



# Fairfield Primary School PTA

Dryden Road, Penarth CF64 2RT  
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Charity No: 517582



## ***Minutes 13 September 2018***

### ***Present –***

Samina Barnwell, Bev Frost, Louise Eventon, Kath Lewis, Mrs Macleod, Helen G, Helen, Fran, Lil, Mel, Joedee

### ***Apologies Received***

Emma Coward          Alison James          Linda Leo

### ***Discussion***

Welcomed new committee and all parents/teachers who attended the meeting and explained how the PTA worked and how the decisions were made regarding the money i.e. teacher requests.

## ***Quiz Night – 5 October 2018 – 7 pm***

Tickets are £10, event created on FB, letters sent via email to parents.  
Posters will need to be printed and advertised at school gate.

Licence has been obtained. Samina will contact Majestic Wine regarding the alcohol/glasses etc.

Helpers will be needed at 3.30 pm to set up on the night. Then during the event we will helpers to run the quiz, man the bar and general running around and finally clear up.

Raffle prizes are needed so we will put a request on the PTA FB page regarding donations and Louise said she would try and visit a few businesses in Penarth to request.

## ***Cake Sale - Tuesday 23 and Wednesday 24 October 2018***

This cake sale is for year 1 and year 6 children. Cake sale is for all children but years 1 and 6 for donations. Helpers will be needed to set up and run the cake stalls. A decision was made to price the cakes for the whole year as 50 pence per cake and 3 cakes for £1 so that the children and parents know for each sale.

Poster will be arranged and a call out for helpers and cakes will be sent out 7-10 days prior to the event.

### ***Bath Christmas Shopping Trip – Saturday 1 December 2018***

Tickets will be priced at £20. These will also be sold on a first come/first served basis. We will only be booking one coach seating 49.

The times agreed for the trip are 8.30 am to 5 pm. Bev will contact bus company to confirm times and pick up spot as it was decided Dryden Road is too small for a coach (pick up will be in close proximity of the school).

Samina will ask Michelle Thompson as outgoing Treasurer to secure payment for the bus prior to the accounts being signed over to new Treasurers.

### ***Christmas Fayre - Friday 7 December 2018***

It was decided to run an after school fayre starting at 3.30 and finishing around 5.30 pm.

Andrew Jones has already kindly agreed to help us with posters this year.

Santa's grotto with photo has been agreed & Santa has been contacted and is available. Photographer will be contacted by Bev.

Raffle prizes need to be organised & we will endeavour to start early and get some request letters ready to go out.

The calendars that were a big success last year will be available again & Mrs Macloed will feed back to teachers. Bev and Louise have agreed to be available to help with the preparations for this.

Christmas Cards for the children to design - pack requested by Samina.

Christmas tree donation & Kath Lewis will look into this.

Rather than plastic cups for Happy Hampers, the committee will look into paper bags. Lil suggested the paper bag company on Amazon.

### ***Children's Disco – Monday 17 December 2018***

DJ John is unavailable. Kath will contact DJ Sterling re availability.

This will run 2.30 to 3.30 for infants and 3.30 to 4.30 for juniors.

### ***Literacy Fundraiser***

It was decided that this be held after the February half term due to the saturation of events prior to Christmas. Linda has an idea for this event which will be discussed at a future meeting.

Dr Edward has also asked regarding a Maths Fundraiser, the idea of a children's quiz involving their 'houses' was mentioned. Further discussion needed.

### ***Teachers Requests***

Mrs Stead has requested PE playground equipment for KS2 and FP - £250 x 2 (packs of various items) ó **this has been agreed.**

Dr Edwards has asked for Numicon maths to support numeracy in KS2 at a cost of £500 ó **this has been agreed.**

Mrs Burnhill-Smith has requested micro-bit kits for implementation of IT curriculum ó these 6 items at £49.99 which totals at around £300 ó **this has been agreed.**

Mrs Stead has requested an outdoor Bluetooth speaker which is durable for KS2 ó this has provisionally been agreed ó we need more information and to know exactly what she would like.

It was also agreed at the end of the school year that each class would receive £100 for various items to be decided by staff. This will total £1300 ó Samina will ask Michelle as outgoing Treasurer to send the payment over to the school.

### ***Any Other Business***

Lil made a good suggestion regarding a subscription for **Youtube** as the school use it regularly and it would be better for the children as this will enable them to watch videos without adverts. - **We will look into the price of this.**

A mention was made regarding obtaining a portable **PA system** for the school and PTA to use on various events including quiz nights, sports days, summer fayre etc. We will look into pricing this (approximately £150-£200) and speak to Mrs Lewis regarding it.

A suggestion has been made regarding a parent photographer being present on **Sports Day** taking photos and making these available on a secure webpage for parents to download photos of their own child for a small donation to the PTA. This will need to be discussed with Mrs Lewis and the parent to ensure it's feasible and secure.

Another suggestion regarding **Sports Day** was the availability of gazebos for the children to sit beneath while waiting for their races. We have 2 in the PTA garage but Karen Dunlop and Kath Lewis said they will look into pricing and purchasing these so that we are ready for the sun this coming Sports Day.

This led on to Mrs Macleod mentioning **permanent shaded areas** on the field for children. We need to look into what is possible and available and price these items so that we can be prepared.

## **Conservation Area**

Our new nursery teacher Ms Alison Wear is Forest School trained which a great asset for the school. The conservation area does need some attention. A suggestion was made regarding parent/children involvement in maintaining this area. Mrs Macleod said she would speak to Mrs Burnhill-Smith and Ms Alison Wear regarding this.

The ECO committee and maybe the after school club were mentioned as possible groups to get involved with this area. Mel mentioned her father may be keen to get involved when he moves into the area.

## **Information Leaflet**

The committee will work on an information leaflet to be distributed to all children regarding upcoming events.

Again it was encouraged that we try and get as many people as possible to join the Facebook PTA page. A suggestion was made regarding posters with the address on outside each classroom and also some way of attaching posters for each event as they occur so they are available for parents to readily see.

We will also ask Mrs Leanne Duffy our new School Administrator whether she would kindly send out the link to the Facebook page to the parents to encourage them to join.

Lastly ó Parent pay and Paypal were both mentioned as ways of paying for PTA events to make things easier for parents and staff. Samina will look into this and discuss with Mrs Lewis.

**Date of next meeting – Wednesday 3 October 2018 at 8 pm – Penarth Conservative Club**