summer fayre planning**

Agreed that the children will design a tea towel for sale around the time of the fayre. Kits have been ordered.

Raffle of the star prize option has been successful in the past and it was therefore agreed that we will have a star prize for the summer fayre too.

Other ideas of Bouncy castle, water fight type stall and ask staff for ideas for other stalls.

Ice lollies are successful for the refreshments stall but a better freezing solution is required.

## **7. Any other business**

Banking of it was agreed that the signatory obligations should be changed to just one signatory. As a result the Treasurers can then have a debit card on the account to make transactions more straight forward. In addition Emma is working on gaining online banking access so we can have up to date balances when required. Emma has worked hard with Lloyds and now has a good contact at the bank (an ex Fairfield pupil). If she continues to come up against the problems she has experienced so far then a new bank will be researched.

Amazon Smile of Just need account details entered. Emma to organise this.

100 Club of Emma to investigate signatories on the account with HSBC and organise for the account to be closed.

Swap Shop ó Idea to pay entry to a ÆSwap ShopÆ Bring an unwanted item and exchange it for another item. Harriet is happy to organise this and support was given for the idea. A date is to be agreed.

Dragon box ó Rachel Jones re-introduced an idea which she had previously tabled by email. A theatre comes to school (or an external venue) and runs an event called ÆTaking FlightÆ about dragons which represent emotions. The idea is for children to be able to explore emotions they may not yet fully understand. The teachers speculated whether this is an event which should be run for the whole school so that all of the children have access to it. It was also questioned whether two shows could be delivered ó morning and afternoon.

There was significant support for the idea and Rachel will investigate further and understand whether this would be possible for September. She also said that the theatre group like to involve as many within the local community as possible and therefore whether this should be held at the Paget Rooms and sell tickets externally. To follow up at the next meeting.

## **8. Date of next meeting**

The next meeting has been set for **Wednesday 20 January 2019** at 8 pm in the Conservative Club, Penarth.