



# Fairfield Primary School PTA

Dryden Road, Penarth CF64 2RT

Tel: 029 2070 9035

Charity No: 517582



## PTA meeting 5<sup>th</sup> February Minutes

Attendees:

Andrew, Kat, San, Avalon, Mrs B. James

Apologies: Elroy, Vikki, Mr Jones

### **Next date and time for PTA meeting- Thursday 5 March – 7pm Byron class.**

Due to the timing of PTA meetings with Mr Jones. It has been suggested the PTA try to meet up with the school in the mornings.

Concerns were raised by some members who were unable to attend the previous meeting regarding the agreed meeting time. Alternative days, including Tuesdays, were discussed; however, this would require an alternative venue as the school would be closed, and Mr Jones would be unable to attend.

It has been mentioned that the PTA should have one location for all files and messaging. Email trails are too confusing.

**5 Feb – Cake sale** – profit 107.72 + card payments still to be added

Thank you to Mandy, Jenny, Joanna and Lucie for their help.

From Leanne –Mrs Lewis used to bank the PTA money as a favour. Lately Annabel has banked it for us as a one off. But essentially it the PTA who need to do take the cash to the bank.

PTA will need to organise who and how for the future.

**2 March – Grandparents Assembly – San lead** – PTA usually host free Tea and coffee. Jackie said she could do 120 Welsh cakes for £40. Nanny Angela has offered to do it for free. We will go with Nanny Angela.

**5 March – World book Day – Marci lead** - need to ask for donations and organise. There are still books in the PTA cupboard. – Avalon has spoken to Marci who is happy to organise

**9 March - PTA parent coffee morning – San lead** - confirm with the school to be able to use a room. Who from PTA can attend? Agenda – San still needs to confirm with the school for a location.

**15 March – Mother's day – Kat lead** - Cookies. This year we will bake cookies. Price still to be confirmed.

- messaging date?
- Order form?
- Collectiv? Will work the same way as Grotto.
- Order deadline 6 March
- Delivery date – 13 March

### **20 March - Quiz night - Marcia and Avalon lead**

- Marcia has kindly offered to host. 7 or 7:30pm (2 hours)
- Alcohol or BYO, Pricing, Corkage etc
- Decided – to make Chilli.
- Payment – Collectiv – Group booking. With name of table.



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- No raffle
- Extra – we can still sell some drinks. Card payment only?
- Prize – cash (total TBC), bottle of wine, Boobie prize – wooden spoon
- Pricing – work out cost of food, corkage, quiz, cutlery, bowls etc
- Hall capacity?
- Check with Chris (caretaker) open and closing of school
- messaging

## 27 March - Break the rules day – Vikki lead

Email, posters and messaging to be created and sent out. 20<sup>th</sup> March

## 21-22 April - *decide on sponsored fundraiser. (did not talk about)*

- *How will it work?*
- *Anyone have a form we can copy?*
- *Sponsored Bounce - Mrs James's partner can provide a bouncy castle.*
- *We would need volunteers and click counters.*

## 16 May - Pen Y Fan – Avalon lead

date to be confirmed

**Working Bee** - list of things to be done. Needed from the school. - email chase them.

**PTA constitution draft. –Everyone is happy with it.**

**Projectors** – yes – Andy, Vikki, Kat, San, Avalon

## Rocking Chairs – Yes – Andy

Following the new PTA constitution – if it benefits a group of people it fits within our constitution.

It isn't for core learning but it is something the PTA is able to consider.

The PTA have offered Mrs Galluzzo our alternative idea. Mrs James has passed it on for us.

Maybe it is better that we put that money towards creating a sensory room for Dahl. A discussion the committee would need to go over.

Going forward we have asked the school to please email any requests to the PTA using the PTA email address. [fairfield.primary.schoolpta@gmail.com](mailto:fairfield.primary.schoolpta@gmail.com)

Kat – brought up concern that PTA should not gift cash to school. This refers to our class room money and money for school trips that the PTA have budgeted for. Kat will research more.

Possible solution something like Amazon Wishlist etc.

Following further investigation the PTA will keep making donations to the school as we always have done – school makes a request, PTA votes on request, if request OK'd a cheque is raised for the amount agreed.

## Messaging

Messaging hierarchy – Detailed information via Email, newsletter followed by posters and reminders/urgent requests via WhatsApp. With posters and imagery they should be coherent through all communications. Posters to be adapted for social etc.



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Reminders through the weeks as part of year reps weekly reminders. Parents appreciate a reminder on the day. Which year reps should be doing anyway.

**10 Feb – poster, Facebook, Instagram - Quiz night Save the date**

**12 Feb – PTA Newsletter – (dates will need to be confirmed by now)**

23 Feb - World book day donations for next week

9 March - PTA parent coffee morning (location still to be confirmed)

13 March – Mother’s day cookies ( reminder delivery date)

20 March - Quiz night save the date

**20 Feb – Social – Quiz night tonight!**

**Email, Newsletter, Posters, reminders - promote Break the rules day**

**23 Feb – Poster - Mother’s Day cookies? (did not discuss in PTA meeting)**

**Socials – world book day, PTA parents coffee morning, Mother’s day cookies**

**25 Feb – Poster and Email - Detailed information for Quiz night**

**6 March – Mother’s day cookies (Order deadline)**