



Fairfield Primary School PTA

Dryden Road, Penarth CF64 2RT
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Charity No: 517582



Minutes 3 October 2018

Present –

Samina Barnwell, Bev Frost, Emma Coward, Linda Leo, Louise Eventon (via Facetime), Mrs Macleod, Joedee Lush

Apologies Received

Kath Lewis

1. Quiz Night – 5 October 2018

Majestic wine have been contacted and wine and prosecco ordered on a sale/return basis.
Soft drinks ó we will use up stock we have in PTA cupboard.
Cider/Lager ó Samina will obtain from Asda ó any leftover will be used at Xmas Fayre for tombola.

Set up ó 3.30 pm ó Helpers will arrive and help set up the Hall.

Quiz masters ó The Eley Brothers will do this for us with their own sound system. We need to find out if answer sheets are needed.

Raffle prizes ó some have been received ó need to check raffle books in PTA cupboard.
Envelopes need to be checked also for the 50/50 round.

Food will be served half way through Quiz. Samina has all the cooking and purchasing organised. Forks and plates are needed. Bev will check cupboard re stocks of table clothes and plastic gloves and report back.

Price lists will be organised and printed for bar etc.

A final call out will be made for ticket sales.

2. Halloween Cake sale 23/24 October 2018 (years 1 & 6)

Posters will kindly be done by Andrew Jones.
Cake price list done and set at 50 p a cake and 3 for a £1 (these prices will run all year).
Call out for helpers will go out 10 days prior to sale.
Louise Eventon will be main point of contact.
Cake requests need to go out also around 7 days prior to cake sale.

3. Bath Christmas Market Trip – 1 December 2018

Poster has been kindly done by Andrew Jones.

The price for tickets is £20.

This poster and letter will go out to parents next week after Quiz night.

It will be on a first come first served basis ó bus will seat 49.

There will be bingo/raffle and possibly a quiz on the bus.

The plan is to serve bucks fizz and pastries for trip up.

4. Christmas Fayre – Friday 7 December from 3.30 pm

Main focus at the moment is raffle prizes ó Louise and Bev will get together to do letters of request.

All members will try and obtain raffle prizes.

Tickets will need to be printed around 9 November 2018.

Tickets will need to go out to parents around the 23 November if not before.

We had a discussion regarding purchasing a main prize for the raffle to encourage the sale of tickets. The committee took on a few suggestions for a prize and will look into the prices of these items.

Santa's photographer helper has also agreed to help.

5. Teachers Requests

A request for 3 lunch trolleys has been received from Mrs Lewis at a cost of £99 per trolley. This has been agreed by the committee.

A verbal request for 3 to 4 I-pads per class (total of between 30-40) has been received from Mrs Lewis, this has been discussed at the meeting and Mrs Macleod kindly shared with us how they would be used and how much they will benefit the pupils and staff. Between the committee and the school we will look into how much this will cost and it has been provisionally agreed. Also it's been agreed that we should do some targeted fund raising towards this goal.

Mrs Macleod has also requested a new laminator for the school and will get back to us regarding cost etc.

Lastly Mrs Lewis has asked for some sort of screen/area divider for the corridor area by the new green wall and the I-MAC ó she will look into exactly what is needed and represent this to the committee.

6. Any Other Business

Harriet Fletcher has brought an idea to the committee regarding holding a 'swap-shop' with the entrance fee being donated to the PTA. We all agreed this was a good idea and Harriet said she would look into this for us.

Dragon Boxes were discussed ó where a box will be placed in school for all unwanted clothing and the school will receive the funds for the items in the box. This needs to be looked into.

The Windsor Community Quiz night are unable to facilitate us for January so have asked us to pick another date, we have opted for March and Bev is awaiting confirmation of this.

Future fundraising ideas were discussed, these are possibly a Gin tasting night in the last term and another shopping trip or trip to the races depending on how the Bath trip goes.

A movie night was discussed for the children in December ó to be discussed with Mrs Lewis and date to be confirmed.

Conservation Area - Following suggestions from parents we are looking forward to be able to play a part in improving this area. Rachel Jones will be contacting the school regarding ideas and helping to facilitate this.

7. Date of next meeting

The next meeting has been set for **Wednesday 7 November 2018** at 8 pm in the Conservative Club, Penarth.

We have also organised the meeting following that for the **Wednesday 28 November 2018** at the same venue.